

**BY ORDER OF THE COMMANDER  
MINOT AIR FORCE BASE**

**MINOT AIR FORCE BASE  
INSTRUCTION 52-105**



**26 FEBRUARY 2019**

**Chaplain**

**CHAPEL FACILITY USAGE**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This publication implements AFI 52-105, *Chaplain Corps Resourcing*. This publication establishes administrative procedures and policies regarding chapel facility use. It applies to all personnel desiring use of chapel facilities at Minot AFB. Refer recommended changes and questions about this publication to the OPR listed above using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate chain of command. Requests for waivers must be submitted to the OPR listed above for consideration and approval. 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 Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

**1. Responsibilities.**

- 1.1. All religious services conducted at Minot AFB will be cleared with and scheduled through the Wing Chaplain.
- 1.2. Religious services will begin at the time established. Services will be scheduled to permit a minimum of 30 minutes between services to provide orderly exit and entrance of worshippers and for reappointment of the chapel for the next service.
- 1.3. All facility requests will be accomplished on a Chapel Facility Request form.

1.3.1. Chapel sponsored activities will be coordinated with the sponsoring chaplain prior to entry on the calendar. These requests are then forwarded to the Facility Scheduler.

1.3.2. Forward non-chapel sponsored activities to the Facility Scheduler for coordination through the Wing Chaplain for approval.

1.4. Any individual or group working or interacting with minor children (under 18) in the chapel facilities is responsible for following DoDI 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*. Any deviation from that Instruction is grounds for immediate termination of their chapel facility usage.

## **2. Priorities.**

2.1. Worship services conducted by chaplains or auxiliary chaplain personnel have priority. These include scheduled activities conducted weekly on an established basis. Changes to the weekly worship schedule will be made only with proper justification and prior approval of the Wing Chaplain.

2.2. Chapel Sponsored Activities: Chapel lay organizations, special missions, seminars, religious training programs, and assorted Bible Studies. Religious rites (i.e. weddings, baptisms, etc.) must be scheduled around regularly planned activities. Performance of religious rites will be concluded and facility vacated at least 30 minutes prior to the beginning of any other scheduled activity. Chaplains will ensure parishioners are aware their activity must be performed within the scheduled timeframe. Everyone should be considerate of others using the facility. Major faith group chaplains approve chapel activities.

2.2.1. Funerals and memorials for active duty members and dependents will be prioritized at the discretion of the Wing Chaplain or designee. Other funerals/memorials must be scheduled around regularly planned activities. The requestor is responsible for the setup and cleanup of the space before and after these services in accordance with the Chapel Facility Request Form. Chaplains may be requested to officiate based on availability and their requirements for ecclesiastical endorsement. Any civilian clergy officiating services must provide ministerial credentials (proof of ordination and letter of good standing from ordaining body) before facility request is granted.

2.2.2. Weddings must be scheduled around regularly planned activities. The requestor is responsible for the setup and cleanup of the space before and after these services in accordance with the Chapel Facility Request Form. Chaplains may be requested to officiate based on availability and their requirements for ecclesiastical endorsement. Any civilian clergy officiating services must provide ministerial credentials (proof of ordination and letter of good standing from ordaining body) before facility request is granted.

2.3. Non-chapel sponsored activities: These activities may be scheduled on a space-available basis and must be approved by the Wing Chaplain. Precedence will be given to the activity which first requested use of the facility. Non-chapel facility usage may be preempted for chaplain scheduled activities.

### 3. Usage.

3.1. Chapel sanctuaries are used for religious services only.

3.2. While the activity may be directed toward a particular group or segment of the community, it must be open to all without regard to race, creed, sex, or other basis for discrimination. No personal parties or events more appropriately held in the Jimmy Doolittle Center, Community Center or Rockers will be scheduled in chapel facilities. Wedding receptions will not be scheduled in the chapel facilities. Unit functions and official military ceremonies, such as promotions and retirements, may be scheduled in rooms other than the sanctuary.

3.3. No personal revenue of funds may be generated through the use of the facilities. Private organization may use facilities (kitchens, basement, annex, etc.) for preparation for fundraisers with approval from the Wing Chaplain or designee and in accordance with base fundraising policies but no fundraisers will take place at the chapel facilities.

3.4. No alcoholic beverages may be used or consumed.

3.5. Buildings and equipment will be left clean and in good order: trash cans will be emptied (and a clean plastic liner inserted), lights off, doors and windows secured, and the posted, room closeout checklists completed.

3.6. Formal requests will be made using a Chapel Facility Request form indicating name of the event, the organization, and name and phone number of the person responsible for securing the building.

3.7. Chapel staff will not provide after duty hours support for non-chapel activities. If after-hours access is needed for a scheduled event, a key must be signed out and returned the day following the activity

BRADLEY L. COCHRAN, Colonel, USAF  
Commander

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

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

AFI 52-105, Chaplain Corps Resourcing, 23 June 2015

AFI 33-360, publications and forms management, 1 December 2015

***Prescribed Forms***

None

***Adopted Forms***

AF form 847, Recommendation for change of publication

***Abbreviations and Acronyms***

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**DODI**—Department of Defense Instruction

**MAFB**—Minot Air Force Base

**RDS**—Records Disposition Schedule

Attachment 2

CHAPEL FACILITY REQUEST FORM, PAGE 1

Figure A2.1. Chapel Facility Request Form, Page 1.

<b>MINOT CHAPEL FACILITY REQUEST</b> <small>As of 1 September 2018</small>			
By signing this request, I agree to uphold Chapel policies and procedures listed on the back.			
Requestor/POC Name <input type="text"/>		Squadron: <input type="text"/>	
Duty Phone/Home#: <input type="text"/>		Cell Phone#: <input type="text"/>	
Email address: <input type="text"/>			
Date Submitted: <input type="text"/>  Date(s) Requested: <input type="text"/>  Day(s) of the Week Requested: M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sa <input type="checkbox"/> Su <input type="checkbox"/> Event Time: <i>(Including set-up and tear down)</i> FROM: <input type="text"/> TO: <input type="text"/>  One Time Event?: Yes <input type="checkbox"/> No <input type="checkbox"/> If recurring, please specify: How Often (i.e. weekly, monthly, quarterly, etc.): <input type="text"/> End Date: <input type="text"/> Secondary POC <i>(Non-Chapel sponsored events only)</i> : <input type="text"/> Phone: <input type="text"/>		Event Title: <input type="text"/>  Brief Description of the Event: <input type="text"/>  Event Type: Catholic <input type="checkbox"/> Protestant <input type="checkbox"/> Squadron <input type="text"/> Organization <input type="text"/> Other Faith Group <input type="text"/>  Type of Program: Worship Service <input type="checkbox"/> Choir Practice <input type="checkbox"/> Fellowship <input type="checkbox"/> Meeting <input type="checkbox"/> Training <input type="checkbox"/> Rehearsals <input type="checkbox"/> Other (specify): <input type="text"/>	
Please select facility requested: <i>(***Retirements can only be in the Basement or Annex***)</i> North Plains Chapel <input type="checkbox"/> North Plains Basement <input type="checkbox"/> Other: <input type="text"/>  Northern Lights Chapel <input type="checkbox"/> Northern Lights Annex <input type="checkbox"/>			
Expected Attendance: <input type="text"/>	Do You Need a Key Issued? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is Religious Affairs Airman Support Needed <i>(chapel events only)</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
TO BE COMPLETED BY CHAPEL STAFF ONLY:		DATE	SIGNATURE
Facility Scheduler	APPROVE / DISAPPROVE <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Sponsoring Chaplain <i>(parish specific events)</i>	APPROVE / DISAPPROVE / NA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
NCOIC Religious Affairs <i>(when Religious Affairs support required)</i>	APPROVE / DISAPPROVE / NA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Wing Chaplain <i>(if applicable)</i>	APPROVE / DISAPPROVE / NA <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Entered in Calendar	CONFIRMATION SENT	<input type="text"/>	<input type="text"/>

Figure A2.2. Chapel Facility Request Form, Page 2.

## Facility Guidelines

### Request Routing

- Requestor is responsible for completion of the form and returned to the Facility Manager at a **minimum of ten (10) duty days** prior to the event.
- Requests are approved on a first come, first serve basis in reference to the date received at chapel office.
- Scheduler (facility manager) will check the dates and times for potential conflicts.
- Chapel organizations will have approval and signature from the sponsoring chaplain.
- Non-chapel organizations must go to the Wing Chaplain for approval and signature.
- Sponsoring chaplain will give form to NCOIC, Program Support (if necessary), who then has three duty days to process requests.
- Once approved request is cleared it will be entered into the chapel calendar.
- Scheduler will notify the requestor if request has been denied or if more information is needed or approved.
- All chapel sponsored events take priority over other events.
- Requester with a recurring event may be asked on occasion to change the time or to cancel their recurring event for a chapel sponsored event(s).
- Requests for recurring events must be renewed NLT 15 Aug of each FY.

### Facility Use

- The facility will be cleaned each time it is used.
- Tables and chairs will be returned to storage and/or a standard setup. Tables and chairs will be cleaned off prior to storing them.
- Chapel sanctuaries and Blessed Sacrament room will be for religious activities only.
- The floor will be vacuumed and trash will be removed from the portion of the facility used. No debris will be left on the floor. **This shall be done after each use of the facility.**
- Furniture and other items in the facility may be used and or moved but must be returned to their place. (Request prior coordination)
- Chancel furniture and musical instruments in the sanctuary shall not be moved under any circumstance.
- No furniture or items may leave the chapel without contacting the Facility Manager and filling out an AF Form 1297.
- HC Organizations may request storage space in the chapel from the Superintendent / NCOIC of Chapel Operations. Approval renewed annually on a first come first serve basis.
- No overnight events or overnight setup without the Superintendent/ NCOIC of Chapel Operations' approval.
- The chapel is not responsible for the loss or damage to any items that are stored in the chapel.
- No flammable items, poisons, or weapons may be stored in the chapel.
- No personal parties or events more appropriately held in the Jimmy Doolittle Center, Community Center or Rockers will be scheduled in chapel facilities
- Wedding receptions will not be scheduled in chapel facilities.
- Unit functions and official military ceremonies, such as promotions and retirements, may be scheduled in rooms other than the sanctuary
- No revenue of funds may be generated
- No alcoholic beverages may be used or consumed
- Only chapel programs are allowed to use the kitchen paper products like plates, cups, utensils, etc. If you are an outside event or program, please bring your own paper/plastic products.
- Any individual or group working or interacting with minor children (under 18) in the chapel facilities must follow DoDI 1402.05, *Background Checks on Individuals in DoD Child Care Services Programs*, and MAFB HCOI 52-6, *Background Investigations*.

### Chapel Keys

- Chapel key will be picked up no earlier than **three (3) days prior to any one-time event.**
- Key will be returned within two (2) days of the event.
- No organization / group will be authorized more than one (1) key unless approved by the Wing Chaplain and noted.
- All organizations and staff with "permanent" keys must complete a new AF Form 1297 annually.
- Entire facility must be secured at the end of your event.
- Requestor is responsible to enforce the real world Force Protection Conditions.
- Keys will not be used by anyone besides the person who signed for it unless the chapel is notified.
- Only the requestor may request a key on behalf of the group.

\_\_\_\_\_

Signatures

\_\_\_\_\_

(This form will not be completed until signed.)

2nd Requestor: \_\_\_\_\_  
(Only required for non chapel sponsored recurring events.)

I have read the terms of this contract and agree to accomplish these procedures and abide by these conditions of use. I understand that this is a government facility and any deviation from the terms of this agreement or failure to accomplish said terms will result in forfeiture of use. I understand that I am solely responsible to enforce this policy by all users during the event I have reserved the facility for.