

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
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ARE YOU REQUESTING A CHAPLAIN?	PURPOSE:	SPECIFIC CHAPLAIN REQUESTED:
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SINGLE EVENT	DATE(s) TO BE USED: <small>Single day or multiple days, but not recurring</small>	EVENT TIME: From: To:
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RECURRING	INCLUSIVE DATES: Start: Stop:	EVENT TIME: From: To:	FREQUENCY: Every: / Of Every:
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TERMS OF USE

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

- a.** Nothing in the facility should be moved without prior approval. Anything that was moved must be returned to its original place.
- b.** The facility will be left cleaner than it was found. Floors will be swept/vacuumed and the trash will be removed from the facility. The dumpster is located in the south end of the parking lot in the rear of building 301, and in the theater parking area at building 116. Recycling containers will be used for recyclable materials only. New trash bags will be placed in trash containers.
- c.** All lights must be turned off.
- d.** 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.
- e.** If you require a key, you must complete the Altus Chapel Key Request Form. Keys will be checked out during the regular duty day preceding the function. The key must be returned the next regular duty day.

By signing below I understand my responsibilities and that failure to comply may result in denial of the next facility utilization request.

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