

# TINKER AFB CHAPEL FACILITY REQUEST FORM

REQUESTER'S RANK/NAME:

REQUESTER'S EMAIL:

DUTY/PHONE #

TODAY'S DATE:

EVENT DATE:

EVENT NAME:

ESTIMATED GUESTS:

EVENT DESCRIPTION/PURPOSE:

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

SET-UP TIME:

EVENT TIMES:

CLEAN-UP **COMPLETION** TIME:

**FACILITY KEY  
NEEDED?**  
(After hours events only)

YES

NO

## DISTINGUISHED VISITORS?

No.

Yes. Has **POC** notified Base Protocol Office for DV seating/parking arrangements?  
If Protocol is NOT involved, **POC** is responsible for providing DV parking signs.

### REQUESTED VENUE:

Building 5701/Chapel

Building 5715/Religious Education

### Acknowledge each statement by checking each box. Utilize Page 2 as Chapel Venue Clean-up Checklist.

The requester is responsible for the set-up (if applicable) and clean-up of the event venue.

The requester will ensure there are NO alcoholic beverages being consumed or brought into any chapel facility.

Children MUST be supervised IAW DoDI 1402.5, *Background Checks on Individuals in DoD Care Service Programs*, and AFI 52-101, *Planning and Organizing*. Background checks must be complete PRIOR to event if not under parental/guardian supervision.

Requester Signature

Date

Facility Manager Signature

Date

# CHAPEL FACILITY CLEAN-UP CHECKLIST

**1) Print Request Form & bring to event 2) Complete with Facility Manager**

## MARK APPLICABLE BOXES

## ALL ROOMS

- Has ALL trash been taken out? (Dumpster behind Library, Bldg 5702)
- Have ALL tables, chairs, etc..been wiped down/cleaned/sanitized?
- Have ALL tables, chairs, etc..been returned to the original set-up?
- Have ALL lights been turned off?
- Have ALL doors/windows been closed & locked?

## KITCHEN CHECKLIST (if applicable)

- Have ALL sinks and counter tops been cleaned?
- Have ALL venue floors been swept and mopped? (if needed)
- Have ALL appliances been cleaned, turned off, and unplugged?
- 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 or 734-3737 in the event of a fire or other emergency situations***

Facility Manager/Requester event completion walk-through: (sign)

FM: \_\_\_\_\_

Requester: \_\_\_\_\_



**U.S. AIR FORCE**

**THANK YOU!**

Facility Managers: 734-2111  
Primary - SSgt Moody

