



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL AIR STATION
700 AVENGER AVENUE
LEMOORE, CALIFORNIA 93246-5001

IN REPLY REFER TO:
NASLEMINST 1730.1H
N00R **OCT 9⁰ 2010**

NAS LEMOORE INSTRUCTION 1730.1H

From: Commanding Officer, Naval Air Station Lemoore

Subj: COMMAND RELIGIOUS PROGRAM (CRP) SERVICES

Ref: (a) SECNAVINST 1730.8B
(b) OPNAVINST 1730.1E
(c) MILPERSMAN 1730-010
(d) NASLEMINST 5560.8G
(e) NASLEMINST 1700.3E

Encl: (1) Application for Chapel Facilities Usage
(2) Chapel Reservation Audio/Visual Support Request
(3) Chapel Reservation Application for a Wedding
(4) Ceremonial Request Form
(5) Chapel Usage Check-off Sheet

1. Purpose. To issue policy and procedures, and regulations governing the Naval Air Station (NAS) Lemoore Chapel.

2. Cancellation. NASLEMINST 1730.1G

3. Summary of Revision. This revision contains significant changes and should be reviewed in its entirety.

4. Background. The above references establish Navy policy for the provision of and the free exercise of religious practices for all service members and their dependents onboard NAS Lemoore. Department of Defense (DoD) authorized users are encouraged and invited to participate fully in the NAS Lemoore Religious Program.

5. Wording

a. "Chapel" refers to the Station Chapel Complex (buildings 810 and 811). When a specific facility is mentioned, it will be designated by name or building number.

b. "Eligible persons" refers to those who hold a Uniformed Service Identification Card for active duty/retired/reserve personnel, and DD Form 1173, Uniformed Services Identification and Privilege Card for family members. Any active duty or retired military person whose immediate family member has, by reason of age, lost their identification card can be authorized use of the chapel on behalf of the family member.

~~OCT 30 2018~~

c. "Special religious service or ceremony" refers to weddings, funerals, memorial services, Bar/Bat Mitzvahs, confirmations, and other ordinances or sacramental rites.

d. "Non-religious service or ceremony" refers to retirements, command training events, advancement examinations, family readiness support groups, other command related sponsored events or as designated by CRP.

6. Policy

a. All DoD authorized personnel with access to NAS Lemoore may visit the chapel, attend regularly scheduled services, or use chapel for private meditation.

b. The chapel is available to eligible persons for special religious services or other appropriate functions on a not-to-interfere basis with the Command Religious Program's scheduled events or services.

c. The Command Chaplain shall administer the use of references (a) and (b) in conjunction with this instruction.

d. Scheduling

(1) Requestors requiring the use of the chapel shall complete enclosures (1) through (3) if a wedding is being scheduled, and submit request to CRP staff.

(2) All requests for use of the chapel will be considered on a first-come first-served basis. Regularly scheduled religious services, major faith group observances, and NAS Lemoore Command Religious Program's sponsored events shall be given priority over other events.

(3) Enclosure (1) must be completely filled out with the signature of the requestor. The chapel will be considered reserved only when a Chaplain or a CRP Staff signs enclosure (1). The Religious Program Specialist shall make contact with the requestor and confirm whether or not the application was approved.

(4) Reservation requests must be made no more than 90 days prior to an event. The exceptions to this rule are for weddings which can be reserved up to one year in advance of the proposed wedding date, retirement ceremonies, advancement exams and regular youth events, which can be reserved up to 180 days prior to the event.

(5) Weddings will not be conducted on Sundays. Weddings conducted on Saturdays must be held between 0800 and 1200. The chapel is available for use by the wedding party one hour before the wedding and until two hours after the appointed time. Thus, a wedding scheduled for 1000 will enable the wedding party to have access to the chapel from 0900-1200.

OCT 30 2018

(6) Wedding rehearsals must comply with the same time restrictions as wedding ceremonies. The chapel is available for rehearsals for two hours beginning at the reserved time. It is imperative that the chapel be cleared promptly at the appointed time because of multiple-events scheduling.

