APPLICATION FOR USE OF CHAPEL FACILITIES

Systems of Records Notice NM05580-1 Security Incident System (January 9, 2007, 72 FR 959) **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy: 10 U.S.C. 5041, Headquarters, Marine Corps: and E.O. 9397 (SSN). **PRINCIPLE:** Individuals involved in or witnessing or reporting incidents requiring the attention of base, station, or activity security personnel. **PURPOSE:** To track and prosecute offenses, counsel victims, and other administrative actions; to support insurance claims and civil litigation; to revoke base, station or activity driving privileges. **ROUTINE USE:** May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a (b)(3). **DISCLOSURE** is mandatory.

Date of Application	☐ Wedding ☐ Wedding Rehearsal ☐ Funeral/Memorial ☐ Other
Chapel Site:	☐ CRP Command Religious Program Type of Event:
Command/Organization:	

Requestor's Name:	Phone #:	E-mail Address:

APPLICATION DATA

Date of Event:	Time of Event:	Date of Rehearsal	Time of Rehearsal:

Space (s) Requested:	☐ Sanctuary ☐ Annex ☐ Religious Education Center ☐ Kitchen ☐ Nursery
Special Requirements:	Units/organizations are responsible for setting up and breaking down their own events

☐ Piano/organ ☐ Audio/ Visual Equip ☐ Liturgical Supplies (List Items):

WEDDING DATA

****Eligibility: Groom and/or Bride must be a valid U.S. Armed Forces Service Member and DoD ID card holder.****

Name of Groom		Name of Bride	
Phone # (W)	Phone # (H)	Phone # (H)	Phone # (W)
E-mail Address:		E-mail Address:	
Command:		Command:	
Faith Background:		Faith Background:	

Officiating Clergy Information

Print Name	Signature
Officiating Chaplain/Clergy's Phone Number:	Officiating Chaplain/Clergy E-mail Address:

Command Signatures

Recommendation: Approved ☐	Disapproved ☐	Chapel Pastor Signature	Date
Recommendation: Approved ☐	Disapproved ☐	Command Chaplain Signature	Date

Reset Form

During the week prior to your event, you must schedule a walk-through of the chapel spaces with the Religious Program Specialists who staff the chapel program to acknowledge agreement to the following:

a. No furnishings or property may be moved or repositioned. After review of the facility, if you want to make some rearrangements, you may only do so with the supervision of the Base Religious Program Specialists.
b. Do not adjust the sound system until instructed by the Religious Program Specialists who staff the chapel program.
c. Upon completion of ceremony / event the condition of the Chapel spaces must be restored to the degree of cleanliness that will facilitate immediate use by others. By submitting this request you hereby agree to clean up after your program. You may not leave the clean up to others not associated with your participants/unit.

Guideline for use of space:

a. Only specifically assigned spaces and equipment will be used for an event. Equipment normally employed in and designed for sacramental/worship will not be use for secular purpose.
b. Assigned spaces will normally be available 1 hour prior to 1 hour after the scheduled time for an Event. Late starts are not entitled to the extra time.
c. Floral arrangement will not be affixed to the furniture or walls of the assigned spaces through the use of tapes, pins, nails, staples, or any other fastener which could leave a mark or residue on the furniture or walls. After consultation with the Base Chaplain or assigned clerk, flowers may be affixed to the end of pews by tying on with ribbons. Floral arrangements may be place in the chancel/pulpit areas only accordance with specific approval from officiating clergy. The eligible sponsor must remove all decorations and floral arrangements from the assigned space immediately after the event.
d. Candles on the altar may be used. Any other candles used must be the drip less tubes provided by the local florist, with protection provided on the floor.
e. Throwing rice, birdseed, confetti or other similar material is not permitted in or outside the spaces assigned.
f. Swords, rifle, and weapons of any kind, including replicas or facsimiles, are not permitted with in a chapel or other worship space.
Honor guards are permitted, but must leave weapons outside in the entryway, and the archway should be formed outside the building.
g. Alcoholic beverages, other that sacramental use, and tobacco use are not permitted in any space assigned. h. The ultimate criteria for permissibility of any decoration, activity. or procedure will be the security and care of government equipment/spaces and sacramental or religious propriety, as determined by the clerk and/or officiating clergy.
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i. A separate chapel usage check list will be provided prior to the service and turned in at the conclusion of the event scheduled.

By the signature below, the unit/organization sponsor certifies that this event will comply with the instructions contained in this application.

a. Appropriate use and care of the required space.
b. The conduct of and/or damage caused by participants, consultants, florist, photographers, and guest.
c. Arrangements with security officials for access to the Base for any civilians attending the event.
d. Arrangements for service of organist and clergy (or other religious official). Such services are not covered by this memorandum. The name and phone number of an approved organist will be supplied by the Base Chaplain's Office. If I choose to use another organist, he/she must be auditioned and/or approved by assigned Chapel organist, at my expense. I understand that an enlisted clerk will be provided (at no cost to me) by my unit chaplain, or by the Base Chaplain if I am not attached to a local unit.
e. The legality of a wedding I sponsor (including license, blood tests, physicals, authority of the officiating clergy, and any other pertinent legal requirements.

Sponsoring Chaplain Information	
Print Name	Signature
Sponsoring Chaplain Phone Number:	Sponsoring Chaplain E-mail Address:
Supporting RP/CA Information	
Supporting RP/CA: (Print Name)	Signature
Supporting RP/CA's Phone Number	Supporting RP/CA's E-mail Address: