UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 1730.1H
3BE
04 MAR 2001

STATION ORDER 1730.1H

From: Commanding Officer
To: Distribution List

Subj: CHAPEL USAGE

Ref: (a) SECNAVINST 1730.7B
(b) OPNAVINST 1730.1C
(c) MCO 1730.6D

Encl: (1) Memorandum of Understanding and Application for Chapel Usage

1. Purpose. To set forth policies and procedures governing the use of the Marine Corps Air Station Yuma Chapel and Chapel facilities.

2. Cancellation. StaO 1730.1G.

3. Background. Military Chapels and Chapel facilities are government property officially designated as houses of worship and established on military installations to serve the religious and spiritual needs of active duty, retired military personnel and their family members. They also serve civil service employees and their family members who may wish to make it their place of worship. The Command Chaplain shall provide the screening procedures necessary to ensure that the buildings are used as per their purpose.

4. Information. The Command Chaplain will administer the Chapel Complex as per references (a), (b) and (c). The term Chapel refers to the Station Chapel complex. The term Principal refers to the authorized person(s) responsible for arranging for facility use or ceremony.

a. Eligibility for Use of the Chapel

(1) All persons who have been authorized access to the Station may visit the Chapel, attend regularly scheduled services, or enter for private meditation.

(2) Active duty and retired military personnel and their family members who hold valid military identification cards may schedule the Chapel or facilities for special religious services or other appropriate functions on a not-to-interfere basis with the Command Religious Program (CRP). Special religious services or ceremonies include weddings, funerals, memorial services, bar/bas mitzvahs, confirmation, and other religious rites, etc..

(3) The Command, as part of its CRP, may on certain occasions authorize a predominantly civilian congregation to use the fellowship hall for regular worship services and religious education, when the Command believes this to be the most expedient way to meet the religious and spiritual needs of the military personnel of that denomination or faith group. In such cases, the Command Chaplain will provide specific guidelines for that group.

b. Use of Chapel Property. Chapel property is paid for out of the CRP budget and is to be used primarily in support of that program. No Chapel property shall be removed from the Chapel premises. Individuals and organizations desiring to borrow tables and chairs should seek to obtain them from Marine Corps Property.

c. Reservations. Scheduling of the Chapel may be done only through the Command Chaplain or a representative. With the exception of weddings, no group may reserve facilities more than thirty days in advance. In the case of weddings, principals shall follow the requirements of the enclosure.

5. Action. Eligible persons who desire to reserve the Chapel facility for a special function for them, their bona-fide family members, or a group may do so by submitting page 6 of the enclosure to the Office of the Command Chaplain in a timely fashion.

6. Summary of revision. This Order contains substantial changes and requires review in its entirety.

MARK E. CONDRA

DISTRIBUTION: A

MEMORANDUM OF UNDERSTANDING AND APPLICATION FOR CHAPEL USAGE

PRIVACY ACT STATEMENT: Under authority of USC 301, information is requested to identify applicants desiring to utilize Marine Corps Air Station Chapel for wedding ceremonies, and other functions. The information will be used by the Chaplain's Office for identification purposes. Completion is optional; however, failure to comply could result in the denial of Chapel or Chapel facility usage.

1. As the eligible person (principal) applying to use the Chapel or Chapel facility, you are responsible for the event you are sponsoring. You will ensure that the religious service or event conducted in the Chapel complex will convey appropriate respect befitting the religious atmosphere of the facility. You must submit Application for Utilization of Command Religious Program Facilities form, page 7 to this enclosure, to the chaplain's office in order to confirm your reservation. The following regulations apply:

a. Scheduling. The use of any part of the Chapel for special religious services or ceremonies and other events will be scheduled on a not-to-interfere basis with the Command Religious Program events. The following order of priority governs the use of the Chapel:

(1) Command religious services

(2) Command Religious Program activities

(3) Special religious services or ceremonies

(4) Promotion of moral welfare

(5) Promotion of morale

b. Chaplain Participation. Arrangements to schedule the services of a station or wing chaplain for any ceremony shall be made directly with the chaplain concerned and are separate from the arrangements made to use the Chapel. All chaplains are directed by their ecclesiastical regulations and conscience in the performance of marriage ceremonies, funeral services, baptisms, and other professional functions.

c. Clergy Participation. Participation of clergy in any event, e.g. wedding, funeral, etc., is subject to the approval of the Command Chaplain, as agent of the Commanding Officer. With his approval, clergy (military or civilian) may be invited to participate subject to current regulations. Such arrangements must be made by the principals and are separate from the request for use of facilities. Civilian clergy officiating for weddings will submit an Agreement to Perform Wedding, page 8 to this enclosure.

d. Officiant Required. In case of weddings, reservations cannot be obtained until a chaplain or civilian clergy person recognized by a bona-fide religious faith group has agreed to serve as officiant or celebrant. Justices of the Peace and other civil servants are not authorized to serve as an officiant or celebrant. The Chapel's Leading Petty Officer will advise the clergy of the CRP regulations with which they must comply.

e. Guests and Participants. The principal is responsible for arranging for entry of guests, including musicians, florists, photographers, etc., onto the station. All persons participating in or attending a special religious service or ceremony in the Chapel shall comply with current regulations concerning entry onto the station and personal conduct aboard, including the operation of private vehicles.

f. Availability. The following rooms and facilities are available:

(1) Main Chapel (Bldg 1176) - capacity 468

(2) Blessed Sacrament Chapel (Bldg 1176) - capacity 45

(3) Education Building (Bldg 1178)

(a) Fellowship Hall - capacity 75

(b) Eight classrooms (15' x 14') - capacity 20 each

g. Access. Access to the Chapel facilities during non-working hours shall be gained only by previous arrangement with the Chaplain's Office. A Religious Program Specialist (RP) will be on duty to unlock and lock doors.

h. Usage. Eligible personnel or groups using the Chapel or Chapel facilities shall abide by the following regulations or risk forfeiture of privileges to use them:

(1) Check-In/Out. All principals shall check in and out with the RP.

(2) Cleanliness. All groups or individuals using the buildings shall leave the spaces as clean and orderly as they found them. This includes removing from the premises all trash and garbage. Any necessary repairs or cleaning due to damage connected with the ceremony or meeting will be charged to the principal.

(3) Quietness. Activities shall not interfere or hinder the carrying out the CRP.

(4) Tobacco. The use of tobacco products (i.e. cigars cigarettes, pipes, chewing tobacco, snuff) is prohibited in any of the chapel spaces or building at all times.

(5) Alcohol. The use of alcohol (except for Sacramental use) is prohibited in any of the Chapel spaces or buildings at all times.

(6) Food. Unless authorized by the Command Chaplain, the consumption of food products is prohibited in any of the Chapel spaces or buildings (except the Fellowship Hall).

(7) Covers. Buildings 1176, 1177, 1178 and courtyard areas are designated as "Covers Not Required" areas for Chapel personnel and those involved in actual work, ceremony or worship.

(8) Problems/Requirements. Principals shall notify the Religious Program specialist of any problems, damage or requirements for meetings.

(9) Consumables. The use of consumable Chapel supplies by other organizations or groups is prohibited.

(10) Children. Children shall be admitted to the building only when the principal is present. Continuous supervision is required.

(11) Gear. The principal will ensure that all items belonging to its organization are removed immediately following the ceremony or meeting unless prior arrangements have been made with the Chaplain's Office.

(12) Non-Interference with Custodians. Unless exempted in writing, all groups shall temporarily vacate their room immediately

whenever custodians come to clean.

i. Additional Regulation Pertaining to Weddings

(1) Religious Ceremony and Clergy Participation. A marriage ceremony at which an authorized member of the clergy officiates, is a religious rite or sacrament and participation is governed by church regulations. These rules may vary with respect to religious preconditions for the marriage, marriages involving persons of other faith groups, remarriages of divorced persons, etc. No one should assume that chaplains will perform a particular marriage until the chaplains themselves have examined the circumstances in the light of their own faith group's requirements and their own conscience.

(2) Pre-Marital Counseling. Because of the unique stresses of military life upon marriage and family relations, pre-marriage counseling and/or participation in PREP classes shall be required of all personnel being married by a chaplain or other approved clergy.

(3) Scheduling. Principals shall schedule weddings in time to allow for pre-marital counseling. Protestant and Catholic chaplains require from three to four months of counseling prior to marriage. Final plans, special requests, and arrangements must also be coordinated with the scheduling chaplain not later than one week prior to the event.

(a) Except on special occasions, no weddings or rehearsals will be scheduled within two hours of previously scheduled events.

(b) The Chapel will be open 1 hour before a wedding and must be cleared 45 minutes after the wedding. The principal shall inform florists, wedding party, and photographers of these limitations.

(c) The ordinary times for Saturday weddings will be 1000-1200 and 1400-1500. No weddings will be scheduled to begin after 1500 on Saturday without prior approval of the Command Chaplain.

(4) Decorations. The Chapel furnishings are not to be altered in any way. In as much as the Chapel has such natural beauty, few decorations are necessary. Regular altar appointments

consisting of candles and ecclesiastical ware are furnished by the Chapel. If candelabras are rented from florists, dripless candles must be provided by the principal.

