

**BY ORDER OF THE COMMANDER  
RAF MILDENHALL (USAFE)**

**MILDENHALL INSTRUCTION 52-100**

**27 SEPTEMBER 2016**



**CHAPLAIN**

**FACILITY USEAGE AND  
SCHEDULING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Instruction AFPD 52-1, Chaplain Service, and states the Wing Chaplain's policy on utilization of the chapel facility. This instruction outlines procedures for reserving the facility, priority of organizations requesting the facility, and is applicable to all who use the facility. The instruction applies to all personnel assigned to or under the supervision of the Wing Chaplain. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication, prescribed by AFI 11-215, *USAF Flight Manuals Program*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rimc.cfm>.

**SUMMARY OF CHANGES**

**This document is substantially revised and must be completely reviewed.** Changes in policies and procedures from the previous edition required a complete revision of this publication.

**1. POLICY:** The wing chapel and annex are designated primarily as a place of worship and religious education for the free exercise of religion, including administrative and social functions which support these activities. Other agencies may use the facility when space is available and upon approval of the Wing Chaplain.

**2. RESPONSIBILITIES:**

- 2.1. Facility usage must be requested and approved prior to advertising any program or event.
- 2.2. The facility scheduler will determine the availability of the chapel facilities. All requests by outside organizations must be approved by the Wing Chaplain or designated alternate.

**3. PROCEDURES:**

- 3.1. Religious facilities will be utilized in accordance with AFI 52-105 V1 and local Wing Chaplain Policy.
- 3.2. All requests for use of the chapel facilities will be on USAFE Base Form IMT 52 V1, *Chapel Facility Request*.
- 3.3. The Wing Chaplain may authorize duly ordained civilian clergy personnel or accredited lay personnel to assist in implementing the chapel program. Ordination documentation will be maintained in the official chapel files.

**4. UTILIZATION:**

- 4.1. Priority will be given in the following order to those who wish to use the facility: 4.1.1. Chapel related functions. 4.1.2. Unit functions which directly support the chapel mission, e.g. programs targeting single airmen, family support, etc. 4.1.3. Retirements and unit functions. 4.1.4. Unit social functions. 4.2. The chapel sanctuary, chancel, nave and Blessed Sacrament room will *not* be used to conduct non-religious activities. 4.3. All non-chapel activities will be reserved no more than 30 days from the event. Exceptions must be approved by the Wing Chaplain.

**5. WEDDINGS:**

- 5.1. Will be scheduled in the chapel only by active duty chaplains assigned to RAF Mildenhall (RAFM).
- 5.2. Weddings to be conducted by a civilian minister or chaplain not assigned to the RAF Mildenhall (RAFM) chapel must be sponsored by an RAFM active duty chaplain.
- 5.3. The active-duty chaplain sponsor is responsible for the following: 5.3.1. Ascertain that one member of the wedding party is a Department of Defense (DOD) card holder. 5.3.2. Ensures that the requester reads, comprehends and completes the facility request 5.3.3. Briefs the bride, groom and guest minister on RAFM policies.

**6. GENERAL INFORMATION:**

- 6.1. Except for authorized sacramental purposes, alcoholic beverages are not permitted in the wing chapel.
- 6.2. General housekeeping of all areas utilized will be accomplished by all users.
- 6.3. Coffee and other refreshment items are provided for official chapel activities only.
- 6.4. Wedding receptions, baby showers, birthday parties, will not be held in chapel facilities. Any other activities must be approved by the Wing Chaplain.

THOMAS D. TORELSON, Colonel, USAF

Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 52-105V1, *Chaplain Service Resourcing Appropriated Funds*, 22 March 2004

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**RAF****M**—RAF Mildenhall

## Attachment 2

## CHAPEL FACILITY USE POLICY BY CHAPEL GROUPS

## Figure A2.1. MEMORANDUM FOR All Personnel Using the Chapel Facility, Part 1.

MEMORANDUM FOR All Personnel Using the Chapel Facility

FROM: 100 ARW/HC

SUBJECT: Chapel Facility Use Policy by Chapel Groups

1. **POLICY:** The facility is maintained for the convenience and use of all groups within the chapel program. Other agencies may use the facility on a non-recurring basis, when their use is compatible with the normal activities of the chapel program, and upon approval of the Wing Chaplain.

2. **GUIDELINES:**

- 2.1. The Facility must be reserved with the chapel's scheduler before use to avoid conflicts.
- 2.2. Keep **within your scheduled time and use only the area(s) allotted.**
- 2.3. Smoking and alcoholic beverages (except for authorized sacramental purposes) are not permitted in this facility.
- 2.4. **CHILDREN ARE NOT TO BE LEFT UNATTENDED AT ANY TIME.**
- 2.5. Groups are responsible for the care, custody, and protection of the property including pecuniary liability for loss and damage in excess of fair wear and tear.
- 2.6. Turn lights and equipment off when not in use.

3. **PHONES:** There is a phone in the kitchen to make local on-base phone calls only.

4. **CLEANLINESS:**

- 4.1 All trash in the kitchen will be emptied **and taken out to the dumpster.**
- 4.2 Floors will be vacuumed/mopped as needed. (The vacuum cleaner is kept in the janitor's closet). This especially pertains to the kitchen, as the contracted custodians are not responsible for this area.
- 4.3 The kitchen will be thoroughly cleaned if used. Leftover food must **not** be left in the refrigerator/freezer. Take it with you. If it is left for another program, please date and mark it. Anything over two weeks old will be thrown out.
- 4.4 Tables and chairs needed for set up will be taken from the storeroom and returned afterwards. They will not be moved from other classrooms without prior approval.
- 4.5 All classrooms will be returned to their original configuration. The required set up is displayed in each classroom.
- 4.6 If the rooms are not returned to their original configuration, the event POC may be called to return to the facility to restore the area to its original configuration.
- 4.7 We strive to provide a neat and orderly place for your functions. If you should find the facility in a state of disorder, please let a staff member know as soon as possible.

5. **SECURITY:**

- 5.1 Our normal duty hours are 0730-1630, Mon-Fri. After these hours you are responsible for securing the facility. All exterior windows and doors must be closed and locked.
- 5.2 A key to the facility can be obtained 24 hours before your activity and must be returned the next duty day, unless previous arrangements have been agreed upon by the facility manager.

**Figure A2.2. MEMORANDUM FOR All Personnel Using the Chapel Facility, Part 2.**

- 5.3 At the end of your program, the POC will conduct a walk-a-round of the entire chapel complex, checking each door and window.
- 5.4 If the building custodian has to be called out by Security Forces to secure the facility, you may also be called upon to assist.
- 5.5 If the building is left unsecured, you may be denied future use.

## Attachment 3

## CHAPEL FACILITY USE POLICY BY NON-CHAPEL GROUPS

## Figure A3.1. MEMORANDUM FOR All Personnel Using the Chapel Facility, Part 1

MEMORANDUM FOR All Personnel Using the Chapel Facility

FROM: 100 ARW/HC

SUBJECT: Chapel Facility Use Policy by Non-Chapel Groups

**1. POLICY:** The facility is maintained for the convenience and use of the groups within the chapel program. Other agencies may use the facility on a non-recurring basis, when their use is compatible with the normal activities of the chapel program, and upon approval of the Wing Chaplain. Priority will be given in the following order:

1.1. Chapel related functions

1.2. Unit functions which directly support the chapel mission, e.g. programs targeting single airmen, family support, etc.

1.3. Retirements and unit functions

1.4. Unit social functions

1.5. Although we will make every attempt to accommodate your program, please understand that an unexpected event could possibly arise. Since our facilities are provided on a "SPACE A" basis, **your function could possibly be canceled to make room for a chapel event. Confirmation and approval of your request does not guarantee final availability.** If we should have to cancel your activity, we will contact you as soon as possible and will make every effort to assist you in finding an alternate location.

1.6. All activities must be terminated in a timely manner so the building is vacated and secured by 2200 unless previous arrangements have been made.

**2. GUIDELINES:**

2.1. **Keep within your scheduled time and use only the classroom(s) allocated.**

2.2. Return all used areas to its/their original state.

2.3. Groups outside the official chapel program will provide their own refreshments and supplies.

2.4. Alcoholic beverages are not permitted in this facility.

2.5. The noise level must be kept down, especially in the hallways. **CHILDREN ARE NOT TO BE LEFT UNATTENDED AT ANY TIME.**

2.6. No events will be scheduled after 1500 on Saturdays to allow set up for worship services and Sunday School.

2.7. Groups are responsible for the care, custody, and protection of the property including pecuniary liability for loss and damage in excess of fair wear and tear.

2.8. Turn lights and equipment off when not in use.

**3. USE OF PHONES:**

3.1. There is a phone in the kitchen for public use to make local phone calls only.

3.2. Messages will be relayed at the convenience of the Chapel Staff.

**Figure A3.2. MEMORANDUM FOR All Personnel Using the Chapel Facility, Part 2****4. CLEANLINESS:**

- 4.1. All trash in your area will be emptied **and taken out to the dumpster**.
- 4.2. Floors will be vacuumed/mopped as needed. (The vacuum cleaner *is* kept in the janitor's closet.
- 4.3. The kitchen will be thoroughly cleaned if used. Leftover food must **not** be left in the refrigerator/freezer.
- 4.4. Tables and chairs needed for set up will be taken **only** from the storeroom and returned afterwards.
- 4.5. Classrooms will be returned to the original set up; a plan of the set up is displayed in each room.

**5. SECURITY:**

- 5.1. Our normal duty hours are 0730-1630 Mon-Fri. After these hours you are responsible for securing the facility. All exterior windows and doors must be closed and locked.
- 5.2. A key to the facility can be obtained 24 hours before your activity and must be returned the next duty day.
- 5.3. The POC will conduct a walk-a-round of the entire facility, checking every door and window from the outside.
- 5.4. If the building custodian has to be called out by Security Forces to secure the facility, you may also be called upon to assist.
- 5.5. If the building is left unsecured, you may be denied future use.