

Chapel Facility Usage Request ver 1.1



Ellsworth AFB Chapel
1554 Ellsworth St
Ellsworth AFB, SD
385-1598

Today's Date:	
Name:	
Organization/Unit:	
Phone Number:	
Event Name:	
Facility Requested	

Event Type
<input type="checkbox"/> Squadron Event
<input type="checkbox"/> Group Event
<input type="checkbox"/> Wing/Base-wide Event
<input type="checkbox"/> Change of Command
<input type="checkbox"/> Retirement Ceremony
<input type="checkbox"/> Class/Meeting
<input type="checkbox"/> Wedding
<input type="checkbox"/> Other

Event Date:	
Event Time (Beginning to End Including Set-up/Tear-Down)	
Rooms Needed:	Addtl Rooms Needed:
Event Recurrence:	Expected Attendance #:
Recurring Day:	<input type="radio"/> Will need a key issued (after hours event)

Additional Notes/Concerns	
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Active Duty
 Dependent
 Other (Specify)

I have read and agree to facility usage rules/policy

Routing of Approval

Coordination	Signature	Date
Requester		
Sponsoring Chaplain		
Chaplain Assistant		
Wing Chaplain		

Facility Scheduled, No conflict exists:
 Approved-scheduled
 Conflict prevents approval

If conflict, please explain

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Key Issued? yes no

Date of issue:

Key Returned? yes no Date of Return:

CHAPEL FACILITY REQUEST USER POLICY/RULES/RESPONSIBILITIES

AFI 52-105, base directives, and policies set by the Wing Chaplain, governs the use of chapel facilities.

User must possess a valid and current military ID card.

Religious activities such as worship observances, rites, or religious education have first priority for use of chapel facilities.

A Facility Request must be completed and approved prior to use.

Secular (non-religious activities) cannot be conducted in the Sanctuaries or Blessed Sacrament Room.

Alcohol will not be consumed in the chapel facility, excluding sacramental elements.

Cleaning up after completion of event is required (Tables cleaned, trash taken out, vacuum floors, dishes cleaned).

The facility must be vacated and secured by the scheduled time.

Any rooms that are authorized for use must be returned to how they were discovered. No permanent fixtures such as pews, carpets, wallpaper, paint, decorative hangings, or decorative displays may be altered or removed.

For one time event: if a key is issued, user will return the key no later than the next duty day.

If there are DV's (O-6 and above) attending your event, please notify chapel staff and scheduler. The User is responsible for all proper signage and proper protocol.

All outside (non-faith/non-religious) activity requests will be routed through the Chapel Facility Scheduler and Wing Chaplain for approval/disapproval.

Private parties, receptions, and banquets are not permitted.

Outside activity users will bring all their own supplies and equipment to include: coffee, drinks, cups, flatware, and trash bags. Use of equipment, supplies, or other areas of the facility, that have not been approved, is unauthorized.

Parents must remain in facility with their children, unless volunteers who have successfully completed a favorable Installation Records Check have been appointed and documented. Proof of background check completion will be required before facility is approved for use.

Failure to comply with rules governing facility usage may result in loss of privileges to use chapel facilities.

Facility users will adhere to all chapel policies and rules and by signing this form acknowledge the briefing.

Weddings

The bride or groom must possess a valid military ID.

Bride and groom must read and abide by policy in the Ellsworth AFB Chapel Wedding Accommodation Guide.

Requests cannot be made more than a year in advance.