

**APPLICATION FOR COMMUNITY LIFE CENTER FACILITIES USAGE**

PRIVACY ACT STATEMENT --Under authority of 5 U. S. C. 301, Departmental Regulations, information is requested to identify applicants for use of the CCLC. The On-site Manager or designee will use this information for identification and scheduling. Completion is required for CCLC use authorization.

PLEASE PRINT LEGIBLY:

Eligible Person: Active Duty ( ); Retired ( ); Dependent ( ); Active Reserve ( ).

Name: \_\_\_\_\_ Rate/Rank: \_\_\_\_\_

Branch of Service: \_\_\_\_\_ Military Unit: \_\_\_\_\_

Dependents Sponsor: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ (Work) \_\_\_\_\_

Type of Event: \_\_\_\_\_  
\_\_\_\_\_

Date of Use: \_\_\_\_\_

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Approved/Disapproved: \_\_\_\_\_ Date: \_\_\_\_\_  
Chaplain signature

Confirmation No. \_\_\_\_\_

Signature for Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

(Encl. 2)

MEMORANDUM OF UNDERSTANDING FOR  
THE CHAPLAIN COMMUNITY LIFE CENTER (CCLC) USAGE

1. Any eligible person utilizing the CCLC is responsible for his/her own personal behavior as well as his/her guests. He/she will ensure that the utmost care will be utilized in using the various equipment the CCLC provides for use. Furthermore:
  - a. The eligible person will advise the On-site Manager (Chaplain), the Assistant on-site Manager (RP), Director or designee of any violation or destruction of equipment by him/herself or other patrons and also of rude and inconsiderate behavior.
  - b. The CCLC can be scheduled by active duty military members, drilling reservists, for other events i.e. wardroom meetings, ombudsman meetings, and other appropriate events when such events are approved by the Chaplain and scheduled by the RP. The CCLC will not be used for wedding receptions, baptismal receptions, or events that conflict with the MWR club reception room. Any religious program supported by the Command Religious Ministries Department will be given top priority for scheduling in the CCLC. Requests for usage should be submitted at least two weeks prior to the event.
  - c. All scheduling of the CCLC will be maintained by the RP. All events will be routed to the RP for proper management and coordination of the center so no conflicts will exist. Failure to receive confirmation from the RP for scheduling will result in a non-authorized usage.
  - d. No fees shall be charged for usage.
  - e. No alcohol, illegal drugs, or smoking shall be allowed in or around the premises of the CCLC. The failure to obey rules, observe military courtesy or maintain good personal conduct shall result in lost of CCLC privileges.
  - f. All authorized users are to treat others in a respectful way. No excessive noise, horse playing, harassing, foul language, nor any destructive behavior toward equipment will be tolerated. All are expected to treat the facility management with courtesy and respect.
  - g. Music and Audio Visual Equipment can be used at a moderate sound level with prior permission and screening by the On-site Manager, the RP or the Director.
  - h. Persons authorized to use the CCLC will ensure the CCLC is returned to the condition of order and cleanliness prescribed by base standards. Failure to restore the facility and grounds to good order and cleanliness will result in the authorized person immediately cleaning the CCLC. Failure to comply with this instruction will result in the loss of CCLC privileges.

(Encl 1)