



Frontier Chapel Reservation Form

Today's Date: _____

Day and Date of Event: _____ Time: _____ to _____

Expected Attendance: _____ Size of Group/s in Classrooms _____

Name of Event: _____

Room/s Requested: _____

Unit/Organization: _____

- All requests must be submitted no less than two weeks prior to scheduled event.
- Only trained and authorized individuals may operate the sound system and multimedia equipment
- FCC Staff reserves the right to change room assignments in order to accommodate multiple simultaneous events
- Religious Events/Worship services **have priority.**
- Funerals/Memorial Services take first priority in this facility. Your event may need to be relocated/ or canceled in the event of a funeral tasking.
- Reservations are not placed on calendar until reservation sheet is approved by OIC/NCOIC.
- Person responsible for event should notify FCC staff of damage or malfunction to facility or equipment that occurs during your event.
- Ask the chaplain assistant to give you a copy of your request form.
- **Please help us be good stewards of this facility (lights off/trash out)**
- **If your area is not cleaned up we have the right to deny future use of the facility**
- **Please contact FCC 48 hours prior to your event to verify your reservation @ 442-1883 or -2701**

Person Responsible For Scheduled Event

Rank/Grade: _____ Name: _____

Duty Phone: _____ Email: _____ Cell: _____

Signature: _____ Date: _____

Unit Command POC (i.e. 1SG, SGM, CMDR) Name: _____ Phone: _____

If building is used after 1630 hours, unit chaplain or chaplain assistant must sign for keys before 1600 on day of event and must return key by 0900 the following day.

Sponsoring Chaplain Assistant Signature: _____ Date: _____

Received by: _____ Date: _____

APPROVED DISAPPROVED SIGNATURE _____