(7) There shall be no weddings/rehearsals on Memorial Day weekend, 4th of July weekend, Labor Day weekend, Thanksgiving Day weekend and the weekend before Christmas through the weekend after New Year's Day.

(8) Funerals or memorial services shall be coordinated with the Command Chaplain in consultation with the family, funeral home director, officiating clergy, the command's Causality Assistance Calls Officer, and/or with the member(s) command(s).

(9) Individuals seeking use of the chapel for events other than weddings, funerals and memorial services will have access to the chapel one hour before the event, and vacate the chapel two hours from the appointed time of the event. Group activities scheduled in the chapel (building 810) and/or Fellowship Hall (building 811) will normally be held between 0800 and 2130. Exceptions to this policy for scheduling must be approved prior to the event by a staff Chaplain.

(10) For events scheduled after normal working hours for the Fellowship Hall and classrooms in building 811, the requestor must report to the chapel during normal working hours prior to event (Monday-Thursday, 0800-1600; Friday, 0800-1200) for a space walk through and to obtain the code to the lock box. Failure to perform the mentioned steps during the time allotted, chapel staff shall not be responsible to provide access to chapel facility, nor shall the Command Duty Officer grant access to facility. Once event is complete, ensure that facility checklist is completely filled out and returned to the designated area by the key box and key(s) placed in the key box.

e. Chaplain or Civilian Clergy Support

(1) Acceptance of an event at the chapel does not imply chaplain participation in the event. In all cases, individual chaplains and clergy shall determine their own degree of availability or participation.

(2) Requests for the services of a chaplain or civilian clergy for any special religious or non-religious ceremony shall be made directly with the chaplain or clergy person concerned and are separate from the arrangements made to use the chapel.

(3) Military regulations require chaplains to uphold and honor the traditions and practices of their endorsing ecclesiastical faith groups when conducting public and special worship services and ceremonies, including requirements regarding premarital counseling, interfaith marriages, and terminated by divorce. Chaplains are not permitted to make exceptions

OCT 30 2018

to the requirements of their respective faith groups and for this reason may be unable to officiate at certain ceremonies including weddings.

(4) When requesting services of a chaplain for a ceremony, enclosure (4) must be filled out completely detailing time, location, and uniform that will be worn at the event. Chaplains and civilian clergy who consent to perform a special religious ceremony such as a marriage at NAS Lemoore, must complete the applicable section of enclosure (4) before it is submitted by the requestor. If there are any changes after the form is submitted, the requestor must contact the chapel immediately and provide the proper information.

(5) Navy chaplains are authorized to solemnize marriages according to the authority of the Civil Code of the State of California. The chaplain(s), however, is not responsible for obtaining the marriage license. The couple is required to obtain the necessary marriage license ahead of time, and bring the license with them on the day of the rehearsal. No marriage license, no wedding, no exceptions.

f. Other regulations

(1) No physical changes to the basic setup in the chapel are permitted without first obtaining approval from the CRP Staff.

(2) No fees are charged for using the chapel or for the services of the chaplain or enlisted personnel assigned. Contributions to the Religious Offering Fund are permitted.

(3) The consumption or possession of alcoholic beverages on the chapel premises, to include all adjacent parking areas, is strictly prohibited.

(4) The throwing of rice, confetti, birdseed, flower petals, or other materials inside or outside the chapel is strictly prohibited.

(5) Releasing of birds, balloons, and other flying objects inside or outside the chapel is strictly prohibited.

(6) Weapons such as swords, knives and firearms, ceremonial or non-ceremonial, are not permitted in the chapel during any religious or non-religious ceremony.

(7) The military arch of swords following a wedding ceremony shall be permitted outside in front of the chapel.

(8) Photographs may be taken at the discretion of the officiating clergy. All photographers shall confer with the official prior to the wedding.

(9) Restrooms and office spaces cannot be used as changing rooms. The Fellowship

OCT 30 2018

Hall, classrooms, and the cry room (or the bridal room) located at the rear entrance of the chapel can be utilized as fitting rooms.

(10) Nails, tape, pins, pentagrams, staples and tacks are not to be used on the chapel furniture for the placement of decorations.

(11) Janitorial services are not available, nor are janitorial services the responsibility of the chapel staff. It is expected that the chapel, the Fellowship Hall, kitchen, classrooms, and the bathrooms shall be left clean and in good order following each event and activity. The chapel is to be left the way that it was found. It is the responsibility of the requestor to ensure that the facility is clean and to abide by enclosure (5). If upon inspection, chapel personnel determine that the facilities were not left clean, the requestor will be contacted and will be responsible to return to the chapel for cleaning and inspection.

(12) The chapel staff is not responsible for the security of valuables left unattended.

(13) Food and drink are only to be consumed in the Fellowship Hall and the kitchen, not in the chapel or in the religious education classrooms. The requesting group is responsible for providing all food and drinks. The chapel kitchen facilities including coffee pots are available for use upon request. When reserving the kitchen, the requestor should consult with chapel staff on proper use of kitchen facilities.

(14) All Authorized DoD Users wanting to schedule private events at the chapel must contact chapel staff to obtain approval prior to making any arrangements. Monetary exchanges and alcohol consumption shall not be permitted on chapel grounds.

(15) Arrangements for and payment of musicians is the responsibility of the requestor. Recorded music can be utilized with the chapel's sound system. All audio/visual support requirements must be coordinated in advance with the chapel staff including completion of enclosure (2). Except for memorials and funerals, request for audio/visual support must be submitted a minimum of 14 days in advance of the event.

(16) Visitors are required to observe all base rules and regulations.

7. Action

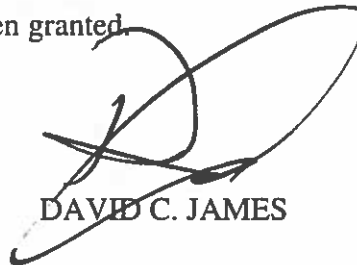
- a. The Command Chaplain shall ensure chapel use per this order.
- b. All persons requesting use of the chapel shall adhere to the contents of this order and will, by their signature, certify that they understand and agree to the policies stated herein.
- c. Infractions of this order may result in the cancellation of the event or denial of future usage.

OCT 30 2018

d. The eligible person requesting the use of the chapel is responsible for the conduct of all persons in attendance and must ensure that they follow all regulations as guests of NAS Lemoore.

8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per SECNAV Manual 5210.1 of August 2017.

9. Review and Effective Date. Per OPNAVINST 5215.17A, the NAS Lemoore Chapel will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using effective date unless reissued or canceled prior to the five-year anniversary date, or an extension has been granted.



DAVID C. JAMES

Distribution: Electronic
<https://g2.cnid.navy.mil/NASLEMOORECA/SitePages/Home.aspx>

APPLICATION FOR CHAPEL FACILITY USAGE

Facilities are available from 0730 to 2130. Weddings are not allowed on Sunday and are allowed on Saturday only between 0800-1200. For events scheduled after normal working hours for the Fellowship Hall and classrooms in building 811, the requestor must report to the chapel during normal working hours prior to event (Monday-Thursday, 0800-1600; Friday, 0800-1200) for a space walk through and to obtain the code to the lock box. Once event is complete, ensure that facility checklist is completely filled out and returned to the designated area by the key box and key(s) placed in the key box.

PRIVACY ACT: Auth 4 USC 301. Information is solicited to identify applicant/planning purposes for Chapel. Completion is optional. Failure to comply will result in chapel use not being authorized. Command Chaplain's signature required for final approval.

DATE OF EVENT (DD/MMM/YYYY)	EVENT TIME	DATE OF REHEARSAL (DD/MMM/YYYY)	REHEARSAL TIME	DATE SUBMITTED
--------------------------------	---------------	------------------------------------	----------------	----------------

TYPE OF SERVICE <input type="checkbox"/> WEDDING (Attach necessary forms) <input type="checkbox"/> RETIREMENT (Attach necessary forms) <input type="checkbox"/> MEMORIAL (Attach necessary forms) <input type="checkbox"/> FAMILY READINESS GROUP MEETING <input type="checkbox"/> OTHER: _____ _____	NAME, ADDRESS, RANK/RATE OF REQUESTING PARTY	
	HOME OR DUTY PHONE:	CELL PHONE:
	COMMAND FUNCTION? <input type="checkbox"/> YES <input type="checkbox"/> NO	
	IF SO, COMMAND NAME:	
	NAME/RANK/RATE OF SPONSOR (IF DIFFERENT)	
	BRANCH OF SERVICE	ADDRESS/PHONE NO.

CHAPEL SPACES DESIRED:

MAIN CHAPEL
 FELLOWSHIP HALL
 KITCHEN
 NURSERY

 CLASSROOM NO. _____
 BRIDAL ROOM
 BLESSED SACRAMENT CHAPEL
 NUMBER OF PERSONNEL ATTENDING: _____

IS CHAPLAIN SUPPORT REQUIRED FOR EVENT? <input type="checkbox"/> YES <input type="checkbox"/> NO	NAME AND SIGNATURE OF SUPPORTING CHAPLAIN
HAVE YOU COORDINATED WITH A CHAPLAIN? <input type="checkbox"/> YES <input type="checkbox"/> NO	

AUDIO VIDEO (A/V) SUPPORT REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	IF A/V REQUIRED, CHECK ALL THAT APPLY
(PLEASE NOTE: REQUESTING A/V SUPPORT DOES NOT GUARANTEE THAT THE CHAPEL CAN FULLY SUPPORT THE REQUEST. STAFF WILL ACCOMMODATE AS RESOURCES ALLOW)	<input type="checkbox"/> TV <input type="checkbox"/> DVD <input type="checkbox"/> VCR <input type="checkbox"/> MICROPHONE <input type="checkbox"/> CD <input type="checkbox"/> OTHER: _____

Please be advised that your event can be moved with 48 hours notice due to a funeral or memorial service. (_____)

PERSON IN CHARGE OF CLEANING AFTER ACTIVITY AND RECALL PHONE NUMBER:	I HAVE READ AND I UNDERSTAND NASLEMINST 1730.1H SIGNATURE: _____
--	--

THIS SECTION IS FOR CHAPEL USE ONLY:

Date/time available and verified: _____ EVENT _____ REHEARSAL _____	APPROVED BY: _____
STAFF RP AND DATE _____	COMMAND CHAPLAIN _____

CHAPEL RESERVATION AUDIO/VISUAL SUPPORT REQUEST

CHAPEL STAFF WILL MAKE ALL ATTEMPTS TO ASSIST WITH REQUESTS IN ACCORDANCE WITH RESOURCE AVAILABILITY. ANY AUDIO OR VIDEO CONTENT USED SHOULD BE IN BOTH APPROPRIATE FOR USE IN A CHAPEL AND IN COMPLIANCE WITH ALL COPYRIGHT LAWS.

CHECK ALL SUPPORT REQUESTED FOR EVENT

TV DVD VCR MICROPHONE CD OTHER: _____

DESCRIBE GENERAL SETUP AND SUPPORT REQUESTED, INCLUDING BRIEF DESCRIPTION OF AUDIO/VISUAL CONTENT.

(This area is intentionally left blank for the user to describe the requested setup and support.)

FOR CHAPEL USE ONLY

REQUEST RECEIVED:

STAFF RP AND DATE

APPROVED BY:

COMMAND CHAPLAIN

CHAPEL RESERVATION APPLICATION FOR WEDDING

NOTE: REQUESTING PARTY IS RESPONSIBLE FOR ARRANGING FOR AN OFFICIATING MINISTER OR CHAPLAIN AS WELL AS ALL MUSICIANS, PHOTOGRAPHY, AND OTHER SUPPORT. EACH CHAPLAIN CAN PROVIDE HIS/HER REQUIREMENTS FOR MARRIAGE.

