

## SOP FOR USE OF CHAPEL FACILITIES

Woodlawn Chapel, Bldg. 1801

Belvoir Chapel, Bldg. 1018

Religious Education Center, Bldg. 1028

Fairfax Chapel, Bldg. 435

1. Chapel programs have priority in the scheduling and use of the Chapel. Requests by outside groups will be scheduled as space permits.
2. To reserve the chapel, the attached form must be completed and submitted 24 hours in advance of the event.
3. Please use the room(s) assigned to your group as other rooms may be set up for other meetings.
4. If you need to cancel your program, please let us know ASAP since we maintain a waiting list.
5. When you finish please take all of your materials with you. Leave the room in good order, wipe off tables and empty your trash in the dumpsters.
6. Because of the heavy use of the building we may ask you to set up the room for the next meeting. We would appreciate your help in this.
7. If you have the last program scheduled, when you leave, please turn out all lights (do not forget the bathroom lights) and make sure the doors are securely locked.
8. Remember this is a place of worship. Please supervise your children!
9. During the day, parking is not allowed at the circle of the REC as this is a drop off and pick up zone for the Child Development Center. At no time should vehicles be obstructing fire lanes or double parked. This also applies to the Belvoir Chapel driveway.
10. NO SMOKING IS ALLOWED IN OR NEAR THE CHAPEL!
11. Please review these regulations with your group or members of the program.
12. A Chaplain must be assigned to sponsor your event.
13. If you have any questions regarding the setup or supplies, please notify the NCOIC or a member of the staff for further assistance.

### **RELIGIOUS ACTIVITIES**

14. Work through your chapel contact person/sponsor for your requests for set-up, or any other material required. They are responsible for all logistics of your function. Check with them to make sure the building is unlocked at the needed time.

### **OUTSIDE ACTIVITIES**

15. We can furnish pots for coffee or hot water. Please arrange to bring coffee, snacks, and supplies to include and paper products you may need.