

ALTUS AIR FORCE BASE CHAPEL  
**FACILITY REQUEST FORM**

**REQUESTOR INFORMATION**

NAME OF ACTIVITY:		TODAY'S DATE:
NAME OF REQUESTOR:	ORGANIZATION or ADDRESS:	PHONE:

**EVENT DETAILS**

FACILITY REQUESTED:	ROOM REQUESTED:  AND  SPECIFIC CLASSROOM #	NUMBER ATTENDING:	KEY REQUIRED?  If so, must complete key request form
ARE YOU REQUESTING A CHAPLAIN?	PURPOSE:	SPECIFIC CHAPLAIN REQUESTED:	
SINGLE EVENT	DATE(s) TO BE USED: <small>Single day or multiple days, but not recurring</small>		EVENT TIME: <i>(Input time)</i>  From:  To:
RECURRING	INCLUSIVE DATES: Start:  Stop:	EVENT TIME: From:  To:	FREQUENCY: Every:                      /  Of Every:

**TERMS OF AGREEMENT**

\*Nothing in the facility should be moved without prior approval. Anything that was moved must be returned to its original place.\*

**-REQUIRED ACTIONS -**

**\*\*\*FACILITY CLEAN UP CHECKLIST LOCATED ON THE BACKSIDE OF THIS FORM PLEASE INITIAL EACH SECTION.\*\*\***

-ONCE CHECKLIST IS COMPLETED PLEASE RETURN THE ENTIRE FORM TO THE CHAPEL TO COMPLETE THE PROCESS.

-BY SIGNING THIS FORM YOU AGREE TO THE TERMS.

\*FAILURE TO DO SO MAY RESULT IN LOSS OF FUTURE USAGE\*

**COORDINATION AND APPROVAL**

COORDINATION AND APPROVAL	PRINT NAME	SIGNATURE	DATE
REQUESTOR			
STAFF MEMBER PROCESSING REQUEST			
CHAPLAIN RESPONSIBLE			
SUPERINTENDENT			
WING CHAPLAIN			

## FACILITY CHECKLIST

The person responsible for securing the facility is also responsible for the Checklist:

- a. Floors are swept/vacuumed/mopped \_\_\_\_\_
- b. Counters are wiped down free from spills/messes and food \_\_\_\_\_
- c. New trash bags will be placed in trash containers and trash will be removed from the facility \_\_\_\_\_  
\*(Dumpsters are located by the parking lots between the Post Office and building 301 and in the theater parking area at building 116. Recycling containers will be used for recyclable materials only)\*
- d. All tables and chairs have been returned to the normal setting \_\_\_\_\_
- e. All lights must be turned off. \_\_\_\_\_
- f. If you are the last one leaving the facility you are responsible for securing the entire facility, regardless of which portion of the facility you used. \_\_\_\_\_

\*(Check security by going around the outside of the facility and checking every door)\*

**By initialing above I have stated I have completed my responsibilities and that failure to comply may result in denial of the next facility utilization request.**