

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

**LAKENHEATH INSTRUCTION**

**52-101**

**5 OCTOBER 2023**

**Chaplain**



**FACILITY USAGE AND SCHEDULING**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 48 FW/HC

Certified by: 48 FW/HC  
(Lt Col Kelly Stahl)

Supersedes: LAKENHEATHI52-101, 4 April 2017

Pages: 5

---

This instruction implements Air Force Policy Directive (AFPD) 52-1, *Chaplain Corps*, and interfaces with Department of the Air Force Instruction (DAFI) 52-105, *Chaplain Corps Resourcing*. It establishes guidance and procedures for the use of the Base Chapel (building 990, RAF Lakenheath [RAFL]) facilities comprising: Base Chapel and the Spiritual Life Center (top floor of building 95, RAF Feltwell [RAFF]). It applies to all units and personnel assigned to 48th Fighter Wing who utilize chapel facilities. This instruction may not be supplemented or further extended. 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*; route AF Forms 847 from the field through appropriate functional chain of command. Ensure that all records created because of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System.

Privacy Act Statement. Authority: 10 U.S.C. 8013. Secretary of the Air Force: Powers & Duties; delegation by. Purpose: To obtain and maintain needed information for those seeking to reserve chapel facilities. Routine Uses: Information is used by Chapel staff to contact those who have requested use of Chapel facilities. Disclosure is voluntary: Failure to supply the information requested may result in denial of use of facilities.

## ***SUMMARY OF CHANGES***

This publication has been substantially revised and must be completely reviewed. Major changes include updates to reflect revised DAFI 52-105, *Chaplain Corps Resourcing* and Department of the Air Force Manual (DAFMAN) 52-107, *Chapel Tithes and Offerings Fund Management*, use of the revised Lakenheath Form 22, *Request to Use Chapel Facilities*, deletes use of Lakenheath Form 23, *Chapel Facilities Closing Checklist*, adds new Airman Ministry Center, removes Café DeCurro, updates background check requirements in accordance with (IAW) Department of Defense Instruction (DoDI) 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*, and AFI 52-101, *Planning and Organizing*.

**1. Overview.** This publication establishes guidance and procedures for Chapel Facility Usage and Scheduling.

**2. Roles and Responsibilities.** Chaplain Corps facilities must accommodate the religious needs of the assigned base community. Chaplain Corps personnel ensure the sanctity of sacred space within such facilities.

### **3. Types of Events.**

**3.1. Religious/chapel events always have precedence over non-religious/non-chapel events.** The use of the chapel facilities is based on mission impact and needs of the chapel.

3.1.1. Facility usage priority will be given in this order: chapel events, unit events which directly support the wing mission, other unit events (e.g. training, retirements, promotions, etc.) and lastly, unit social events.

3.1.2. Events other than those listed above will be considered on a case-by-case basis. Personal events such as parties, wedding receptions, baby showers, etc. cannot be held in chapel facilities.

**3.2. The Wing Chaplain and/or Superintendent, Religious Affairs will be the final approving authority over facility use.** There is the possibility that a non-chapel group may be cancelled or postponed in the event a chapel group needs to use a room which was previously reserved by a non-chapel group. The chapel staff will make every effort to offer an alternate location if appropriate and available.

### **4. General Guidelines.**

**4.1. All events require a completed Lakenheath Form 22, to be e-mailed to 48fw. [hcscheduling@us.af.mil](mailto:hcscheduling@us.af.mil).** The requester must complete the form in its entirety, which will in turn be reviewed, then approved/denied by the Wing Chaplain, Superintendent, or an authorized chapel representative prior to the event. Ensure adequate time is requested for set up and tear down/clean up following the event.

4.1.1. All facility requests must be submitted two full days prior to the event. Recurring chapel events can be requested for up to a year from 1 October to 30 September and must be renewed at the beginning of the fiscal year. Recurring requests are for chapel groups and Base-wide/Wing sponsored programs. Non-chapel events can only be requested for up to a month (30 days) at a time. Any exceptions must be approved by the Wing Chaplain.

4.1.2. For fundraisers, the requester will supply an approved fundraiser form prior to the event. Additionally, raffle tickets, donations, event tickets, etc. may not be collected within

the chapel unless prior arrangements have been made to process all funds through the Chapel Tithes and Offering Fund (CTOF).

4.1.3. If unaccompanied children aged 17 or under will attend an event, the requester will confirm that a specified volunteer with a current and completed background check IAW AFI 34-144, *Child and Youth Programs* and DoDI 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs* will always be present and that no children will be left unattended at any time.

