

9 RW/HC FACILITY RESERVATION WORKSHEET

(This worksheet is subject to the Privacy Act of 1974 when completed)

FACILITY UTILIZATION BRIEFING

Purpose: Provide training to ensure program leaders understand all responsibilities related to facility use.

Safety:

- Spills on tile/linoleum are very slippery and must be wiped up immediately.
- Garbage or opened food items attract pests and can cause health hazards.
- Children under age 10 are permitted in balconies or kitchens only when accompanied by an individual 18 years or older, although is recommended to keep them out of the balconies and/or kitchens altogether.
- Baseboard heaters in the Foothills annex and sanctuary are hot and have sharp edges. Children between the ages of 2 and 4 are particularly interested in them and must be carefully supervised to prevent injury.
- Baseboard heaters will melt plastic items placed up against them.
- Baseboard heaters may catch paper products on fire if placed up against them.
- Use proper lifting procedure when moving tables and chairs.
- Properly extinguish bar-b-que grill upon completion of use.
- Know the location of all exits and fire extinguisher in case of fire (the Chapel Training NCO can facilitate fire extinguisher use training for you if needed).

Security:

- Program leaders are responsible for the access key they are issued. Report it immediately to the Chapel NCOIC if it is lost.
- Program leaders are expected to follow any applicable Force Protection Condition (FPCON) measures.
- Program leaders must secure all exterior doors prior to departing an unoccupied building.

Other:

- Smoking is allowed only in designated smoking areas.
- Alcoholic beverages are forbidden in the chapel.
- Set up and tear down of program events are the program leaders' responsibility. Occasionally the staff will ask to have a set up left in place for a following group. This is only permitted at the Chapel NCOICs request and will be documented on applicable Facility Reservation Forms.
- Supplies are available to Chapel sponsored programs upon request. Access may be granted to applicable Faith Group storage areas. Non-Chapel sponsored programs must provide their own supplies. Coffee supplies are available to all groups.
- Only allow properly trained personnel to operate the automatic coffee maker.
- Only specially trained personnel are permitted to operate sound equipment. Contact Chapel NCOIC for approval to be trained.
- Direct all calls to the Foothills annex 4-4708 or Valley kitchen 4-2306 as applicable.
- Every effort shall be made to clean spills on carpet. If the spill cannot be cleaned, you must notify chapel staff ASAP.

Checklist for closing facility at end of an event:

- Turn off Stove/Oven/Coffee Pots.
- Clean Tables/Chairs/Countertops/Dishes.
- Put annex furniture in standard setup.
- Turn off baseboard heaters (Foothills only).
- Pick up nursery: toys/diapers/crumbs/bottles/sippy cups, etc.
- Mop/Sweep hard floors.
- Turn off/put away all equipment/supplies used.
- Remove all signs/decorations.
- Remove all garbage with food or receptacles half full of garbage and add new liners.
- Turn off Sanctuary/Restroom/Hallway/Office/Annex/Kitchen/Gazebo Lights.
- Ensure every exterior door is locked and latched.

I verify I have received training according to the lesson plan above.

I have had all my questions answered regarding the use of the chapel facilities and that I have or know how to acquire all the resources I need to use the facilities.

I will notify the chapel staff member if I enter the facility for use and it is not within the standard according to the standards presented to me.

I will leave the facility in a condition that is consistent with, or better than, the established standards.

I understand that the use of Chapel's sanctuary, chancel, nave or denominational specific room is only for religious activities.

Printed Name of Trainee

Printed Name of Trainer

Signature and Date

Signature and Date