



# UNITED STATES ARMY GARRISON WIESBADEN



## CHAPEL USAGE REQUEST FORM

Updated 30 March 2023  
Previous versions are obsolete  
DO NOT PRINT - DIGITALLY SUBMIT

### PART I - REQUESTOR INFORMATION

1. NAME (Last, First MI)	2. RANK	3a. DATE	3b. REQUESTED DATE
3c. FROM - TO (TIME)	4. UNIT or ORGANIZATION		5. READ SOP YES NO
6. EMAIL		7. CONTACT NUMBER	

### PART II - EVENT INFORMATION

8. NAME OF EVENT		
9. TYPE OF EVENT		10. ATTENDANCE
11. RELIGIOUS IN NATURE	12. VOLUME	
13. FACILITY REQUESTED		
14. AREAS REQUESTED	ACTIVITY ROOM CLASSROOM CONFERENCE ROOM	KITCHEN OUTSIDE AREA SANCTUARY

### PART III - USER AGREEMENT

PLEASE READ BEFORE YOU SIGN

**PRIORITY** for property usage is Religious Services, followed by Memorial Service or Memorial Ceremony, Chapel Auxiliaries, Religious Education, and then Chaplain-sponsored units or programs. Should any of the above priorities arise after you submit this request and approved by the RSO staff - that event will have priority. The RSO will then notify the below individuals as soon as possible. This may cause you to make other arrangements for your event. RSO personnel or UMT personnel may assist you with your program or event; however, it is your responsibility to ensure all areas are cleaned and returned to their original state.

- Non-religious events will NOT be entered as recurring events on either calendar.
- Use the Chapel Usage Checklist (page 2) to help you meet requestor responsibilities and expectations.
- The sponsoring chaplain will not sign as requestor (unless they are leading the event).
- Additional guidance will be received via an Outlook calendar invitation which will serve as your confirmation email.
- No request is valid unless signed by both the requestor and sponsoring chaplain.
- The SOP is in the attachments section (paperclip icon) of this pdf.
- The RSO will NOT supply items for your event outside of the space requested, chairs, tables, and cleaning supplies.
- Add any additional details pertaining to your event that you feel should be known included in the Notes section (page 2).

REQUESTOR:	SIGNATURE:		
CHAPLAIN:	SIGNATURE:		
APPROVED BY RSO	YES	NO	ENTERED BY



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## CHAPEL USAGE CHECKLIST

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### PART I - ALL AREAS

PLEASE READ BEFORE DEPARTING

- Sweep, mop, and/or vacuum any floor space used.
- Empty all garbage receptacles (replace trash bags as needed).
- Return all tables, chairs, and other equipment used to its original storage areas.
- Turn off all lights and secure all windows and doors.
- Ensure the area used looks like it does in the attachment section (paperclip icon) AFTER your event.

### PART II - ACTIVITY ROOM

ALL ITEMS BELOW ARE IN ADDITION TO PART I

- Ensure all electronics are turned off and returned to their original areas.
- Refer to the attachments section (paperclip icon) of this pdf to see what the area should look like after your event.

### PART III - KITCHEN and LOUNGE AREA

- Ensure the center island and all side counters are clear of your items and/or any debris/trash left behind.
- Remove your remaining groceries not used from all refrigerators (unless you are donating unopened items).
- Should something spill, leak, stain, etc. - ensure the inside of the refrigerator is wiped out and cleaned.
- Ensure faucets are off and all appliances used (not including the refrigerator) are turned off.
- Remove anything left behind in lounge area, wipe down tables, and reset the chairs.

### PART IV - CONFERENCE ROOM

- Do not remove any HDMI's or USB's from the room without RSO approval.
- Reset the chairs and table to their standard configuration after your event.

### PART V - CLASSROOM

- Do not remove any HDMI's or USB's from the room without RSO approval.
- Reset the chairs and table to their standard configuration after your event.
- Ensure all personal items have been collected and returned to their owner or placed in the lost and found.

### PART VI - OUTSIDE AREA

- Ensure no trash or debris is left behind and grounds are returned to their original state.
- The entire grassy area does not belong to the RSO; only 60-70% starting from the parking lot closest to the chapel. Keep this in mind when planning your events.

### PART VII - NOTES SECTION

ADD ADDITIONAL INFORMATION HERE

### PART VIII - TEAR DOWN and CLEAN UP

