 MARINE CORPS BASE QUANTICO CHAPEL/CHAPEL 

ANNEX REQUEST FORM

**Location:** Chapel Annex Office/Bldg. 3019 Embry Loop/Room 109

**Email:**  [MCBQuanticoChapel@usmc.mil](mailto:MCBQuanticoChapel@usmc.mil)

**Office Phone:** 703-784-2518

**Fax:** 703-784-3637

Please complete this form and return it to the Chapel Annex Religious Ministries Team office.

**Requestor Information:**

Name: \_\_\_\_\_\_\_\_\_ Command: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Affiliation (Active Duty/Retired/DOD): \_\_\_\_\_\_\_\_\_\_Active\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*IF RETIRED, attach DD214\***

Work: \_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_ Home: \_\_\_N/A\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_ Today’s Date: \_\_\_\_\_\_\_\_\_

**Facilities Requested:**

\_\_\_ Classroom (A / B / C / D / All) \_\_\_ Nursery \_\_\_ Kitchen \_\_ Chapel

**Event Information:**

Title of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Time: \_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_ Recurrence: \_\_\_\_\_\_\_

First Day: \_\_\_\_\_\_\_\_\_\_ Last Day: \_\_\_\_\_\_\_\_\_\_\_\_

Faith Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Activity Type: Meeting / Fellowship / Other: \_\_\_\_\_\_

Expected Number of Attendees: \_\_\_\_\_ Unit/Organization Affiliation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will food be provided? Yes / No POC to lock facility(ies): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who is responsible for clean-up? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_

**\*\*If your event is after 1600, please check out a set of keys from the office.\*\***

**Chapel Programs Only:**

RP Support Required: Yes / No RP’s Responsibilities: \_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*All non-military guests MUST register through the Visitor Control Center located at: Bldg. 20731 Telegraph Rd. Stafford, VA 22554. You can contact their office via email: [Quantico\_DBIDS@usmc.mil](mailto:Quantico_DBIDS@usmc.mil) or phone: 703-784-3023.

Facility Setup (Draw Diagram on back of page):