

JBM-HH CHAPEL USE REQUEST FORM

Today's Date: _____

Chapel Requested: <input type="checkbox"/> Memorial Chapel	<input type="checkbox"/> Old Post Chapel
Requesting Organization: _____ Catholic	_____ Gospel
_____ Protestant	_____ Samoan
Unit **: _____	Other **: _____
<small>** Note: Chapels are only available for Non-Chapel Sponsored Events during normal business hours, typically Monday-Friday, 0830-1600. Chapels are not available on weekends or training or Federal holidays to outside units or organizations.</small>	
Requested Rooms: _____ Sanctuary	_____ Kitchen
_____ Fellowship Hall	_____ Conference Room
_____ Choir Room	_____ Blessed Sacrament
Other: _____	
Event / Program: _____	
Requested Date: _____	Anticipated Attendance: _____
Recurring Event??: _____ N/A	_____ Weekly:
_____ Monthly:	_____ Quarterly:
Time of Event: _____	Start Time: _____ End Time: _____
Time of Request: (include set-up and tear-down) _____	Start Time: _____ End Time: _____
Requested Equipment: <small>(Note any A/V requests or other equipment inquiries.)</small>	
Will you require a key for this event? <small>(Keys are signed out to Chapel Staff or Sponsoring Religious Support Team personnel only. All other requests for keys are considered on a case-by-case basis and require approval from the RSO NCOIC.)</small> If yes, which POC will sign for the key?: _____	
NCOIC Approval: _____	
Point of Contact (Who will be responsible for entire event?):	
Name: _____	Email: _____
Phone: _____	Unit / Rank / Position: _____
Sponsoring Chaplain / Religious Affairs Specialist / Religious Program Specialist (if applicable):	
Name: _____	Email: _____
Phone: _____	Unit / Rank / Position: _____
Alternate POC:	
Name: _____	Email: _____
Phone: _____	Unit / Rank / Position: _____

Submit Form to: usarmy.jbmhh.usag.mbx.memorial-chapel@mail.mil

Additional Notes or Requests:

STATEMENT OF UNDERSTANDING

I understand that as the Requesting POC, I am responsible for the following:

- A. Set-up and tear-down.
- B. Contents and furnishings of the Chapel used during the event.
- C. Returning Chapel to pre-event set up and condition.
- D. Securing external doors and all windows.
- E. Picking up and returning key to building (if applicable) within one business day of the event.

I have read and will comply with the above-listed directives for the Chapel and I accept responsibility for its contents and furnishings during the timeframe of the event. I further agree to restore the building and its contents to the same condition as I found it. I will take special care to protect the building and I understand that I am fully responsible for the facility during the event. I further understand that JBM-HH Chapels are not staffed or funded to provide support for non-religious, secular, or organizational programs. Groups must provide their own labor or Chapel set-up before their event and must complete all required tear-down and clean-up after their event. Equipment and supplies must be provided by the requesting organization, as well, unless prior coordination is made with the JBM-HH RSO NCOIC.

POC Rank and Name:

Signature:

Chapel Staff Rank and Name:

Chapel Staff Signature:

Date this form was processed: