

SHAW AFB CHAPEL FACILITY REQUEST
(NON-WEDDING)

DATE: _____

1. DATE OF EVENT/ACTIVITY: _____ EST. ATTENDANCE: _____

2. FACILITY (Circle one): FRIENDSHIP PALMETTO

3. AREA REQUESTED (Circle one): SANCTUARY ANNEX KITCHEN

4. START TIME OF EVENT: _____ END TIME OF EVENT: _____
(Note: Start time must include time for setup)

5. TYPE OF PROGRAM (Circle or specify if "Other"): CATHOLIC PROTESTANT OTHER:

6. NAME OF EVENT/PROGRAM/GROUP: _____

7. POINT OF CONTACT: _____ PHONE: _____

8. SPONSORING CHAPLAIN SIGNATURE: _____

9. YOU ARE REQUIRED TO READ, SIGN, AND FOLLOW THE RULES BELOW:

RULES FOR USE OF THE CHAPEL FACILITY

1. FOOD WILL ONLY BE ALLOWED IN THE KITCHEN AND ANNEX AREA.

2. THE KITCHEN WILL BE RETURNED TO ITS ORIGINAL CONDITION AFTER YOUR USE OF IT. NO DISHES WILL BE LEFT IN THE SINK OR IN THE DISH DRAINER. EVERYTHING WILL BE CLEANED AND NEATLY PUT AWAY, AND NO FOOD ITEMS ARE TO BE LEFT ON THE COUNTER TOPS OR IN THE REFRIGERATOR. ANYTHING THAT IS NOT CLAIMED WILL BE THROWN AWAY.

3. SWEEP AND MOP THE FLOORS. (BROOMS, DUSTPANS, MOPS, AND MOP BUCKETS ARE ALL AVAILABLE UPON REQUEST). IF YOU DROP IT, SWEEP IT UP. IF YOU SPILL IT, MOP OR WIPE IT UP. THESE ARE COMMON SENSE THINGS THAT SHOULD BE DONE ANYWAY.

4. PICK UP ALL TRASH AND EMPTY ALL TRASH CANS. (ALL OUTSIDE ORGANIZATIONS MUST PROVIDE THEIR OWN TRASH BAGS).

5. WIPE DOWN TABLES AND NEATLY ARRANGE CHAIRS AROUND TABLES.

6. ARRANGE CHAPEL ANNEX ACCORDING TO THE PICTURES ON THE WALL.

7. RETURN EXCESS CHAIRS AND TABLES TO PROPER ROOMS AND STORAGE AREAS, IN THE MANNER IN WHICH THEY WERE FOUND.

OUR STAFF IS GLAD TO MAKE OUR FACILITY AVAILABLE TO YOU FOR YOUR PROGRAM, BUT WE FEEL YOU HAVE A RESPONSIBILITY TO RETURN THE FACILITY IN THE SAME CONDITION THAT YOU FOUND IT. FAILURE TO DO SO WILL JEOPARDIZE FURTHER OPPORTUNITIES TO USE OUR FACILITY.

* I HAVE READ AND I AGREE TO FOLLOW THE ABOVE RULES:

FOR CHAPEL USE ONLY

COORDINATION:

INITIAL

DATE

FACILITY SCHEDULER

WING CHAPLAIN
