

REQUEST FOR CHAPEL AND (OR) RELIGIOUS FACILITY

DATE REQUEST SUBMITTED	DATE FACILITY TO BE USED	TIME (To - From)
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REQUEST USE OF <input type="checkbox"/> CHAPEL NO _____ <input type="checkbox"/> CHAPEL FELLOWSHIP HALL <input type="checkbox"/> RELIGIOUS EDUCATION CENTER	RESERVATION FOR WHICH ACTIVITY
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ACTIVITY IS <input type="checkbox"/> WEDDING <input type="checkbox"/> BAPTISM <input type="checkbox"/> CHOIR REHEARSAL <input type="checkbox"/> WEDDING <input type="checkbox"/> MEETING <input type="checkbox"/> CLASS <input type="checkbox"/> LUNCHEON <input type="checkbox"/> OTHER (Please specify) _____

NAME OF REQUESTOR	ADDRESS OF REQUESTOR
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DUTY PHONE/HOME PHONE	NUMBER ATTENDING FUNCTION	CHAPLAIN SERVICE SUPPORT PERSONNEL (CSSP) REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO
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****NOTE****

1. THE ORGANIZATION, SQUADRON, FLIGHT, OR PERSONS REQUESTING THE USE OF THIS FACILITY IS RESPONSIBLE FOR SETTING UP AND PUTTING AWAY OF TABLES AND CHAIRS USED FOR THEIR FUNCTION.
2. IF NO CSSP SUPPORT REQUIRED, WHO WILL SECURE FACILITY? _____
3. PERSON SECURING FACILITY WILL TURN OFF ALL LIGHTS, CHECK FOR FIRE HAZARDS, CLOSE ALL WINDOWS AND LOCK ALL DOORS.
4. PLEASE INITIAL ON THE LINE PROVIDED, INDICATING YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS. _____

FACILITY SETUP REQUIRED(Use diagrams if necessary)

EQUIPMENT REQUIRED <input type="checkbox"/> VIDEO TAPE PLAYER <input type="checkbox"/> PODIUM <input type="checkbox"/> TAPE RECORDER (Cassette) <input type="checkbox"/> TELEVISION MONITOR <input type="checkbox"/> EXTENSION CORD <input type="checkbox"/> OTHER (Specify) _____
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COORDINATION

COORDINATED BY (PRINT NAME)	SIGNATURE	DATE
INDIVIDUAL REQUESTING FACILITY		
STAFF MEMBER PROCESSING REQUEST		
CHAPLAIN RESPONSIBLE FOR ACTIVITY		
NCOIC OF CHAPEL		
SENIOR CHAPLAIN		

