

APPLICATION FOR USE OF CHAPEL FACILITIES

Date of Application:	DD	MM	YYYY	Type of Event:
Command / Group:	<small>Note: Must be an official program or event. Include the name of the person for Commissioning or Retirement Ceremonies.</small>			
Point of Contact (Person who will assume all responsibilities)	Phone # (W):	Phone # (H):	Phone # (C):	

APPLICATION DATA

Start Date	End Date
Day of Week	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat
Time requested must be 2 hrs max. (Include Set-Up & Clean-up)	Start: (Cannot Be Earlier Than 0800) <input type="checkbox"/> AM / <input type="checkbox"/> PM
	Finish: (Cannot Be Later Than 1915) <input type="checkbox"/> AM / <input type="checkbox"/> PM
	Number of people:

Spaces(s) Requested:

<input type="checkbox"/> Blessed Sacrament Chapel <input type="checkbox"/> Fellowship Hall <input type="checkbox"/> Kitchen (CRP Groups ONLY) <input type="checkbox"/> Jewish Chapel	<input type="checkbox"/> Main Chapel Sanctuary <input type="checkbox"/> Classroom(s) (2/4 3 5 7 10) (Circle Classrooms Requested) <input type="checkbox"/> Community Center
	<input type="checkbox"/> Nursery (See CMD Sec.) <input type="checkbox"/> Choir Room <input type="checkbox"/> Other _____ (Describe)

Special Requirements: (Equipment is not available for checkout.)

***Non-CRP groups are responsible for complete setting up and breaking down their own events

<input type="checkbox"/> TV / VCR/DVD Player <input type="checkbox"/> Tables _____	<input type="checkbox"/> CPU/DVD Projector <input type="checkbox"/> Chairs _____	<input type="checkbox"/> Other: _____
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Wedding Data: (A separate form must be filled out for a rehearsal)

***See Officiating Chaplain for information concerning wedding arrangements and Chapel Wedding policies.

***You will need Officiating Chaplain's signature before scheduling any weddings for approval.

Name of Groom:	Name of Bride:	
Phone # (W):	Phone # (H):	Phone # (W):
		Phone # (H):
Command:	Command:	Command:
Officiating Clergy: (Print Name)	(Signature)	

By the signature below, the applicant certifies that this event will not be used to solicit money, i.e., bake sales, parties, dance, etc. I have read and will comply with the instructions pertaining to the use of the Chapel facilities and COMFLEACTINST 1730.3E. I have read the highlighted area in this instruction & understand my responsibilities.

Applicant Signature _____ Date _____

RP accepting application: _____ Date: _____

LCPO Schedule <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	(Signature)
Command Chaplain Approval <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	(Signature)

GENERAL SUMMARY OF INSTRUCTIONS FOR THE USE OF CHAPEL FACILITIES
Please initial on each line.

I understand that as the eligible person making application for use of Chapel facilities, I am responsible for the event in its entirety and compliance with this instruction by those in attendance. **The dress code prescribed by Commander, U.S. Naval Forces, Japan for civilian attire, COMNAVFORJAPANINST 1020.3B, is in effect at all times and will be observed and enforced.**

I understand and will comply with **COMFLEACTINST 5100.9D, TOBACCO USE POLICY AND DESIGNATED SMOKING AREAS.** There is no smoking in the Chapel facilities and on Chapel grounds.

I understand that Chapel facilities may be scheduled for use by non-Command Religious Program (CRP) groups and individuals as available and may require rescheduling or cancelling of an event. Priority will be given to CRP activities and then outside requests in the following order:

1. **CRP Events:** Worship and Ministering of Sacraments including weddings performed by U.S. Navy Chaplains.
2. **CRP Related Groups:**
 - a. Prayer Meetings and Devotions.
 - b. Choir Practice.
 - c. Religious Education Programs.
 - d. Youth Activities (Non-religious Education Programs).
3. **Command Functions:** Command Functions and Rehearsals.
 - a. Naturalization Ceremony.
 - b. Memorial Services.
 - c. Change of Command Ceremonies.
 - d. Commissioning Ceremonies.
 - e. Retirements.

I understand Special Religious Services or Ceremonies are conducted by a Chaplain only when they conform to the policies and procedures of the Chaplain's ecclesiastical authorities. Requests for a Chaplain must be made directly with the Chaplain concerned. **Scheduling a Chapel space does not constitute scheduling of a Chaplain.**

I understand that scheduling of the Chapel facilities does not grant personal support or facility support such as photo copier machines, fax machines, IT assets, etc. Arrangements for additional support must be made through the Command Chaplain.

I understand that eligible persons reserving Chapel facilities for any event are responsible for making arrangements for the entry of guests, including musicians, florists, photographers, etc., onto the base. (All persons participating in or attending a special religious service, ceremony, or event in the Chapel shall comply with the current regulations concerning entry onto the base and personal conduct while aboard.) Sponsors are responsible for guests and shall comply with Commander, Fleet Activities, Yokosuka regulations. RP's are prohibited to check in visitors.

I understand that the eligible person requesting to use Chapel facilities is responsible for the following:

1. Consultants: Such as wedding consultants or funeral directors, are to be advised that the Command Chaplain has final authority on all decisions regarding procedures in the Chapel before, during and after the event.
2. Photographers: Must consult with officiating Chaplain concerning his/her policy regarding photographs. Scheduling times must be adhered to. Remaining in a reserved space past the scheduled time in order to take photographs is not authorized. The eligible person should schedule enough time when reserving the space for photography needs.
3. Organist/Pianists: Other than currently contracted Chapel musicians must be approved by the Command Chaplain. Any fees and/or payments must be made directly by the requestor to the organist before services are rendered.

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I understand that no fees shall be charged for the use of chapel facilities or for services of military Chaplains. However, any damages to the facility and/or equipment will be the requestor's responsibility.

I understand that all groups are responsible for set-up and break down of their event. Please allow sufficient time for restoring spaces to their original configuration and breaking down all equipment used. (Any necessary repairs due to damage connected with the use of Chapel facilities will be charged to the person sponsoring the event.)

I understand that all requests must be submitted at least two weeks in advance, but no more than three months prior to the event date requested.

I understand that Saturdays and Sundays are reserved for weddings and services respectively. No non-CRP groups will be scheduled for those days.

I understand that no food or drinks are permitted in Chapel spaces except within the Fellowship Hall and kitchen.

I understand that all groups must clean-up their area prior to exiting the Chapel. The group must take the garbage to the dumpster.

I understand that all groups must sign in and out with the duty RP. (If your group no longer needs the space that has been requested please give at least 48 hours notice.)

I understand that failure to abide by any of these policies may result in loss of Chapel privileges.

I understand the Chapel will be secured by 1930 daily. (Any group not in compliance can lose their Chapel use privileges.)