PRIVACY ACT: Auth 4 USC 301. Information is solicited to identify applicant/planning purposes for chapel. Completion is optional. Failure to comply will result in chapel use not being authorized. Command Chaplain's signature required for final approval.

PERSONAL DATA

BRIDE		GROOM	
FULL NAME	AGE	FULL NAME	AGE
PRESENT ADDRESS	PHONE NO.	PRESENT ADDRESS	PHONE NO.
OCCUPATION (If military, state rank) <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED		OCCUPATION (If military, state rank) <input type="checkbox"/> WIDOWED <input type="checkbox"/> DIVORCED	
NUMBER OF PREVIOUS MARRIAGES		NUMBER OF PREVIOUS MARRIAGES	
CHURCH MEMBERSHIP (Denomination)		CHURCH MEMBERSHIP (Denomination)	
PRESENT CHURCH/CHAPEL INVOLVEMENT		PRESENT CHURCH/CHAPEL INVOLVEMENT	

ADDRESS AFTER MARRIAGE	PHONE NO.
------------------------	-----------

INFORMATION ON WEDDING ARRANGEMENT

PROPOSED WEDDING DATE AND TIME	PROPOSED REHEARSAL DATE AND TIME
NAME OF SPONSORING CHAPLAIN	SIGNATURE OF CHAPLAIN ACCEPTING OFFICIATING DUTIES
EXCHANGE OF RINGS <input type="checkbox"/> YES <input type="checkbox"/> NO UNITY CANDLE <input type="checkbox"/> YES <input type="checkbox"/> NO OTHER:	
NAME OF INDIVIDUAL PROCESSING WITH BRIDE (Provide relationship) : <input type="checkbox"/> FATHER <input type="checkbox"/> BROTHER <input type="checkbox"/> STEPFATHER <input type="checkbox"/> UNCLE <input type="checkbox"/> OTHER _____	
NAME OF GROOM'S ATTENDANT	NAMES OF BRIDE'S ATTENDANT
ESTIMATED NUMBER OF GUESTS	PLACE OF RECEPTION
NAME OF FLORIST	NAME OF PHOTOGRAPHER/VIDEOGRAPHER
NAME OF SPONSORING CHAPLAIN	SIGNATURE OF CHAPLAIN ACCEPTING OFFICIATING DUTIES
CHAPLAIN ADDRESS/UNIT:	CHAPLAIN PHONE:
NAS CHAPEL ACCEPTANCE OF APPLICATION: BY: _____ DATE: _____	

NAS CHAPEL ACCEPTANCE OF APPLICATION: _____ STAFF RP AND DATE	APPROVED BY: _____ COMMAND CHAPLAIN
---	---

CEREMONIAL REQUEST FORM	
Chaplain (Catholic / Protestant):	
Ceremony:	
Location of Event:	
Ceremony Date (DD/MMM/YYYY):	Ceremony Time:
Rehearsal Date (DD/MMM/YYYY):	Rehearsal Time:
In Care of (ICO):	
UNIFORM: <input type="checkbox"/> DRESS BLUES <input type="checkbox"/> DRESS WHITES <input type="checkbox"/> SUMMER WHITES <input type="checkbox"/> SERVICE KHAKI <input type="checkbox"/> UNIFORM OF DAY <input type="checkbox"/> FULL DRESS (LARGE MEDALS/RIBBONS) <input type="checkbox"/> SERVICE DRESS (RIBBONS) GLOVES: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Phone Number (Duty and Cell Phone):	
REQUEST FOR PRAYER (CIRCLE EACH THAT APPLY): <div style="display: flex; justify-content: space-around; text-align: center;"> INVOCATION BENEDICTION BOTH </div>	
SPECIAL CIRCUMSTANCE:	
Spouse:	Will Spouse be in attendance? <input type="checkbox"/> Yes <input type="checkbox"/> No
Child(ren) (Name(s) / Age(s)):	
If retiring, please provide a brief bio and plans after retirement to assist the chaplain in preparing a personal prayer? 	
TAKEN BY:	DATE:
Acceptance by Assisting Chaplain:	DATE:

