

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

**MILDENHALL INSTRUCTION**

**52-100**

**19 APRIL 2021**

**Chaplain Corps**



**FACILITY UTILIZATION OPERATING  
INSTRUCTION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Air Force Instruction AFD 52-1 (5 November 2018), *Chaplain Corps*, and DAFI 52-105 (21 December 2020), *Chaplain Corps Resourcing*, 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 AFI 33-322, Records Management and Information Governance Program, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.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 DAFI 52-105 (21 Dec 2020) and local Wing Chaplain policy.
- 3.2. All requests for use of the chapel facilities will be on a Chapel Facility Request Form.
- 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 and Guardians, family support, etc.
  - 4.1.3. Retirements and unit functions.
  - 4.1.4. Unit social functions.
- 4.2. The chapel sanctuary, chancel, and nave 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).
  - 5.1.1. 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.
  - 5.1.2. Civil wedding ceremonies will not be conducted in the chapel sanctuary, chancel, or nave.
- 5.2. The active-duty chaplain sponsor is responsible for the following:
  - 5.2.1. Ascertain that one member of the wedding party is a Department of Defense (DOD) card holder.
  - 5.2.2. Ensures that the requester reads, comprehends, and completes the facility request.
  - 5.2.3. Briefs the bride, groom, and guest minister on RAFM policies.

**6. GENERAL INFORMATION:**

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

S. TROY PANANON, Colonel, USAF  
Commander

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

DAFI 52-105 (21 December 2020), *Chaplain Corps Resourcing*

***Abbreviations and Acronyms***

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

**RAF**M—RAF Mildenhall

## Attachment 2

## CHAPEL FACILITY USE POLICY

## Figure A2.1. Chapel Facility Use Policy.

This facility is maintained for the convenience and use of groups within the chapel program. Other agencies may use the facility on a nonrecurring 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:

- a. All chapel related functions.
- b. All unit functions which directly support the chapel mission, e.g. programs targeting single airmen, family support, etc.
- c. Retirements and unit functions.
- d. All other unit social functions.
- e. Our facilities are only provided on a "space a" basis, your function could be canceled at any time to make room for a chapel, or higher priority event. Confirmation and approval of your request does not guarantee final availability of the chapel. You could even be asked to relocate on the day of your event. If we should have to cancel your activity, we will contact you as soon as possible. All activities must be terminated in a timely manner so the building is vacated and secured by 2200.

**Chapel Facility Use Guidelines**

- a. Keep within your scheduled time and use only the classroom(s) allocated.
- b. Groups outside the official chapel program are responsible for managing classroom set up and returning the classroom(s) to it's/their original state.
- c. The kitchen is a common area and will be accessible to others at all times.
- d. Groups outside the official chapel program will provide their own refreshments.
- e. Alcoholic beverages (except for authorized sacramental purposes) are not permitted in this facility.
- f. The noise level must be kept down, especially in the hallways. **Children are NOT to be left unattended at any time.**
- g. No events will be scheduled after 1500 on Saturdays, to allow set up for weekend worship services and Religious Education.
- h. Social events/meals will be scheduled only as they pertain to pastoral care, i.e. for singles, spouses of deployed members, shift workers, etc.
- i. Receptions will be held for official military functions only and consist of cake and finger foods; no sit down or catered meals.

j. DoDI 1402.05, AFI 52-101 and HCOI 52-101 requires all programs utilizing bldg. 474 to have cleared background checks when working with children under the age of 18. By signing this document you are agreeing you will meet guidance standards with your designated programs.

#### **Use of Phones**

a. Messages will be relayed at the convenience of the chapel staff. Where communication is crucial, it is best for guest groups to maintain a cellular phone.

#### **Cleanliness**

a. All trash in your area will be emptied and taken out to the dumpster.

b. Floors will be vacuumed/mopped as needed. (The vacuum cleaner is kept in the janitor closet).

c. The kitchen will be thoroughly cleaned if used. Leftover food must not be left in the refrigerator/freezer/.

d. Tables and chairs needed for set up will be taken only from the storeroom and returned afterwards.

e. Classrooms will be returned to their original set up; a plan of the setup is displayed on the wall of each classroom.

#### **Security**

a. Duty hours are 0730-1630 Monday-Friday. After these hours you are responsible for securing the facility; all exterior windows and doors must be closed and locked.

b. A key to the facility can be obtained 24 hours before your activity and must be returned the next duty day.

c. The POC will conduct a walk-through of the entire facility, checking every door and window from the outside.

d. If the building custodian has to be called out by Security Police to secure the facility, you will be called up to assist - **whatever the hour!**

e. There will be graduated sanctions against further usage if the building is left unsecured.