4.1.4. The requester is not permitted to advertise an event/make final arrangements until they receive written (e-mail) confirmation of the request approval.

**4.2. Each area must be requested by specific room and only those rooms may be utilized.**

4.2.1. The sanctuary is to be used exclusively for religious services or programs. The Blessed Sacrament Chapel is to be used exclusively by the Catholic Parish. Room 2 is open to all personnel. The Liberty Life Center is only available for HOPE and Youth Ministry events. The Fellowship Hall/kitchen are open to all personnel. The Spiritual Life Center at RAFF is to be used exclusively for religious services or programs.

4.2.2. The maximum occupancy load for the chapel rooms must not be exceeded. These are: Sanctuary (304 people), Fellowship Hall (196), Liberty Life Center (59), Room 2 (18) and Spiritual Life Center (100).

**4.3. Decorations will not be affixed in any way to the walls, pews, or glass anywhere in the chapel facility unless approved by the Wing Chaplain.**

**4.4. Chapel equipment or supplies will not be used without prior coordination and approval from the Deputy Wing Chaplain or Superintendent, Religious Affairs.** If approval is granted to utilize audio/visual equipment, the requester must schedule with a staff member to receive training prior to the event.

**4.5. Alcohol will not be served or consumed in any chapel facilities, except for religious rites with written approval from the Wing Chaplain.**

**4.6. Rooms must be returned to the original configuration.** There are floor plans showing the correct positioning of tables, chairs, etc. located on the wall inside each room at the chapel. Repositioning or moving of the altar, piano or organ console is not authorized.

**4.7. The chapel will not supply paper goods, plastic ware, photocopies, etc.** for non-chapel events. It is the responsibility of the requestor to bring adequate supplies of such items.

**4.8. Non-chapel groups cannot store items at the chapel prior to or following their event.**

**4.9. Chapel equipment such as tables, chairs, dishes, coolers, etc.** will not be removed from the facility without the Deputy Wing Chaplain or Superintendent, Religious Affairs prior approval.

**4.10. If it is necessary for a requester to sign out a key, it must be done the duty day prior or the event date and returned the first duty day after the event.**

**4.11. The requester will thoroughly clean the room(s) after the event, to include taking trash to the dumpster, replacing trash can liners, wiping down tables, vacuuming/mopping floors, and ensuring all kitchen pots/utensils/etc.** are put away. A

commercial cleaning fee may be charged if the facility is not returned to original cleanliness state.

**4.12. The chapel staff will not escort any personnel to or from events, either during or after duty hours, unless approved by the Wing Chaplain and/or Superintendent, Religious Affairs.**

**4.13. A requester/group that repeatedly violates any of the guidelines outlined in this instruction is subject to the following guidelines:** 1st offense – the requester/group will receive a written warning; 2nd offense – a written warning and the incident will be reported to their chain of command; 3rd offense – requester/group will be denied use of the chapel facilities for six months.

**5. Weddings.** All inquiries regarding marriages in the UK are handled by the Base Legal Office.

**5.1. Air Force Chaplains do not have the legal authority to perform a wedding in this country due to UK law.** However, they can offer a church wedding ceremony following a legal wedding. Wedding ceremonies must be coordinated well in advance with the Chaplain.

**5.2. The wedding party has the option to provide their own clergy to perform a wedding ceremony, provided they coordinate it through a Chaplain, and they supply the chapel with the appropriate religious credentials.**

JOSEPH L. CAMPO, Brig Gen, USAF  
Commander, 48th Fighter Wing

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

AFPD 52-1, *Chaplain Corps*, 5 November 2018

DAFI 52-105, *Chaplain Corps Resourcing*, 21 Dec 2020

AFI 33-322, *Records Management and Information Governance Program*, 23 Mar 2020

AFI 34-144, *Child and Youth Programs*, 2 July 2019

DoDI 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*, 14 Jul 2016

***Prescribed Forms***

Lakenheath Form 22, *Request to Use Chapel Facilities*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRIMS**—Air Force Records Information Management System

**CTOF**—Chapel Tithes and Offering Fund

**DODI**—Department of Defense Instruction

**FOUO**—For Official Use Only

**HC**—Chaplain Corps

**IAW**—In Accordance With

**NCOIC**—Non-Commissioned Officer in Charge

**OPR**—Office of Primary Responsibility

**RAFL**—Royal Air Force Lakenheath

**RAFF**—Royal Air Force Feltwell

**RDS**—Records Disposition Schedule

**UK**—United Kingdom