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Effective: 10 Oct 2013

MEMORANDUM FOR ALL FACILITY USERS

FROM: 11 WG/HC

SUBJECT: Use of Chapel Facilities

1. We welcome you and your organization and we are pleased to honor your request to use one of our chapel facilities. Your cooperation is needed to maintain order due to multiple users. Please keep in mind that chapel activities take precedence over all other requests. Initial below to acknowledge that it is your responsibility to ensure members of your group comply with the following policies:

- \_\_\_\_\_ a. Meeting is held in allotted time frame
- \_\_\_\_\_ b. Monitor group activity to keep them in assigned areas/rooms; especially small children. Additionally, ensure adults have background checks accomplished if children 18 or under are involved.
- \_\_\_\_\_ c. No smoking or consuming alcohol on chapel grounds.
- \_\_\_\_\_ d. Food and drink is to be consumed in the annex only
- \_\_\_\_\_ e. No food or drink is allowed in the Sanctuary at anytime
- \_\_\_\_\_ f. After program is over:
  - a. Turn coffee pots off, clean and dispose of filters properly
  - b. Return rooms to original setup; wipe down tables and chairs, and vacuum/sweep floors. If vacuum cleaner is full, empty it.
  - c. Empty all trash cans and take to dumpster at kitchen end of parking lot
  - d. Turn off all lights and electrical appliances
  - e. Secure all doors
- \_\_\_\_\_ g. If the sanctuary was used, ensure it was returned to neutral status.
- \_\_\_\_\_ h. Ensure **NO LEFT OVER food** or opened drinks are left in the refrigerator or on the counters.
- i. We appreciate your leaving the facility as you found it or in better condition
- \_\_\_\_\_ j. Failure to comply with our policies could result in loss of privilege to use our facilities in the future. If anything is broken or missing after your program, you may be held financially liable.
- \_\_\_\_\_ k. **ONLY FOR KITCHEN USE:** For members using the kitchen, a chaplain or chaplain assistant will check the area when you are done with your activity. For events after hours, facility will be checked the next duty day.

2. When your program is over, it is your responsibility to return the key to the Facility Manager SSgt Leonardo or Ch Berdugo at (301)981-2185/2109 NLT the next duty. Do not pass your key to anyone else, and do not make copies of your key.
3. If you have any questions or if there is anything we can do to better assist you and or suggestions you may have to improve the usage and safety of our facilities, please contact the Facility Manager.

Thank you.

RAPHAEL BERDUGO, Ch, Maj, USAF  
Facility Chaplain

Requester Signature

Chapel Staff Signature

Date

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Please email form to: [usaf.jbanafw.rsrcmgmt.list.afdw-staff-11-wg-hc-chapel-staf-mbx@mail.mil](mailto:usaf.jbanafw.rsrcmgmt.list.afdw-staff-11-wg-hc-chapel-staf-mbx@mail.mil)