



UNITED STATES MARINE CORPS

HEADQUARTERS MARINE CORPS AIR STATION MIRAMAR
PO BOX 452000
SAN DIEGO CA 92145-2000

StaO 1730.3A
Chaplain
07 SEP 1999

STATION ORDER 1730.3A

From: Commanding General
To: Distribution List

Subj: USE OF COMMAND RELIGIOUS PROGRAM (CRP) SPACES

Ref: (a) U.S. Navy Regulations 1990, Art. 0817
(b) OPNAVINST 1730.1B

Encl: (1) Application for Chapel Use (Non-wedding),
MCAS-MIR-SDIEGO-1730/1
(2) Chaplain Record Information Sheet for Weddings,
MCAS-MIR-SDIEGO-1730/2
(3) Request for Use of Chapel Spaces
MCAS-MIR-SDIEGO-1730/3

1. Purpose. To issue policy and procedures for use of Command Religious Program (CRP) spaces. Reference (a) in part summarizes command support which, through the chapel and chaplains, will minister to and respect the varying religious needs of individuals.

2. Cancellation. StaO 1730.3

3. Terms

a. CRP spaces refers to Airman Memorial Chapel, the classrooms in Bldg. M-332, the Chapel Annex in Bldg. M-325, the Chapel Friendship Center in Bldg. M-273, A-1 Trailer and B-1 Trailer.

b. Eligible persons refers to persons holding a Uniformed Services Identification and Privilege Card indicating active duty, retired or family member status.

c. Special religious service or ceremony refers to a wedding, funeral, memorial service, bar/bat mitzvah, confirmation or other ordinances and rites.

4. Policy. The CRP will be administered by the Command Chaplain.

5. Responsibility. The eligible military member or sponsor applying for the use of the above identified facilities is responsible for the event to occur therein, and is responsible for ensuring that it will be conducted with the respect and decorum befitting the religious atmosphere of the facility.

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6. Scheduling. Command Religious Program (CRP) facilities will be scheduled on a not to interfere basis with the regularly scheduled CRP. The following order of priority governs use of the MCAS facilities:

- a. Regularly scheduled Catholic, Protestant and Orthodox worship services.
- b. Non-regularly scheduled worship services of other groups.
- c. Religious services, celebrations or ceremonies of special, sacramental or seasonal significance.
- d. Funerals and memorial services.
- e. Weddings.
- f. Religious education classes.
- g. Congregational fellowship.
- h. Other, as defined by the Station Command Chaplain.

7. Chaplain Participation. In accordance with Navy regulations, chaplains conduct worship services in accordance with the practice of their ecclesiastical bodies or endorsing agencies. Arrangements to engage a particular chaplain for a wedding, baptism or special service will be made directly with the chaplain involved. This arrangement is separate from arrangements for the use of CRP facilities. In every circumstance, the participation of a chaplain is subject to their church's practices and the conscience of the chaplain in question. (Note: In case of weddings, CRP facilities may not be reserved until a chaplain or civilian clergy has agreed to serve as celebrant and has so notified the office of the appropriate chapel).

8. Civilian Clergy Participation. Participation of civilian clergy in worship services of the CRP is subject to the approval of the Station Command Chaplain as agent of the Commanding General. Upon receipt of such approval, civilian clergy may be invited to participate. Such arrangements shall be made by the user directly, and are separate from arrangements for use of a specific CRP facility.

9. Facility Utilization. MCAS CRP facilities are available for utilization by the following persons:

- a. Active duty or retired military personnel and their family members who possess a valid uniformed services identification and privilege card.

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b. Civilian federal employees and their family members who are assigned to local military installations.

10. Guest and Participants. The user is responsible for arranging legal entry aboard the Station for all guests and participants. Users are responsible for:

a. All consultants, photographers, florists, singers and other persons understand that the chaplain or civilian clergy officiant has final authority on all decisions relative to the conduct of the service and to the taking of pictures.

b. Organist/Pianist(s), other than the designated chapel organist/pianist(s) shall use only the choir loft organ or pay the designated chapel organist to instruct them on the sanctuary organ's operation.

c. Florists understand that the chaplain officiant, and in his/her absence, the duty Religious Program Specialist (RP)/Chaplain's Assistant (CA), has final authority over placement of floral decorations in the chapel, and movement of chapel furniture. (Note: In order to preserve chapel furniture, pins, tacks, tape, etc. will not be used to secure flowers).

11. Fees. No fee shall be charged for use of the CRP facility or services of any military chaplain or RP/CA. Fees for all personal services such as civilian clergy, organist, other musicians, singers, photographers, florists, etc., shall be arranged for and paid for by the user.

12. Maintenance/Equipment. The facility used shall be restored, immediately following the event, to the same condition it was in prior to the event. It is understood that if the event is a wedding, no one shall throw rice or confetti, etc. in the chapel area. It is the responsibility of the user to notify the participants at the wedding beforehand.

13. Non-Command Sponsored Organizations. Organizations/groups which are not sponsored by the CRP may have access to CRP facilities under the following conditions:

a. Sponsorship by a chaplain or a person who possesses a valid uniformed services identification and privilege card.

b. The initial application is provisional, subject to assessment of the need for continuance.

c. On a not to interfere basis.

d. Approved by the Station Command Chaplain.

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e. As per agreement with other station departments or organizations.

14. Forms. Enclosures (1), (2) and (3) are available at the chaplains office, Bldg. M-332.



T. A. CAUGHLAN
Chief of Staff

Distribution: A



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION MIRAMAR
P O BOX 452000 SAN DIEGO CA 92145-2000

StaO 1730.3A Ch 1

Chaplain

14 OCT 2003

STATION ORDER 1730.3A Ch 1

From: Commanding General

To: Distribution List

Subj: USE OF COMMAND RELIGIOUS PROGRAM (CRP) SPACES

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. On the letterhead page, subparagraph 3a, change the sentence to read; CRP spaces refers to Airman Memorial Chapel building 5632; classrooms 1, 2, 3, 4, 5, 5a, 5b and the BOQ building 4235 classrooms.

b. On page 2, subparagraph 6a, change the sentence to read; Regularly scheduled Religious Worship Services.

3. Filing Instructions. File this change Transmittal directly behind the signature page of the basic Order.

P. C. CHRISTIAN
Chief of Staff

DISTRIBUTION: A

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APPLICATION FOR CHAPEL USE (NON-WEDDING)
(SEE STATION ORDER 1730.3A)

TYPE EVENT _____

DATE _____ TIME _____

ARRANGED BY _____

OFFICIANT _____

NAME _____ RANK/RATE _____
(ELIGIBLE PERSON)

ADDRESS : MILITARY _____ PHONE _____

CIVILIAN _____ PHONE _____

CIRCLE (TWO) : NAVY - MARINE - ARMY - AIR FORCE - COAST GUARD

ACTIVE - RETIRED - FAMILY MEMBER

DATE OF REHEARSAL _____ TIME _____

ADDITIONAL ROOMS NEEDED :

RELIGIOUS FAITH, DENOMINATION, ETC. : _____

PRIVACY ACT STATEMENT - UNDER AUTHORITY OF 5 USC. 301 DEPARTMENTAL REGULATIONS INFORMATION IS REQUESTED TO IDENTIFY APPLICANTS FOR USE OF THE STATION'S CHAPEL FOR RELIGIOUS CEREMONIES. THE INFORMATION WILL BE USED BY CHAPLAINS' OFFICE FOR IDENTIFICATION PURPOSES. COMPLETION IS OPTIONAL. HOWEVER, FAILURE TO COMPLY WILL RESULT IN USE OF CHAPEL NOT BEING AUTHORIZED.

MCAS-MIR-SDIEGO-1730/1

Enclosure (1)

07 SEP 1999

APPLICATION FOR CHAPEL USE (NON-WEDDING)

MCAS-MIR-SDIEGO-1730/1 (REV. 9-97)

1. As the eligible person making application for the use of the Chapel, I understand that I'm responsible for the event, and I will also ensure that the religious service or event conducted in the Chapel will convey appropriate respect. I further understand that :

a. Scheduling. The use of the Chapel for special religious services or ceremonies will be scheduled so as not to interfere with regularly scheduled command religious program events. The following order of priority governs the use of the Chapel :

- (1) Divine services
- (2) Command religious program activities
- (3) Special religious service or ceremony
- (4) Other

b. Chaplains and Clergy

(1) In accordance with the Naval Regulations, chaplains conduct public worship according to the manner and form of the faith group of which he or she is a member. Special religious services or ceremonies are conducted by a chaplain only when they conform to the policies and procedures of his/her ecclesiastical authorities. Arrangements to engage the services of the chaplain for any ceremony shall, therefore, be made directly with the chaplain concerned and are separate from the arrangements made to use the Chapel. Each chaplain will determine whether his/her ecclesiastical regulations permit him/her to officiate.

(2) With the permission of the Senior Chaplain, eligible personnel may invite a civilian clergyperson to conduct religious ceremonies in the Chapel. Such arrangements shall be made directly with the desired clergyperson and are to be considered separate from the arrangements to reserve the Chapel.

c. Guests and Participants. The eligible person sponsoring a special religious service or ceremony is responsible for making arrangements for the 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 while on board, including the operation of private vehicles.

ENCLOSURE (1)

2. In addition, the eligible person sponsoring the event is responsible for the following action:

a. Consultants, such as wedding consultants or funeral directors, are to be advised that the chaplain or officiating clergy person has final authority on all decisions regarding procedures in the Chapel before, during, and after the ceremony.

b. Photographers must consult with officiating clergy concerning his/her policy regarding photographs.

c. Organists other than the designated chapel organist shall use only the choir loft organ or pay the designated chapel organist to instruct them on the sanctuary organ's operation.

d. 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 Chapel funds are permissible. Fees for the personal services of civilian clergy, organist, sexton, sacristan, or soloist shall be arranged and paid directly to such persons by the eligible person(s).

e. Condition of the Chapel. Other than normal cleaning, the Chapel is to be left in the same condition it was prior to the special religious service. Any necessary repairs due to damage connected with the service will be charged to the eligible person sponsoring the event.

I certify that I have read and understand and will comply with the requirements of this application.

SIGNATURE (Eligible person) : _____ DATE _____

I.D. Card No. _____

ENCLOSURE (1)

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DATE OF WEDDING _____ TIME _____
ARRANGED BY _____
OFFICIANT _____

CHAPLAIN RECORD INFORMATION SHEET FOR WEDDINGS

GROOM:

NAME _____ Social Security No. _____

Rank/Rate _____ Date of Birth _____ Place of Birth _____

Retired Family Member: _____
(Sponsor's Full Name, SSN, Home Phone Number)

Active Duty Family Member: _____
(Sponsor's Full Name, SSN, Home Phone Number, Military Unit)

Church/Denomination _____ Phone:Business _____ Home _____

Address: Military _____
Civilian _____

Marriage Number (Circle one) 1 2 3 4 Date(s) Divorce(s) Final _____

Father's Full Name _____ Mother's Full Name _____
(Include maiden name)

BRIDE:

NAME _____ Social Security No. _____

Rank/Rate _____ Date of Birth _____ Place of Birth _____

Retired Family Member: _____
(Sponsor's Full Name, SSN, Home Phone Number)

Active Duty Family Member: _____
(Sponsor's Full Name, SSN, Home Phone Number, Military Unit)

Church/Denomination _____ Phone:Business _____ Home _____

Address: Military _____
Civilian _____

Marriage Number (Circle one) 1 2 3 4 Date(s) Divorce(s) Final _____

Father's Full Name _____ Mother's Full Name _____
(Include maiden name)

1. Wedding Date: Month _____ Day _____ Year _____ Time _____

3. Organist: None _____ Or Name _____ Confirmed by _____

4. Single ring _____ Double ring _____

5. Florist : None _____ Or Florist Name _____
Will flowers remain in chapel? Yes _____ No _____ Time of delivery _____

6. Photographer: None _____ Or Name _____

7. Participants: (x=yes) Maid/Matron of Honor _____ Best Man _____
_____ Bridesmaid No. _____ Ringbearer _____ Bride's mother present
_____ Groomsmen No. _____ Flower girl _____ Groom's mother present
_____ Ushers No. _____ Soloist(s) _____ Bride to be "given" away

MCAS-MIR-SDIEGO-1730/2

Enclosure (2)

REQUEST FOR USE OF CRP SPACE(S)
(For CHAPEL request, use form 1730/1)

1. Building number and room number: _____

2. Date: _____ Time: From _____ to _____

3. Purpose: _____

4. I will be responsible for ensuring that the space(s) used will be arranged as needed and left in a neat, clean condition and that all furnishings moved will be returned to their original position. I will ensure that the area is swept (if tile floor) and that the cigarette butts, food residue, trash, etc., will be deposited in the nearest trash dumpster.

5. I will be responsible for ensuring that any keys needed will be picked up between 0730 and 1600 the day or day before the space(s) is to be used and for returning them to the chapel office the following work day. I will also be responsible for securing the building upon completion of use, including turning off all the lights and coffee makers and locking all doors.

6. It is understood and agreed that anything broken while our group is using the space(s) will be replaced and repaired. Failure to return the key(s) promptly or to clean the area used will deprive the group of future use of chapel space(s).

7. If children will be present, the following applies:

a. Children must be military dependents and accompanied by a parent who remains in the assigned space(s) for the entire period of use.

b. An appointed representative of the group must accept overall sponsorship and supervision of any child care during the scheduled use.

c. If refreshments are served, such service must be supervised by an adult. Under **No** circumstances will Kool-Aid or other liquids which leave permanent stains be used in carpeted areas.

ENCLOSURE (3)

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8. ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN CHAPEL SPACES.

I ACCEPT RESPONSIBILITY FOR USE OF REQUESTED CHAPEL SPACE(S) AND FOR PROVIDING ADULT SUPERVISION OF ANY CHILDREN PRESENT DURING OUR EVENT:

Printed name _____ Signature _____

Address _____ Phone _____

MCAS-MIR-SDIEGO-1730/3

ENCLOSURE (3)