

APPLICATION FOR USE OF CHAPEL FACILITIES

Information contained on this form is maintained under the Systems of Records Notice NM05512-2, Badge and Access Control System (August 15, 2007, 72 FR 45798). **AUTHORITY:** 10 U.S.C. 5013, Secretary of the Navy; 10 U.S.C. 5041, Headquarters, Marine Corps; OPNAVINST 5530.14C, Navy Physical Security; Marine Corps Order P5530.14, Marine Corps Physical Security Program Manual; and E.O. 9397 (SSN). **PRINCIPLE:** Individuals considered or seeking consideration for access to space under the control of the Department of the Navy/combatant command and any visitor (military, civilian, or contractor) requiring access to a controlled facility. **PURPOSE:** To control physical access to DoD, Department of the Navy (DON) or U.S. Marine Corps Installations/Units controlled information, installations, facilities, or areas over which DoD, DON or USMC has security responsibilities. **ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3). **DISCLOSURE:** Mandatory for access.

ELIGIBILITY

Individual eligibility for use of CRP spaces will be established by the primary participant of the event, who must be in legal possession of a Uniformed Services Identification Card. For weddings, the groom, bride, or either parent may serve as the primary participant.

Date of Application	<input type="checkbox"/>	Wedding	<input type="checkbox"/>	Wedding Rehearsal	<input type="checkbox"/>	Funeral/Memorial	<input type="checkbox"/>	Other
Chapel Site:	<input type="checkbox"/>	CRP Command Religious Program Type of Event:						

Command/Organization:

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

Date of Rehearsal:	Time of Rehearsal:	Date of Event:	Time of Event:		
Space (s) Requested:	<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Annex	<input type="checkbox"/> Religious Education Center	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Nursery

Special Requirements: **Units/organizations are responsible for setting up, breaking down, and cleaning, their own events.**

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

WEDDING DATA

The groom, bride, or either parent may serve as the primary participant.

Name of Groom:			Name of Bride:		
Work #:	Home #:	Cell #:	Work #:	Home #:	Cell #:
E-mail Address:			E-mail Address:		
Command:			Command:		
Faith Background:			Faith Background:		

OFFICIATING CLERGY INFORMATION

Clergy refers to chaplains and civilian church officials including priests, ministers, rabbis, elders, etc., who are authorized by the State of North Carolina to perform religious ceremonies. A copy of the State authorization must be on file.

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

COMMAND SIGNATURES

Recommendation: Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Chapel Pastor Signature	Date
Recommendation: Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Command Chaplain Signature	Date

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

- a. No furnishings or property may be moved or repositioned without the permission or supervision of the Religious Program Specialist/Chapel Manager.
- b. ONLY the Religious Program Specialists/Chapel Manager may adjust the sound system.
- 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.

Guidelines 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 used for secular purpose.
- b. Assigned spaces will be available 1 hour prior to the scheduled time of the event and 1 hour after the conclusion of the event. Late starts are not permitted. Weddings will be granted a maximum of 2.5 hours.
- 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 Religious Program Specialist/Chapel Manager, flowers may be affixed to the end of pews by tying on with ribbons. Floral arrangements may be placed in the chancel/pulpit areas only in 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 type 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, rifles, and weapons of any kind, including replicas or facsimiles, are not permitted within a chapel or other worship space. Honor guards are permitted, but must leave weapons outside or in the entryway, and the archway must be formed outside the building.
- g. Alcoholic beverages, other than for sacramental use, is not permitted in any space. Tobacco use is not permitted in any space.

By the signature below, the unit sponsor certifies that this event will comply with the instructions contained and agrees to and is responsible for the following:

- a. Appropriate use and care of the required space.
- b. The conduct of and/or damage caused by participants, consultants, florist, photographers, and guests.
- c. Arrangements with security officials for access to the installation for any civilians attending the event.
- d. Arrangements for service of an organist and clergy (or other religious official) financial or otherwise. The name and phone number of an approved organist will be supplied by the Chaplains' office.
- e. I understand that an RP will be provided by the sponsoring chaplain.

Responsible/Sponsoring ID Card	
Print Name	Signature
Phone Number:	E-mail Address:
Sponsoring Chaplain Information	
Print Name	Signature
Phone Number:	E-mail Address:
Supporting RP Information	
Supporting RP/CA: (Print Name)	Signature
Phone Number	E-mail Address: