

PRIVACY ACT STATEMENT

UNDER AUTHORITY OF 5 USC 301, DEPARTMENTAL REGULATIONS INFORMATION IS REQUESTED TO IDENTIFY APPLICANTS FOR USE OF THE CHAPEL AND OR THE RELIGIOUS EDUCATION CENTER FOR ALL SPECIAL RELIGIOUS ACTIVITIES OR OTHER EVENTS. THE INFORMATION WILL BE USED BY THE OFFICWE OF THE CHAPLAIN FOR IDENTIFICATION PURPOSES. COMPLETION IS OPTIONAL. HOWEVER, FAILURE TO COMPLY MAY RESULT IN DISAPPROVAL.

RESERVATION DATE: <input style="width:100%; height: 20px;" type="text"/> RECURRING EVENT (VALID FOR 6 MONTHS)	UNIT/USER: <input style="width:100%; height: 30px;" type="text"/> RESPONSIBLE POC (MUST BE STAFF NCO OR OFFICER) <input style="width:100%; height: 25px;" type="text"/> POC PHONE NUMBER (DUTY AND CELL PHONE) <input style="width:100%; height: 25px;" type="text"/> ALTERNATE POC <input style="width:100%; height: 25px;" type="text"/>	EVENT PURPOSE: <input style="width:100%; height: 30px;" type="text"/> EMAIL ADDRESS FOR RESPONSIBLE POC <input style="width:100%; height: 25px;" type="text"/> PHONE NUMBER (DUTY AND CELL PHONE) <input style="width:100%; height: 25px;" type="text"/>
FUNCTION TIME (INCLUDING SETUP AND CLEANUP) BEGIN AT: <input style="width:100%; height: 25px;" type="text"/> END AT: <input style="width:100%; height: 25px;" type="text"/>	AV SUPPRT (CIRCLE ALL THAT APPLY) POWERPOINT MICROPHONE DVD CD TV	

FACILITY RESERVED (CIRCLE ONE):

MAIN CHAPEL CONFERENCE ROOM TODDLER ROOM KITCHEN RM 28A RM 28B
 RM 29A RM 29B RM 30A RM 30B RM 31A RM 31B

AUTHORIZING CHAPEL OFFICIAL'S NAME (PRINT):

(**AUTHORIZING CHAPEL OFFICIAL'S SIGNATURE):

USER RESPONSIBILITIES: (Initial before each item)

- a. ____ Initiate reservation, confirmations, cancellations, and any related special requirements. *IT IS IMPERATIVE, NOT TO MENTION COMMON COURTESY, THAT YOU NOTIFY OUR ADMINISTRATION OFFICE OF A CANCELLATION ASAP, ENABLING US TO MAKE THE FACILITY AVAILABLE TO OTHER UNITS/ORGANIZATIONS. SHOULD YOUR UNIT/ORGANIZATION BECOME HABITUAL NO CALL/ NO SHOWS, IT MAY BE SUSPENDED FROM FUTURE USE.*
- b. ____ **We request that the unit/ user respect our facility and other facility users by leaving the premises in as good, if not better, condition than it was received.**
- c. ____ Provide working party to vacuum the Chapel, police-call the aisles, and remove all trash from the bathrooms used. Empty and replace the trash liners (total of 3, (1 foyer, and 2 in the restrooms)), contact the office personnel to get vacuum cleaners, trash liners, brooms and mops.
- d. ____ This is a Chapel used as a house of worship not a theater. Ensure that personnel do not have wet mud on boots. (Remove boots if necessary). If mud is tracked into the Chapel, notify chapel personnel immediately before attempting to clean. Do Not vacuum wet mud.

- e. ____ **NO FOOD AND/OR BEVERAGES ARE ALLOWED IN THE CHAPEL SANCTUARY. NO SPIT BOTTLES**, at any time except... Nalgene bottles or Camel Packs. The lanai area on the side of the chapel can also be used for open air meetings and events.
- f. ____ Furniture and equipment are not to be moved without permission.
- g. ____ Religious items (altars, candles, sacred books, etc) will not be used.
- h. ____ If food is served in the lanai area, the area must be cleaned and hosed down.
- i. ____ Smoking is permitted next to the bell tower only.
- j. ____ No fee may be charge for the use of any portion of the chapel facility, **but** repairs due to damage connected with the service may be charged to the eligible person and/or sponsor.
- k. ____ Issued keys for after hours use will be returned the next working day to the chapel staff.
- l. ____ Children must be supervised at all times. Sitters other than parents must meet base requirements for child supervision.
- m. ____ A minimum of three working days is required for reservations.
- n. ____ For use of the Chapel computer, CAC card is required.
- o. ____ Ensure Chapel lights are turned off after conclusion of event.

Scheduling. The following order of priority governs the use of the Chapel Facility:

1. MCBH CO-directed use and regularly scheduled Command Religious Activities
2. Other scheduled Religious Activities
3. Other activities as available

Guest and Participants. The eligible person sponsoring an activity is responsible for arranging entry of guests onto the Base. All persons participating in or attending an activity at the Chapel facility shall comply with current regulations concerning entry onto the base and personal conduct while aboard, including the operation of private vehicles.

PARKING:

In designated parking slots only.
 NO Parking in reserved parking slots.
 PMO will ticket violators!

****Please note that reservations may be subject to change. If this should occur you will be notify as soon as possible****

PRINTED NAME

SIGNATURE

DATE

By signing this form I will assume responsibility for this activity, and I will be held accountable both for the actions of the participants and the condition of the facility and its equipment by them. I will ensure that the Chapel facility is secured after the event if no staff is on premises.