



Memorial Chapel Reservation Form

As of 23 Oct 2013

To ensure excellent support for you in the Army's busiest chapels, all activities must be reserved. Your request is considered reserved ONLY upon email confirmation from the Reservation Coordinator at Memorial Chapel. Recurring events will only be approved for one fiscal year. A new reservation must be submitted by August 31st in order to maintain the activities reserved time.

In approving this request, the sponsoring chaplain affirms that the sponsored event complies with the CMRP (Command Master Religious Program), AR 165-1 and/or other regulations pertaining to mission support activities and allocation of chapel resources. All other programs not supporting the CMRP will be considered on a case by case basis after ensuring all Religious Support Events are scheduled. The POC of superseded activities will be notified immediately in order to reschedule or move to another location.

Today's Date: _____ Unit/Organization: _____ *Sponsoring Chaplain: _____ Event POC: _____ Contact Number: _____ Email: _____
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**THE SPONSORING CHAPLAIN WILL BE PRESENT FOR EVERY SPONSORED EVENT TO INCLUDE MEMORIALS.*

Event Date(s): _____ Recurring Event: Yes <input type="checkbox"/> No <input type="checkbox"/> *Event Start Time (including setup): _____ Event End Time (including tear down): _____ Name of Event: _____ Number of People Attending: _____ Facilities Needed: Sanctuary <input type="checkbox"/> Fellowship Hall / Kitchen <input type="checkbox"/> Choir Room <input type="checkbox"/> Conference Room <input type="checkbox"/>

HIGH PRIORITY EVENTS SUCH AS MEMORIAL CEREMONIES OR RELIGIOUS SERVICES MAY OVERRIDE PREVIOUSLY SCHEDULED EVENTS. _____ (Initial)

Requirements for facility use:

- Reservation must be made 10 duty days in advance.
- Cancellations must be reported. Any unit/organization who no-shows will indefinitely forfeit their facility use privilege.
- Units are responsible for set up and tear down of all equipment/furniture. If you move furniture, return it to its previous location.
- Units are responsible for cleaning up after themselves. Sponsoring UMT will be held accountable (see attached checklist).
- All start and end times, listed above must be strictly obeyed. If the above scheduled event does not end on or before the above scheduled time, future usage requests will be denied.
- There will be NO FOOD or DRINK in the Sanctuary (water is ok).
- Profanity or foul language will not be tolerated. No alcohol will be served in the chapel (except for sacraments).
- Children must be supervised by a qualified adult at all times and must remain only in the areas allotted for the event.

I have read and understand these requirements and will comply with them.

Requester's signature and date

Sponsoring Chaplain's signature and date

Chapel OIC/NCOIC signature and date

For Office Use Only	
Tracking No.: _____	Conf.: _____
Reason: _____	
Equip.: _____	



Chapel Event Checklist

This checklist will be used as the standard for inspection following any event taking place in Memorial Chapel. Failure to comply will result in a loss of chapel facility privileges, including loss of key custodian privileges for an indefinite amount of time. Please direct any questions or concerns to the Chapel NCOIC at 725-4076.

Materials may not be left in the Chapel facility overnight unless special arrangements are made, in writing with the NCOIC.

The event POC and the Sponsoring Chaplain of the event will be present at all times during the event and assume responsibility for use, care, and cleanup of the grounds, facilities and equipment. This includes all event setup and cleanup.

After cleanup is completed, the Chapel NCOIC or the NCOIC's designated representative will inspect for cleanliness and order. Cleanup is only complete once the Chapel NCOIC or the NCOIC's designated representative has inspected and found the used space to be cleaned to standard.

- 1. Police Sanctuary, Choir Room, Fellowship Hall, Kitchen, Conference Room Area
- 2. Police foyer
- 3. Check latrines for trash (garbage on the floor)
- 4. Ensure any supplies used (i.e., easels, white boards, writing utensils, etc.) have been returned to their proper location
- 5. Ensure all furniture returned to its proper location (i.e. tables, chairs, musical equipment, etc.) Tables are to be handled by two personnel with care.
- 6. Sweep and/or vacuum floors
- 7. Spot check parking lot for litter
- 8. Physically check all doors and windows to ensure locks have engaged and the facility is secure
- 9. Wash, dry and put away all dishes used
- 10. Clean counter tops, microwaves, stovetop, coffee pots, and sinks
- 11. Sweep and mop Fellowship Hall and/or Annex when used
- 12. Turn off all lights

**Smoking, drinking alcohol and profanity are prohibited
in and around the chapel as the facility is considered sacred.**

Thank you