

1. To schedule use of the chapel facilities 18 WG (HC) Form 0-166 must be completely filled out and submitted in enough time to fully complete coordination prior to event. 18 WG (HC) forms 0-166 can be obtained from the main office at Chapel 2.
2. Sanctuaries will only be used for Worship and Memorial Services.
3. Proposed activities must be compatible with the mission of the USAF Chaplain Service and with the "Religious Use" nature of the chapel facilities.
4. No chapel facility may be scheduled for use more than one year prior to the event.
5. All weddings are subject to particular Faith Group requirements.
6. Kadena AFB active duty religious services and programs take precedence over all other activities and programs.
7. Smoking is not permitted in the Kadena Chapel facilities.
8. The use of alcoholic beverages, with the exception of those used in sacramental rites, is prohibited.
9. For activities taking place on weekends, holidays, or after duty hours, keys must be obtained from the Chapel staff. Arrangements to pick-up a key must be made prior to the event.
10. Most importantly, as the requestor you are responsible for the fire safety and security check prior to leaving the facility. If you are the last person to leave the facility, you must check the entire facility. As project officer you will be held liable for any damage to the facility and/or the equipment used.
11. If you have used the Chapel sanctuary, annex, kitchen, or chapel grounds, at the close of your program/activity you are responsible for the following.

#### Chapel Sanctuary

- a. If you use hymnals, Bibles and/or Missalettes place them back in the pew racks.
- b. Ensure that bulletins, papers, and other trash are removed. This includes: flower boxes, wedding runners etc.
- c. There is no food or drink allowed in the Chapel Sanctuary.
- d. Children must be monitored at all times. Do not allow children to play in the pews or run in the isles. The Chapel is a sacred place, not a play area.
- e. No one may use the organ, piano, or any other musical equipment without the authority of the chapel.

#### Chapel Annex

- f. Wipe off all tables and chairs.
- g. Return extra tables and chairs used. Folded/stacked appropriately
- h. Place remaining tables and chairs in the position in which they were originally found.
- i. Trash containers must be emptied and the trash must be removed to the parking lot dumpsters.
- j. Vacuum or sweep floor(s). (Requestors will be advised of the location of the cleaning equipment.)
- k. All electrical appliances (including coffee pots) must be turned off or unplugged.
- l. Only non-staining refreshments may be served in the Chapel Annexes. (No red or purple punch may be served) use drip containers only.

#### Kitchen

- m. Wash and dry any dishes or utensils used and replace neatly in the appropriate cabinet.
- n. Stoves, ovens, refrigerators, sinks, and counters must be wiped clean after use.
- o. Pitchers, igloos, and coffee pots must be cleaned and placed in appropriate place.
- p. Do not use or consume food or beverage items not belonging to your group/organization.
- q. Any food items placed in the refrigerator must be marked with name of your organization and dated. Items not marked are subject to disposal. **Do not** leave left over food in the refrigerators—dispose of it or take it with you.

#### Chapel Grounds

- r. Pick up any trash and deposit in the parking lot dumpster.
  - s. **Chapel 2 parking lot must be cleared and cleaned no later than 1500 on Saturdays in preparation for Confession time.**
  - t. Parking is restricted to authorized parking areas. Do not park in reserved parking areas or directly in front of the facility.
12. Failure to comply with these rules may result in the cancellation of any further use by you or your group/organization.