

**BY ORDER OF THE COMMANDER  
MACDILL AIR FORCE BASE (AMC)**

**MACDILL AIR FORCE BASE  
INSTRUCTION**



**52-105**

**21 MARCH 2025**

**Chaplain**

**CHAPEL FACILITY UTILIZATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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

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OPR: 6 ARW/HC

Certified by: 6 ARW/DS  
(Mr. Brian Eastman)

Pages: 10

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**1. Purpose.**

1.1. DAFI 52-105, *Chaplain Corps Resourcing*, paragraph 1.

6. 11, establishes the requirement for this MacDill Air Force Base Instruction (MACDILLAFBI) as well as usage policies on secular activities, scheduling, religious

**neutrality, and alcohol in chapel facilities.** Chaplain Corps facilities may be utilized for activities and organizations that are approved to operate on MacDill Air Force Base (AFB). Only Department of Defense identification (DoD ID) card holders may submit facility utilization requests. Use of Chaplain Corps facilities by non-Chaplain Corps organizations is a privilege and may be restricted at any time at the discretion of Wing Chaplain. The chapel is designated primarily as a place of worship and religious education, including administrative and social functions which support these activities. This facility will be used primarily for these purposes. Other authorized agencies may use the facility when space is available and upon approval of the facility scheduler.

## **2. Responsibilities.**

### **2.1. Wing Chaplain.**

- 2.1.1. Maintains overall responsibility for facility usage and compliance.
- 2.1.2. Authorizes rescheduling/cancellation of programs in favor of another program.
- 2.1.3. Maintains waiver authority for all facility related issues.
- 2.1.4. Advises commanders on construction of new facilities coded for religious use.
- 2.1.5. Advises base civil engineers on modification of religious facilities and considers Air Force procedures when naming or designating religious facilities.
- 2.1.6. Appoints a primary and alternate facility scheduler.

### **2.2. Chaplains and Program Leaders.**

- 2.2.1. Submits annual requests for recurring events NLT 1 September for the following fiscal year.
- 2.2.2. Advises lay leaders on facility usage and care.
- 2.2.3. Serves as sponsor for activities in chapel as required.
- 2.2.4. Ensures programs follow all facility rules and guidance during each event.
- 2.2.5. Does not advertise any program until facility reservation is approved.

### **2.3. Facility Scheduler.**

- 2.3.1. Processes facility requests within 5 duty days and informs requestor of status with approval or disapproval.
- 2.3.2. Maintains calendar of facility usage for the following 12 months.
- 2.3.3. Ensures all programs are sponsored or led by chapel personnel as required.
- 2.3.4. Ensures requestors (1) adhere to the provided checklist, (2) clean the facilities following program, to include resetting rooms, and (3) confirm completion with chapel staff before departure.
- 2.3.5. Determines the availability of chapel facilities for use by other base organizations.
- 2.3.6. Maintains facility usage electronic binder with facility requests filed by date of usage.

2.3.7. Coordinate all requests with the Wing Chaplain and Senior Enlisted Leader (SEL), Religious Affairs.

#### 2.4. Requestor.

2.4.1. Submits a MACDILLAFB FORM 355, *MacDill AFB Chapel Facility Request*, to a Facility Scheduler either (1) by email to the chapel organizational account, (2) in person at the chapel via hardcopy

2.4.2. Must possess a valid military DoD issued identification to reserve the facility.

2.4.3. Must supply accurate contact information for follow up including name, rank, unit, organization affiliation, duty phone, and email address.

2.4.4. Ensures no decorations/signs are attached to walls or furnishings to eliminate damage to government property.

2.4.5. Understands failure to comply with facility rules may result in a loss of future facility usage and privileges.

### 3. Requirements.

3.1. **The Facility Scheduler will ensure chapel staff, users, and other occupants adhere to this and other applicable instructions.** The Facility Scheduler will maintain the facility calendar and liaise with requestors.

3.2. **The Facility Scheduler will maintain a MACDILLAFB 355.** The Facility Scheduler will determine the most effective format and content to ensure the following minimum requirements are met:

3.2.1. MACDILLAFB 355. This form contains information necessary to schedule the event to include event name, date, time, duration, location, and recurrences. Additionally, it must contain necessary contact information to follow up or notify requestor, including name, rank, unit, organizational affiliation, duty phone, and email address, date of request submission, faith group, type of event, and number of attendees. Furthermore, on the backside is a quick reference checklist for the user and scheduler to ensure that the facility is clean and secure. The scheduler, in consultation with the facility scheduler, will discern what policies to include. It will contain a signature block for the user to confirm checklist compliance.

