

TINKER AFB CHAPEL FACILITY REQUEST FORM

Current as of 12 June 2019

REQUESTER'S NAME:

REQUESTER'S EMAIL:

REQUESTERS DUTY PHONE:

TODAY'S DATE:

EVENT DATE:

EVENT NAME:

ESTIMATED GUESTS:

EVENT TIME:

SET-UP TIME:

CLEAN-UP
COMPLETION TIME:

RECURRING EVENT? If yes, please list specific dates/times.

DESCRIBED EVENT:

DISTINGUISHED VISITORS?

No

Yes. Has the requester notified Protocol for DV's seating and parking arrangements? (Required)

LOCATION REQUEST

Fellowship Hall/Kitchen (Chapel Bldg 5701) (Max capacity 125)

Classrooms 1 & 2 (Bldg 5701)

Classrooms 3 & 4 (Bldg 5701)

Four Chaplains Conference Rm (Bldg 5715) (Max capacity 50)

Library Conference Room (Bldg 5715)

Latte Lounge (Bldg 5913) (E-4 and below events)

Sanctuary (Bldg 5701) (Max capacity 455)

*May only be reserved for Funerals, Memorials, or Religious purposes.

FACILITY KEYS
REQUESTED?

(Issued only after
duty hours.)

Yes

No

Read each statement carefully. Acknowledge each statement by checking the corresponding boxes.

The requester is responsible for the set-up and clean-up of the event as listed below.

The requester will comply with the attached clean-up checklist.

The requester will ensure facilities are secured/locked.

The requester will ensure there are no alcoholic beverages being consumed in any chapel facility.

The requester will ensure all children are properly supervised IAW DoDI 1402.5, Background Checks on Individuals in DoD Care Service Programs. Must provide all background checks prior to event.

By signing this form, I certify that I have read and understand all portions of this document. I understand that failure to adhere to the established policies will result in termination of chapel facilities use.

Your requested venue WILL NOT be reserved until this form is completed, sent back, and verified w/Chapel personnel.

Email completed form to: 72 ABW/HC Facilities

Facility Manager Signature Date:

SIGNATURE AND DATE:

TINKER AFB CHAPEL FACILITY EVENT CHECKLIST

- ALL ROOMS**
- Has the trash been removed? (Dumpster behind ALS/Library, Bldg 5702)
 - Have all items been returned to their original positions? (Chairs, tables, etc.)
 - Have all lights been turned off?
 - Have all windows been closed and locked?

KITCHEN CHECKLIST

- Have all sinks and countertops been cleaned?
- Have the floors been swept and mopped?
- Have all appliances been cleaned and turned off?
- Have all appliance doors been completely closed? (Ice machine, refrigerator, & freezer)

*****If requesting kitchen use, you must bring your own pots, pans, utensils, cleaning supplies, etc.***

*****Please contact the facility manager to report any maintenance concerns.
(Call 911 in the event of a fire or other emergency situations)***

THANK YOU!

Facility Managers: 734-2111

Primary - SSgt Williams

Alternate - SSgt Graydon