

COMMANDER, NAVY INSTALLATIONS COMMAND
CHAPEL REQUEST FORM
(Read Privacy Act Statement and Instructions before completing form.)

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 5013; SECRETARY OF THE NAVY: SECNAVINST 1730.7D RELIGIOUS MINISTRY WITHIN THE DEPARTMENT OF THE NAVY; CNICINST 1730.1 CNIC CHAPEL FACILITY USAGE.

PRINCIPAL PURPOSE: THE REQUESTED INFORMATION WILL BE USED BY CNIC RELIGIOUS MINISTRY TEAM MEMBERS FOR IDENTIFICATION PURPOSES AND TO MANAGE RESERVATIONS FOR RELIGIOUS MINISTRY FACILITIES.

ROUTINE USES: THE COLLECTED INFORMATION WILL BE USED SOLELY BY CNIC RELIGIOUS MINISTRY TEAM MEMBERS TO MONITOR CHAPEL USAGE AND RESERVATION REQUESTS FOR THE RELIGIOUS MINISTRY FACILITIES.

DISCLOSURE:

VOLUNTARY. FURNISHING PERSONAL INFORMATION ON THIS FORM IS TOTALLY VOLUNTARY; HOWEVER, FAILURE TO COMPLY WILL RESULT IN DISAPPROVAL FOR REQUESTS FOR USE OF THE CHAPEL CENTER FACILITIES.

SECTION A - BASIC INFORMATION

1. DATE / TIME OF REQUESTED EVENT:

2. NAME OF REQUESTER: (LAST, FIRST, MIDDLE INITIAL)

3. SPECIFY PORTION(S) OF RELIGIOUS MINISTRY FACILITY REQUESTED: (e.g. SANCTUARY, FELLOWSHIP HALL; EDUCATION SPACES; NURSERY OR OTHER)

4. NAME OF EVENT SPONSOR: (LAST, FIRST, MIDDLE INITIAL)

5. REHEARSAL DATE / TIME:

6. NATURE OF EVENT:

SECTION B - EVENT SPONSOR INFORMATION

7. SPONSOR NAME: (LAST, FIRST, MIDDLE INITIAL)

8. RANK / RATE / GRADE:

9. BRANCH OF SERVICE:

10. MILITARY OR EMPLOYEE STATUS:

11. SPONSOR TELEPHONE NUMBER(S):

12. SPONSOR ADDRESS:

13. SPONSOR EMAIL:

14. SPONSOR RELATIONSHIP:

SECTION C - CLERGY SUPPORT
PRESIDING RELIGIOUS, CIVILIAN, OR MILITARY OFFICIAL SUPPORT

15. PRESIDING OFFICIAL'S NAME AND TITLE:

16. TELEPHONE NUMBER:

17. ADDRESS:

18. EMAIL ADDRESS:

19. RELIGIOUS ORGANIZATION/FAITH GROUP/OFFICIAL POSITION:

SECTION D - OTHER PERTINENT INFORMATION

20. ADDITIONAL INFORMATION:

TO BE COMPLETED BY THE COMMAND CHAPLAIN

COMMAND CHAPLAIN DECISION:

APPROVED NOT APPROVED REFERRED TO
OTHER RESOURCES

DATE REQUESTER NOTIFIED OF DECISION: