

PLEASE READ FORM IN ITS ENTIRETY PRIOR TO SIGNING

APPLICATION FOR USE OF MCBH CHAPEL FACILITIES (rev.06/05/14)

THE PERSON SIGNING THIS FORM MUST PERSONALLY HAND DELIVER IT TO A CHAPEL STAFF PERSONNEL.

As the eligible person* and/or sponsor requesting MCB Hawaii Chapel facilities usage, I assume responsibility for my activity, ensuring that it will be conducted appropriately. I further understand that:

Scheduling. The order of priority governing chapel facility usage is: MCBH CO directed use and scheduled command religious activities, other religious activities, and other activities (schedule permitting).

PRINT RANK AND NAME (MUST BE AN E-6 OR HIGHER TO COMPLETE OR SIGN FORM) I assume responsibility for this activity, and I am held accountable both for the actions of the participants and the condition of the facility and its equipment. I ensure that the chapel facility will be secured after the event if no staff is on premises.

Signature of Applicant

Guests and Participants. The eligible person sponsoring an activity is responsible for the 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.

Condition of the Chapel Facility. (Initial before each item)

- The Chapel Facility will be left in the same condition as it was prior to the activity. Carpets will be vacuumed and floors swept. TRACKED IN MUD ONTO CARPETS WILL BE STEAM CLEANED OR PROFESSIONALLY CLEANED BY THE SPONSOR; REMOVE BOOTS IF NECESSARY.
Remove all trash from area to be used. Contact the Chapel office for supplies (257-5138).
Contact the Chapel immediately (257-5138) regarding cancelation or date/time changes. Chapel usage will be suspended to those who do not show up and do not call to cancel or reschedule.
No fee may be charged for the use of any portion of the chapel facility, but any necessary repairs due to damage connected with the service will be charged to the eligible person and/or the sponsor.
No fund raisers of any kind are permitted in the chapel or on chapel property.
Religious items (altars, candles, sacred books, etc.) will not be used without permission from chapel staff.
Furniture and equipment are not to be moved without permission.
No food, drinks (except water in a covered container), or spit bottles are allowed in the Chapel Sanctuary. The lanai area on the side of the chapel can be used for fellowship (If food is served in the lanai area, the area must be cleaned).
A minimum of three working days is required for reservations.
Smoking is only permitted around the bell tower.
Alcohol is NOT permitted in or around the Chapel Facility.
Issued keys for after hour use will be returned next working day to the chapel staff.
Children must be supervised. Sitters other than parents must meet Base requirements for child supervision.
Ensure room/chapel lights are turned off after use.

*Eligible Person: Holder of valid DOD CAC Card or other military ID/ MUST BE AN E-6 OR ABOVE.