(a) Restrictions. No decorations shall be used which will require the use of nails, staples, tacks, or tape to affix it to any part of the chapel or furnishings. There shall be no strewing of flower petals (real or artificial) in the Chapel. The throwing of RICE, CONFETTI, BIRD SEED, or other material in or around the Chapel is prohibited. Principals are responsible for seeing that their guests carefully observe these restrictions.

(b) Flowers. Flowers, if used, must be provided by the weddings party. Couples may secure the services of a florist of their choice.

(c) Aisle Runner. If an aisle runner is desired it should be 96' long and must be rented by the principal from a florist.

(5) Personal Gear. The principal shall ensure that all personal gear and clothing of all members of the weddings party are removed from dressing rooms immediately after the ceremony and prior to departing for the reception.

(6) Guests. The principal shall submit to the Provost Marshal's Office, Vehicle Registration Section, Building 952, by phone, in person, or in writing a list of off-base non-military guests. Guests will be issued an appropriate pass for vehicle identification. (StaO P5560.3A, Para. 2002-4)

(7) Consultants. Wedding consultants are to be advised that the Command Chaplain has final authority on all decisions regarding procedures in the Chapel before, during and after any ceremony.

(8) Photographers. Consultation must be made with the officiating clergy concerning their policy regarding taking photographs during the ceremony.

(9) Organist. If an organist is other than the designated Chapel organist, the Command Chaplain must approve it.

(10) Fees and Arrangements. No fees shall be charged for the use of the Chapel or for the services of military chaplains or

Religious Program Specialists. Contributions to the Combined Religious Offering Fund are permissible. Fees for the personal services of civilian clergy, organists, soloists, etc., shall be arranged and paid directly to such persons prior to the rehearsal.

2. Your compliance with these regulations will ensure good order and proper decorum and will benefit you by helping the Chapel staff provide you a pleasant setting for your ceremony or event.

APPLICATION FOR UTILIZATION OF COMMAND RELIGIOUS PROGRAM FACILITIES

TYPE OF EVENT		DATE	TIME(From-To)
NAME	RATE/RANK	STATUS ☐ ACTIVE DUTY ☐ RETIRED	
BRANCH OF SERVICE	MILITARY COMMAND		WORK TELEPHONE NO.
HOME ADDRESS(Including Zip Code)			HOME TELEPHONE NO.

FACILITIES/ EQUIPMENT NEEDED (Check appropriate blocks)

☐ Large Chapel ☐ Fellowship Hall ☐ Kneeler ☐ Other

☐ Small Chapel ☐ Candelabra ☐ Artificial Flowers

SIGNATURE

WEDDING INFORMATION

EVENT	DATE	TIME	ORGANIST (Check appropriate block)
WEDDING			☐ CHAPEL ORGANIST (Make your own arrangements to secure Organist and pay required fees.)
REHEARSAL			☐ I DO NOT DESIRE ORGANIST PARTICIPATION

NOTE: CHAPEL WILL NOT BE SCHEDULED UNTIL CHAPLAIN/ CLERGY HAS AGREED TO BE THE WEDDING OFFICIANT AND HAS SO NOTIFIED OFFICE OF THE COMMAND CHAPLAIN.

NAME OF CHAPLAIN/CLERGY OFFICIANT	TELEPHONE
DENOMINATION	ADDRESS (City, State, Zip)

ITEM	BRIDE	GROOM
NAME (Last, First, Middle)		
RANK/RATE		
SOCIAL SECURITY NUMBER		
AGE		
DATE OF BIRTH		
HOME ADDRESS/ MILITARY ADDRESS		
WORK TELEPHONE NO		
HOME TELEPHONE NO.		

RESIDENCE ADDRESS AND TELEPHONE NUMBER AFTER WEDDING:

I certify that I have read, understand, and will comply with the requirements for use of chapel facilities as stated in StaO 1730.1.

SIGNATURE	DATE

TACHAP92462.01/GSS

AGREEMENT TO PERFORM WEDDING

Full Name_____

Denomination_____Date Ordained_____

Mailing Address_____

_____

Phone_____

I agree to perform the wedding of _____

and _____ in the Marine Corps Air Station

(MCAS) Yuma Chapel at _____ on _____.
Time Date

I will abide by all Chapel and other MCAS regulations.

I understand that the bride and groom may not schedule the wedding until this form is received and approved by the Command Chaplain at MCAS Yuma.

_____
Signature

_____
Date

Note: After completing, please mail or deliver to:

Command Chaplain
Office of the Chaplain
Marine Corps Air Station
Yuma, Arizona 85369-5010