

MEMORANDUM FOR ALL PERSONNEL

FROM: 6 AMW/HC

SUBJECT: Chapel Facility Utilization

1. We count it a privilege to allow you to use our facility. As you conduct your event, we ask that you do your best to help us keep it looking like new. Here are guidelines to assist you in this endeavor:

- a. Vacuum **ALL** carpets and sweep **ALL** floors.
- b. Empty **ALL** trash into the Dumpster, located at the end of the chapel parking lot behind the Communications squadron..
- c. Place **ALL** tables, chairs and other items that were moved back into their **original position**. Wipe **ALL** tables and chairs with a moist cloth to remove all residues.
- d. Wipe down **ALL** kitchen countertops and wash **ALL** dishes. Dry them and place them in their respective cabinets. The kitchen sink and dish drainer, with the exception of the coffeepots, should be empty when you leave.
- e. Turn off any coffee making devices. Remove and wash the coffeepots before placing them in the dish drainer. Again, this should be the **ONLY** thing in the dish drainer when you leave.
- f. Ensure that **ALL** lights are turned off.
- g. Ensure that **ALL** exterior doors are locked and properly secured. Doors do not always lock when they close. Give them a push, or a pull, to be sure that they are secured.
- h. Smoking is NOT permitted in or around our facility

2. By helping us in these areas, you will help to ensure the chapel facility stays well-preserved for others to use, and you will also ensure the privilege of future facility remains intact.

3. Audio Visual use requires must be coordinated 2 days prior to event with a Chaplain Assistant staff member for training on equipment. Last minute requests for Audio Visual support will be determined by the Wing Chaplain/NCOIC of the Chapel due to other mission priorities.

4. Wedding receptions will NOT take place in chapel facilities due to weekend mission priorities.

5. Thank you for your support and adherence to these policies. We hope that the chapel facilities serve you well.

//signed//
 DAVID L. BUTTRICK, Ch, Lt Col, USAF
 Wing Chaplain

By signing this, I agree to the above and will comply with the policies and procedures of the Chapel Facility Utilization.			DATE
SIGNATURE			
FOR CHAPEL USE ONLY			
REQUEST ACCEPTED BY		DATE	RESERVATION #
SPONSORING CHAPLAIN (print)	APPROVE / DISAPPROVE	DATE	SIGN
NON- CHAPEL EVENTS ONLY			
MSgt Wayne K. Parsons Superintendent, Base Chapel Or Designee	APPROVE / DISAPPROVE	DATE	SIGN
Ch, Lt Col David L. Buttrick Wing Chaplain Or Designee	APPROVE / DISAPPROVE	DATE	SIGN

CONFIRMATION EMAIL SENT ON _____ BY _____
