

18 WG/HC, Facility Usage Instructions

Important: Please read

*****Facility users are still responsible for requirements even if they bypass the confirming read button or fail to read when they submitted request for approval.

1. Submitting a facility Request implies you have read the below and will follow applicable AFIs, Laws and Regulations.
2. Please read the below Facility Usage Instructions and refer to the attached Facility OI for further guidance.
3. Completely fill out Facility Request at the electronic site:
 - <http://www.kadena.af.mil/>
 - Select Agencies
 - Select Chapel
 - Under Contacts, Select Facility Request
 - Fill Out All Information
4. Facility users are responsible to completely type out all requested facility usage data. Incomplete forms will be returned to facility user for completion.
5. Facility requestors must be 18 or older. Chapel personnel may request identification to confirm age requirements are met.
6. Facility users whom submit incomplete forms run the risk of not having the request approved in time for their event.
7. Chapel sanctuaries usage is only for religious worship services, ceremonies and events.
8. Facility users shall return the room(s) used to the facility setup standard.
9. Must be clean, empty trash cans (with clean plastic liner), turn lights off, lock doors and secure windows.
10. Approved non-chapel events are not authorized to use the chapel facility for profit and/or to run a business.
11. The chapel can disapprove any event. A list of non-approved events can be found in the OI.
12. Facility requestors are required to provide a valid ID upon checking out a key.
13. Under no circumstance shall the person issued the key re-issue it to another person.
14. Facility requests for third party events are subject to a facility curfew
 - a. Event start to include prep time shall be no earlier than 0730 hours.
 - b. Event end time, to include tear down time, shall be NLT 1630 Mon-Fri.
 - c. Request for third parties will not be approved on Weekends/Holidays.
 - d. Only the Wing Chaplain/Superintendent may make exceptions for official squadron functions or on a case by case basis.
15. No personal parties or events more appropriately held in the Officers Club, Enlisted Club or the USO will be scheduled in Chapel facilities. (i.e., birthdays, parties, baby showers, unofficial squadron parties and squadron parties not open to all squadron members or more personal in nature, after parties etc.)
16. All facility requestors and their events are responsible for supplying and following copy right laws and providing their music and video licenses for playing music and/or movies to audiences as outlined in those specified laws.
17. The 18 WG/HC is not responsible for violations for copy right infringements and the facility requestor may be billed for violations.

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18. Facility requestors and their events are responsible for protecting and safeguarding all personal identifying information (PII) and privacy act information.
19. Facility users are responsible to complete a walk around of the entire facility to ensure members/kids did not unlock or leave windows/doors unsecure.
20. Facility requestors are not to bring items into the chapel unless approved on the facility request.
21. Facility requestors are not to take down chapel decoration/items or add non chapel approved decorations/items.
22. All known religious/spiritual services conducted on Kadena Air Base will be approved by Wing Chaplain or Deputy Wing Chaplain prior to event.
23. The Wing Chaplain or designee is the final approval for all religious/spiritual services and regular facility requests via e-mail.
24. Facility users should not send advertisements or invitations for their program/event until they receive a confirmation e-mail of facility request approval.
25. Facility users should have a backup plan in case chapel events that have priority require the facility.
26. A chapel program at any time may need the facility and can occur during the review request or after approval phase.
27. The Chapel is not responsible for events or contacting those affected by events due to canceled, delayed, rescheduled requests or requests denied due to chapel priority events to include requests not filled out properly and/or containing errors.
28. Facility requests must include additional special requests; if any. Special requests are not guaranteed approval. Examples of a special requests are projector or computer access.
29. Permission for non-chaplain clergy persons to conduct worship services on base will be granted only by the Wing Chaplain or Deputy Wing Chaplain.
30. Parents/guardians are responsible for supervising youth/dependents under their control.
31. The chapel is not liable for children hurt for chapel events, chapel sponsored and non-chapel sponsored event/third party events.
32. Any short-term childcare provided in chapel facilities will be held with parents remaining in the facility. Parents will not pay for the care and volunteers (not employees) will be used to supervise the children.
33. Do not generate a revenue of funds within the facilities for non-chapel events.
 - a. Exception; facility requestors may provide the final signed copy of fundraiser approval from 18 FSS.
 - b. Requestors must provide proof of approval and attach to the facility request.
34. Do not consume alcoholic beverages on the premises unless part of a religious ceremony.
35. Gambling shall not be conducted on chapel facilities.
36. Due to costs and wear and tear, pianos are to only be used by musicians in direct support of chapel events.
37. Requests to play music in other areas besides the sanctuary will be denied. The music affects other events and office work, thus, will not be approved.
38. Facility requestors shall not use audio/visual equipment in the chapels unless approval is authorized in facility request.
39. Facility requestors are responsible to turn in a complete base antiterrorism plan assessment with Security Forces approval for hosting large events/gatherings at chapel facilities.

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Facility Name:

Areas/rooms:

Date and Time: mm/dd/yyyy/, start: end:

People expected:

Activity or Event Name:

Activity type: class/study

Sponsor:

Point of Contact: (Name, Email, Phone number)

Please give us any more information concerning your request: