

DODD Field Chapel Reservation Form

Name:		Rank:	Status (Active, civilian, etc.)
Branch:(Army, Navy, etc.)	Organization:		
Work Phone:	Home Phone:	Cell Phone (optional):	
Chapel Sponsor:			
Dates Requested:		Start Time:	End Time:
(times include setup and cleanup)			
Rooms Requested: (Check all that apply)			
Fellowship Hall	Kitchen	Sanctuary	Baptistry
Classroom(s): give room number or specify number of people			
Other (specify)			
Equipment needed:			

User Agreement

I will ensure that the reservation form is turned in and approved. I understand that my event isn't approved until the reservation form has been signed by the OIC or NCOIC of the chapel.

I understand that the chapel is limited on equipment, and it is my responsibility to make arrangements for any extra equipment needed for my event.

If needed, I will sign out a key no later than the day prior to my event and return it the next business day.

When my event is concluded, I will ensure that the room I signed for and the common areas I use are cleaned and returned to the way they were prior to my event.

I, not the Chapel staff, will provide the people needed for setup and cleanup of my event. I will annotate the security Check list, located on the front doors, to verify I have properly secured the chapel.

I understand that if I don't adhere to these guidelines, I will be restricted from future use of the chapel.

Signature:		Date:
Approved:	Reason Disapproved:	
Approval/Disapproval Authority (printed)		
Approval/Disapproval Authority (signed)		
Signature Date:		