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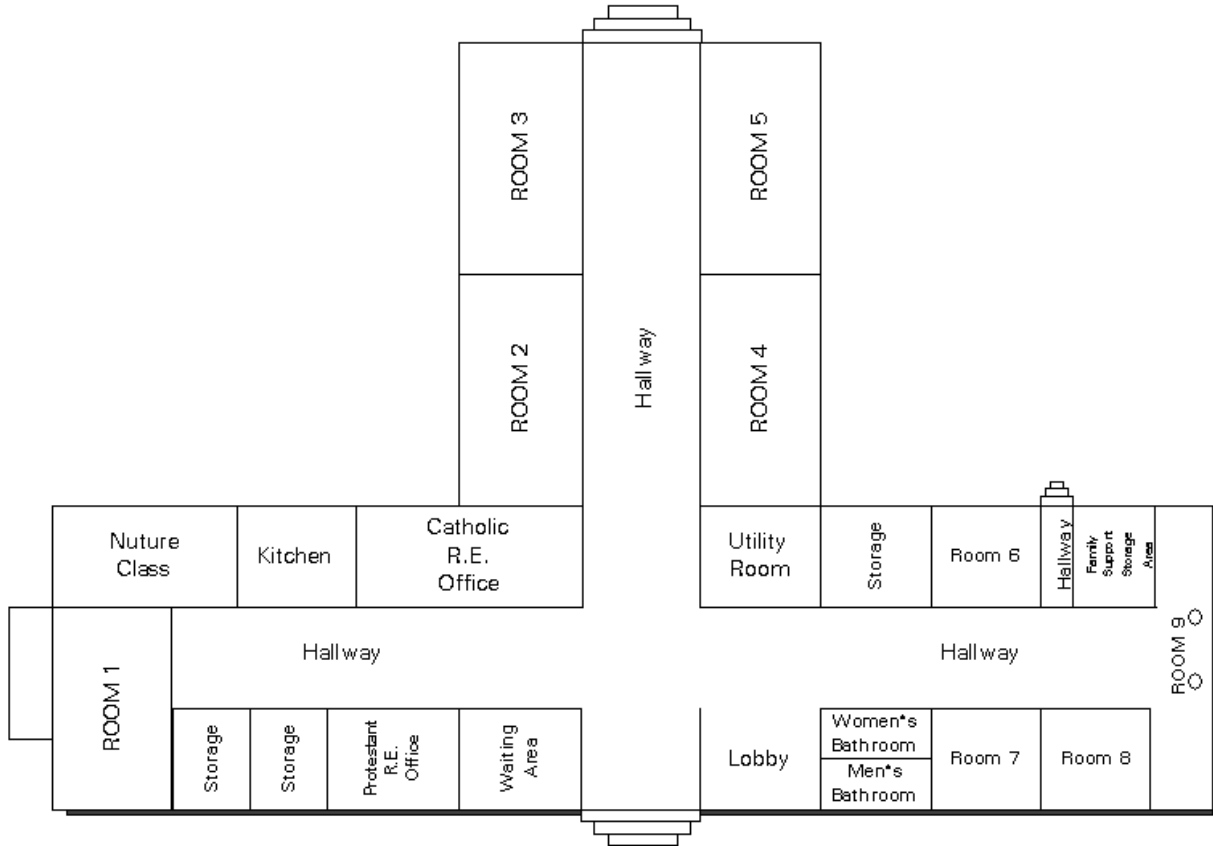
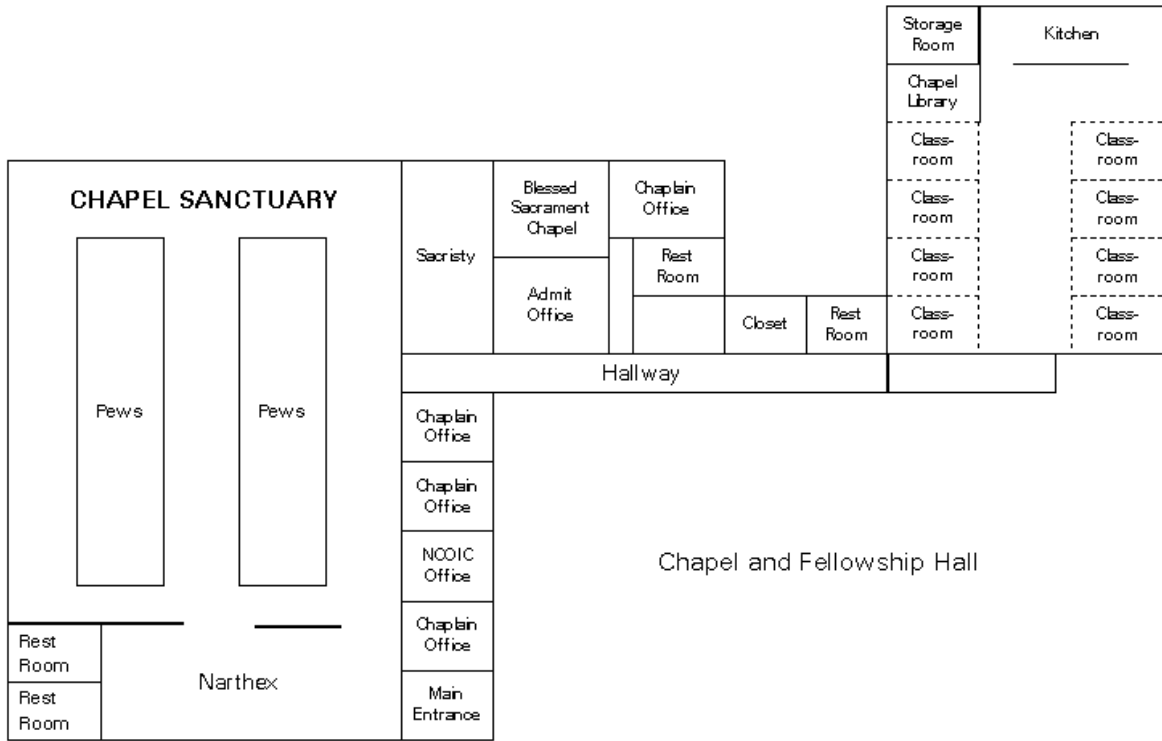
About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).



RELIGIOUS EDUCATION BUILDING