3.3. **Chapel activities/programs take precedence over non-chapel activities/programs.** Events will be assigned one of five priority levels:

3.3.1. Priority One: Worship Services, Liturgies, Rites (including memorial services and weddings).

3.3.2. Priority Two: Rehearsals for Priority One programs.

3.3.3. Priority Three: Chapel associated functions (i.e., Youth, Protestant Women of the Chapel (PWOC), Mother of Pre-Schoolers (MOPS), etc.).

3.3.4. Priority Four: Non-Chapel associated official functions.

3.3.5. Priority Five: Non-Chapel associated unofficial functions.

3.3.6. Events may be subject to change for an event of higher priority upon approval of Wing Chaplain.

**3.4. The sanctuary is to be used for religious ceremonies/programs only.**

**3.5. Chapel facilities will not be used to host fundraising events.** Organizations may use chapel facilities to prepare for fundraising events.

**3.6. Memorial services and funerals may pre-empt other scheduled events on very short notice.**

#### **4. Procedures.**

##### **4.1. Individuals requesting use of the chapel will:**

4.1.1. Complete a MACDILLAFB 355 a minimum of 10 duty days prior to the event. The time requested for events will be during customer service hours, Monday-Friday from 0900 to 1500. The facility will not be available on family days or holidays. Maximum time of usage is 3 hours. No recurring request are allowed (subject to change for special circumstances).

4.1.2. Must not advertise programs until confirmation of facility request approval.

4.1.3. Only use rooms that have been reserved.

4.1.4. Schedule an appointment for a walk through at least (72) hours prior to event.

4.1.5. Bring their own personal computers, power cords, HDMI cords, batteries, cleaning supplies, trash bags, and paper products for each event.

4.1.6. Check in and check out with the front office. Upon checking out, requestor will ensure facility is clean and returned to original condition prior to event.

4.1.7. Check entire building for fire safety, energy conservation, and building security.

4.1.8. Ensure all interior and exterior doors are closed and locked.

##### **4.2. Individuals requesting use of the chapel for a wedding will:**

4.2.1. Provide a valid DoD identification (Active Duty, Reserve/Guard, retired, dependent).

4.2.2. Schedule wedding on a Saturday NLT 1400, unless approved by the sponsoring chaplain.

4.2.3. Ensure no wedding receptions take place in the chapel facilities.

4.2.4. Have the option to use civilian clergy. Credentials of civilian clergy must be reviewed and approved by a MacDill AFB Chaplain/Priest.

4.2.5. Will use a chapel approved wedding coordinator and follow guidelines outlined in the wedding information booklet (provided by wedding coordinator).

4.2.6. Chaplains may perform legal marriages and/or provide a religious rite following the norms of their endorsers. They are not required to do weddings that are not approved by their endorsing agency.

4.2.7. The sanctuary, chancel, nave, and denomination-specific rooms are set aside for religious ceremonies performed by approved clergy. No civil authority, such as a judge or justice of the peace, etc., will perform a wedding in chapel facilities. Non-Chaplain clergy are to provide verification of credentials prior to scheduling the event. All ministers/clergy from out of state must register with the City County Clerk, and also present credentials to chapel staff prior to scheduling event.

4.2.8. A wedding performed by a Protestant Chaplain usually requires advance notice to accomplish pre-marital counseling as determined by the individual chaplain and their endorser.

4.2.9. A catholic wedding requires a minimum of six (6) months pre-marital preparation and counseling.

4.2.10. For simple ceremonies when a chaplain officiates with no decorations and less than 15 people in attendance, a wedding coordinator will not be mandatory. However, for all other weddings a wedding coordinator will be required to oversee the use of the chapel.

4.2.11. Requestor must arrange and pay for any music or decorations used in the ceremony.

4.2.12. The wedding party and guests will not use or throw rice, confetti, birdseed, flower petals, etc. inside the chapel facility. However, these items may be used *outside* the chapel facility, but must be removed during clean up.

4.2.13. All requesters must review the MacDill Air Force Base Chaplain Corps Wedding Guidelines Tri-fold available by email or in person before submitting any documentation. All other pertinent information is covered in the MacDill Air Force Base Chaplain Corps Wedding Guidelines Tri-Fold. All pertinent documentation, such as the certificate of ordination of the officiator, must be submitted to the chapel at least two weeks prior to the ceremony.

## **5. Restoration and Cleanup.**

**5.1. Authorized use of any chapel facilities obligates the user to clean all facility areas that were utilized (meeting areas, kitchen, hallways, restrooms, exterior grounds, etc. )** as well as restore them to the default configuration. If there is a discrepancy found upon arrival, please notify the Facility Scheduler and appropriate actions will be taken. However, regardless of the condition prior to arrival, all cleanup actions will be completed prior to departure. Facility users will:

**5.2. Return tables, chairs, and other moved items to their default configuration, as displayed in the posted diagrams.**

**5.3. Wipe down and sanitize all tabletops and surfaces used.** If chairs are soiled, they must also be cleaned and sanitized.

**5.4. Vacuum all carpeted areas; sweep and mop all hard floors.**

**5.5. Empty all trash receptacles, take all trash to dumpster, and replace trash bags in all trash receptacles.** Non-Chaplain Corps organizations must provide their own trash bags.

**5.6. Turn off all lights and appliances, and ensure all windows are closed.**

5.7. **Check restrooms for cleanliness.**

5.8. **If exterior grounds were used, pickup all trash, sweep concrete/cobblestone areas, and thoroughly clean any grills or cooking areas utilized.**

5.9. **If kitchen is used:**

5.9.1. Wipe down and clean stove, oven, sink, countertops.

5.9.2. Remove all unused food and drinks from the facility to include the refrigerator and freezer.

5.9.3. Properly dispose of all grease and oil (do not pour in sink or outside).

5.9.4. Ensure coffee pots are turned off and coffee is poured out. All coffee grounds will be discarded in the trashcan, not in the sink.

5.9.5. Wash and dry all dishes and return them to the cabinets where they were found.

5.9.6. Return all equipment and supplies to their storage areas.

## 6. **General Rules, Restrictions, and Prohibitions.**

6.1. **Chapel sanctuary, chancel, nave, or denomination-specific rooms will be used solely to conduct religious activities.**

6.2. **Non-Chaplain Corps clergy or lay leaders who lead any religious service or rite in a Chaplain Corps facility must be validated and approved by the Wing Chaplain.** Prior to approval, the clergy member must provide their credentials, sign a performance agreement, and be briefed on requirements, restrictions, prohibitions, performance expectations, and privileged communication.

6.3. **Chapel facilities may be used for those who are performing/celebrating religious rites, already established chapel-based groups, and for squadron care events.** These groups may have receptions which encourage the faith or squadron community. Private and personal events are not permitted.

6.4. **No chapel furnishings such as pews, organ, piano, altar, altar coverings, hanging banners, etc.** , will be moved without the specific permission of the Wing Chaplain or SEL/Superintendent/Noncommissioned Officer in Charge (NCOIC). The only exceptions are annex tables/chairs and classroom furniture. Classroom furniture may be rearranged as long as the furniture does not leave the designated classroom.

6.5. **Chapel equipment and assets will not leave the chapel facilities, except for valid Chaplain Corps requirements that have been approved by the Senior Religious Support Team (Sr RST).** In this instance, an AF Form 1297, *Temporary Issue Receipt*, must be completed. If an outside organization reserves a Chaplain Corps facility, designated assets may be used in the facility during the scheduled time.

6.6. **Tacks, pins, tape, glue, or anything that will mark or damage pews, walls, and/or furnishings are prohibited.**

6.7. **Use of chapel copiers, scanners, computers, etc.** , by non-Chaplain Corps personnel is unauthorized. Certain information technology equipment may be used if included and pre-approved in the original facility request.

6.8. **Use of chapel supplies and consumables such as coffee, drinks, cups, plates, flatware, detergents, trash bags, paper towels, etc. ,** by a non-Chaplain Corps organization is unauthorized.

6.9. **Chapel facilities will not be used to provide childcare.** Only chapel programs or lay organizations with signed a Memorandum of Agreement (MOA) can provide children's programs and/or religious education at chapel facilities.

6.10. **Private organizations wishing to use chapel facilities must conform to AFI 34-223, *Private Organizations (PO) Program*, as implemented by the installation commander.**

6.11. **Non-Chaplain Corps organizations are prohibited from soliciting donations while occupying chapel facilities (see, AFI 34-223, paragraph 10.15.1). Paragraph 10.16** specifies the only exception: infrequent fund-raising raffles may be conducted with coordination and approval from 6th Air Refueling Wing (ARW)/Judge Advocate (JA). (**Note:** Memorandums of Agreement must be coordinated and routed through 6 ARW/JA for approval).

6.12. **Charitable item donation drives (food, clothes, toys, etc. )** are limited to Chaplain Corps programs and approved lay organizations. Requests to use the facilities for such initiatives must be approved by the Sr RST no later than 30 days prior to any proposed use. The Sr RST will set parameters for when, where, and for how long any items or donation bins will be present in chapel facilities. Donation bins, if approved, must appear clean, neat, and professional, and must be regularly emptied by the responsible agency.

6.13. **Alcoholic beverages, except for authorized sacramental purposes, are not permitted in any chapel facilities.**

6.14. **General housekeeping of all facilities utilized will be accomplished by all users.** No eating or drinking in the classroom areas.

6.15. **Any food pre-positioned or left in the refrigerator/freezer must be properly marked (name/group, date of placement, and date of intended use).** Unmarked or improperly marked food will be removed. Food cannot be stored in refrigerator after event is complete.

6.16. **All equipment usage must be coordinated prior to the event.** Call the chapel to schedule your training which must be conducted at least three (3) duty days prior to your event.

6.17. **The sanctuary must be cleaned and neutralized immediately following a wedding or worship service.**

6.18. **No food or drinks are permitted in the sanctuary, with the exception of items used for sacramental/religious purposes.**

6.19. **For security and asset protection purposes, events that take place outside of normal chapel customer service hours (Monday-Friday 0900-1500) are restricted to Chaplain Corps organizations or organizations with a MACDILLAFB 355.** On a case-by-case basis, the Wing Chaplain may approve after hour events.

6.20. **Open flames are prohibited except when used for ceremonial or religious purposes.** All uses of open flame must be validated and approved by the Sr RST and required to meet fire safety codes as established by the 6th Civil Engineer Squadron (CES) Fire Department. The use of wax candles for non-Chaplain Corps organizations is prohibited indoors. If necessary, candles may be utilized outdoors. In such cases, if candle wax should

fall onto carpets, pews, or other chapel property, the organization will be responsible for timely clean-up and removal.

6.21. **All Chaplain Corps facilities are non-smoking areas.** Smoking is prohibited within 50 feet of buildings on MacDill Air Force Base. The closest designated smoking area is next door behind the 6th Communications Squadron.

6.22. **The Chaplain Corps/U. S. government is not responsible for any damage or losses to the user's decorations, rental equipment, etc., while utilizing Chaplain Corps facilities.**

6.23. **All facility use requests and events are null and void in the event of a real world or simulated (exercise) Force Protection Condition (FPCON) change, or other emergency that would cause the facility doors to be locked as a protection measure (e.g., FPCON Charlie, FPCON Delta, Active Shooter, etc.).**

**7. Facility Room Capacities.** In accordance with fire safety codes, posted maximum room capacity will not be exceeded. These capacities can be reduced due to emergent needs (e.g., pandemic).

**Table 1.1. MacDill Chapel Room/Facility Capacities.**

<b>Room/Facility</b>	<b>Capacity</b>
Sanctuary	312
Sanctuary Balcony Area	24
Annex 1	83
Annex 2	202
Conference Room (based on no furniture)	80
Bldg. 355 (Maximum Capacity)	785

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Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 28 Jul 2021

AFI 52-101, *Planning and Organizing*, 15 July 2019

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

AFPD 52-1, *Chaplain Corps*, 05 Nov 2018

AFI 34-223, *Private Organizations (PO) Program*, 13 Dec 2018

***Prescribed Forms***

MACDILLAFB Form 355, *MacDill AFB Chapel Facility Request*

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

***Abbreviations and Acronyms***

**AFB**—Air Force Base

**AFI**—Air Force Instruction

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

**ARW**—Air Refueling Wing

**CES**—Civil Engineer Squadron

**DAFI**—Department of the Air Force Instruction

**DOD**—Department of Defense

**DoD ID**—Department of Defense Identification

**FPCON**—Force Protection Condition

**IAW**—In Accordance With

**MACDILLAFBI**—MacDill Air Force Base Instruction

**MOA**—Memorandum of Agreement

**MOPS**—Mothers of Pre-Schoolers

**NCOIC**—Noncommissioned Officer in Charge

**OPR**—Office of Primary Responsibility

**PWOC**—Protestant Women of the Chapel

**RDS**—Records Disposition Schedule

**RST**—Religious Support Team

**SEL**—Senior Enlisted Leader

**Sr RST**—Senior Religious Support Team

*Office Symbols*

**HC**—Chaplain Corps

**JA**—Judge Advocate

*Terms*

**Denomination**—A particular religious body, with a specific name, organization, etc.

**Program Leaders**—Lay volunteers, Chaplains, Religious Affairs Airmen, GS civilian, NAF civilians, or contractors responsible for managing a specific religious program under the supervision of a Chaplain Corps member who is selected to provide a specific service in support of a Chaplain Corps religious program. Examples include Youth Ministry Coordinator, Religious Education Coordinator, National Prayer Breakfast Project Chaplain, Protestant Women of the Chapel Lay Leader, etc.

**Religious Support Team**—A team composed of at least one Chaplain one Religious Affairs Airman working together to design, implement, and execute the command religious program.

**Sr RST**—The highest-ranking chaplain and Religious Affairs Airmen.