

<b>WRIGHT-PATTERSON AFB CHAPEL FACILITY REQUEST</b>					
<b>REQUESTER INFORMATION</b>					
NAME OF REQUESTER		RANK/GRADE	ORGANIZATION	DATE SUBMITTED	
DUTY PHONE NO.	CELL PHONE NO. <i>(Optional)</i>	HOME PHONE NO.		E-MAIL ADDRESS	
<b>FAITH GROUP</b> <i>(NON-CHAPEL ORGANIZATIONS MARK NONE)</i>					
<input type="checkbox"/> PROTESTANT		<input type="checkbox"/> CATHOLIC		<input type="checkbox"/> JEWISH	
<input type="checkbox"/> ECUMENICAL		<input type="checkbox"/> OTHER <i>(Specify)</i>		<input type="checkbox"/> NONE	
<b>FACILITY REQUESTED</b>					
KITTYHAWK CHAPEL (BLDG 1220)		PRAIRIES CHAPEL (BLDG 6568)		RELIGIOUS EDUCATION FACILITY (BLDG 229)	
<input type="checkbox"/> SANCTUARY <input type="checkbox"/> ANNEX/KITCHEN		<input type="checkbox"/> SANCTUARY <input type="checkbox"/> ANNEX/KITCHEN		<input type="checkbox"/> LARGE CONFERENCE ROOM <input type="checkbox"/> RELAXATION ROOM	
		<input type="checkbox"/> OUTDOOR PAVILION		<input type="checkbox"/> SMALL CONFERENCE ROOM <input type="checkbox"/> KITCHEN	
<b>EVENT SPECIFICS</b>					
NAME OF EVENT		DATE OF EVENT	ARRIVAL TIME <i>(Set-up)</i>	EVENT START TIME	DEPARTURE TIME
RECCURRENCE <i>(Recurring Events Only)</i> <input type="checkbox"/> N/A - NON RECURRING <i>(EXAMPLE OF RECCURRENCE: EVERY 3RD MONDAY OF THE MONTH OR EVERY OTHER TUESDAY)</i>					
<input type="checkbox"/> DAILY	<input type="checkbox"/> FIRST	<input type="checkbox"/> MONDAY	<input type="checkbox"/> SATURDAY	<input type="checkbox"/> OTHER	
<input type="checkbox"/> WEEKLY	<input type="checkbox"/> SECOND	<input type="checkbox"/> TUESDAY	<input type="checkbox"/> SUNDAY		
<input type="checkbox"/> MONTHLY	<input type="checkbox"/> THIRD	<input type="checkbox"/> WEDNESDAY			
	<input type="checkbox"/> FOURTH	<input type="checkbox"/> THURSDAY			
	<input type="checkbox"/> FIFTH	<input type="checkbox"/> FRIDAY			
<b>FACILITY USAGE RULES AND POLICIES</b>					
ALCOHOLIC BEVERAGES AND/OR SMOKING ARE PROHIBITED ON CHAPEL PREMISES.  FOOD IS ONLY PERMITTED IN THE FELLOWSHIP HALL OF THE CHAPELS OR ROOM 6 OF THE RELIGIOUS EDUCATION FACILITY. CHILDREN UNDER AGE 18 MUST BE SUPERVISED AT ALL TIMES. IF AN ADULT OTHER THAN THE PARENT OR LEGAL GUARDIAN IS PROVIDING THE SUPERVISION, THE ADULT MUST HAVE AN APPROVED BACKGROUND CHECK ON FILE WITH THE CHAPEL. SECULAR EVENTS ARE NOT PERMITTED IN THE SANCTUARY OR BLESSED SACRAMENT ROOM, AND RELIGIOUS SERVICES TAKE PRECEDENCE OVER ALL OTHER ACTIVITIES THROUGHOUT CHAPEL FACILITIES. IT IS THE RESPONSIBILITY OF THE REQUESTER TO COORDINATE USE OF AUDIO/VIDEO EQUIPMENT AHEAD OF TIME, CHAPEL STAFF WILL NOT ASSIST DURING THE EVENT.			<b>CLEANING CHECKLIST</b>  DISHES, UTENSILS, POTS AND PANS WASHED AND PUT AWAY <i>(dishwasher must be emptied)</i>  ALL APPLIANCES CLEANED AND TURNED OFF  CLEAN TABLES/CHAIRS AND RETURN TO NEUTRAL SETTING <i>(ex. displayed on the wall)</i>  FLOORS SWEEPED/VACUUMED  EMPTY TRASH CANS AND REPLACE BAGS  ENSURE ALL EQUIPMENT AND LIGHTS ARE TURNED OFF		
SIGNATURE OF REQUESTER				DATE	
<b>REQUEST ROUTING/AUTHORIZATION AND APPROVAL</b>					
SUPERINTENDENT		SIGNATURE		DATE	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED					
WING CHAPLAIN <i>(If Applicable)</i>		SIGNATURE		DATE	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED					
DISAPPROVAL COMMENTS:					
<b>KEY AUTHORIZATION AND APPROVAL</b>					
KEY ISSUED: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> KITTYHAWK CHAPEL (N5082) <input type="checkbox"/> PRAIRIES CHAPEL (N5080) <input type="checkbox"/> RELIGIOUS EDUCATION FACILITY (N5078)					
DATE KEY WAS ISSUED:			DATE KEY WAS RETURNED:		
FACILITY MANAGER		SIGNATURE		DATE	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED					