

# TINKER AFB CHAPEL FACILITY REQUEST FORM

**REQUESTER'S NAME:**

**REQUESTER'S EMAIL AND DUTY NUMBER:**

**TODAY'S DATE:**

**EVENT NAME/DATE:**

**EVENT TIME:**

**SET-UP TIME:**

**CLEAN-UP  
COMPLETION TIME:**

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

**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)

Classrooms 1 & 2 (Bldg 5701)

Classrooms 3 & 4 (Bldg 5701)

Four Chaplain's Conference Room (Bldg 5715)

Library Conference Room (Bldg 5715)

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

**FACILITY KEYS  
REQUESTED?**

(Issued only after duty hours.)

Yes

No

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

**The requester will be responsible for the set-up and clean-up of the event.**

**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.*

**PRINTED/SIGNED NAME 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 doors)

***\*\*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 life-threatening emergency).***

# THANK YOU!