DEPARTMENT OF THE NAVY
U.S. NAVAL SUPPORT ACTIVITY
PSC 817 BOX 1
FPO AE 09622-1000

NAVSUPPACT NAPLES INST 1730.1M
N01R
21 APR 2009

NAVSUPPACT NAPLES INSTRUCTION 1730.1M

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: CHAPEL CENTER USAGE INSTRUCTION

Ref: (a) OPNAVINST 1730.1D
(b) NAVSUPPACT NAPLES INST 5530.3G
(c) OPNAVINST 1700.9E

Encl: (1) User Agreement and Guidelines for Chapel Facility Usage
(2) Chapel Center Reservation Form, NAVSUPPACT Naples Form 1730/1 (Rev 8-06)
(3) Chaplain Request Form

1. Purpose. To issue policy and procedures for the use of the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Chapel Center, in compliance with references (a) through (c).

2. Cancellation. NAVSUPPACT NAPLES INST 1730.1L.

3. Terms

a. "Chapel Spaces" include the Fellowship Halls, Capodichino Chapel and Support Site Chapel Facility including all classrooms.

b. "Eligible persons" refers to persons holding uniformed service identification and privilege cards and authorized civilian personnel and their family members.

c. "Command Recognized Groups" refer to organizations listed as recognized groups on record at the office of the Staff Judge Advocate, NAVSUPPACT Naples.

d. "Special religious services or ceremonies" refer to weddings, funerals, memorial service, bat/bar mitzvahs, confirmations, and other ordinances or sacramental rites.

e. "Guests" refer to persons attending functions who do not hold uniformed service identification and privilege cards, and authorized civilian personnel and their families.

4. Policy. The chapel's primary mission is to provide for the free exercise of religion for all eligible persons.

a. Use of chapel spaces is primarily for regularly scheduled divine services, special religious services or ceremonies, and Command Religious Program (CRP) sponsored events.

b. Other authorized uses of chapel spaces include command functions (e.g. change of command, reenlistment or retirement ceremonies, meetings) and meetings by NAVSUPPACT Naples command recognized groups.

c. Command recognized groups may request use of designated chapel spaces between the hours of 0730-1600 on weekdays; after 1600 and on weekends and holidays, usage will be limited to the fellowship halls and kitchens. Chapel spaces are not available during holidays and weekends.

d. Requests to use chapel facilities for religious groups without a command appointed lay leader or non NAVSUPPACT Naples organizations will not be considered. Likewise, requests for personal use (e.g. birthday celebrations) of chapel spaces will not be approved.

e. Scheduled religious services, observances, and Command Religious Program sponsored events have priority over all requests.

f. Higher priority functions may cause previously approved reservations to be canceled. In such cases, the applicant will be notified, and he or she is responsible to find a suitable alternative space.

g. A request for chaplain services at a ceremony shall be addressed via the Command Chaplain or to the chaplain directly and is separate from the facility usage request. The request for Chaplain Services Form, Enclosure (3), may be utilized.

h. The Command Chaplain can give approval for civilian clergy to conduct special religious services in the chapel.

5. Requirements and Prohibitions

a. Usage requirements and prohibitions are contained in enclosure (1). Applicants must review and fully comply with these guidelines to ensure proper respect for and usage of chapel spaces.

6. Action. Eligible persons or groups that wish to reserve a chapel space will complete enclosures (1) and (2). To request chaplain services, applicants will fill out enclosure (3). Forms will be submitted to the chaplain's office in accordance with the following guidelines:

a. Requests should be made as early as possible and delivered in person to the Capodichino or Gricignano Support Site chapel office. Request may not be made more than ninety days out. Phone in requests will not be accepted. Forms can be faxed at commercial 081-811-

4612/DSN 629-4612 (Support Site) or commercial 081-568-3535/DSN 626-3535 (Capodichino).

b. All changes and/or cancellations must be submitted in writing, electronic mail (e-mail) or faxes are acceptable.

c. The Chapel Reservation Manager will approve/disapprove all requests within three working days of receipt of requests.

d. It is the responsibility of the requester to check the status of the reservation request.

7. Forms. All forms contained in this instruction may be obtained from the NAVSUPPACT Naples chapel offices at Capodichino or the Support Site in Gricignano.

8. Questions pertaining to this instruction should be directed to the Chapel Reservation Manager (CRM) at COMM: 081-568-3539, DSN: 626-3539 (Capodichino) or COMM: 081-811-4600, DSN: 629-4600 (Support Site). Requests for exceptions to policy may be submitted in writing to the Commanding Officer, NAVSUPPACT Naples, via the Command Chaplain.

R. B. RABUSE

Distribution:
NAVSUPPACT NAPLES INST 5216.4X
Lists: I through VI

**USER AGREEMENT AND GUIDELINES FOR CHAPEL FACILITY USAGE**

Note: The use of chapel spaces for non-command religious program events is a privilege granted by the base Commanding Officer. To facilitate proper use of chapel facilities, the following guidelines should be followed. By your signature below, you acknowledge that you will comply with these requirements fully and to the best of your ability. Failure to comply may result in the termination of facility usage and cancellation of all future reservations.

1. You are responsible for bringing all equipment, materials, and supplies (including making copies, use of staplers and markers, etc.) required for your event. For fellowship events or meetings, the use of chapel tables and chairs are available on request.

2. You are responsible for setting up the space before the event and restoring it to its original configuration afterwards. If you plan to rearrange a room, you should first seek permission to do so before moving any furniture. In certain cases, some furniture items may not be moved.

3. You shall ensure that chapel furniture and fixtures are properly handled at all times. In case of damage, you should report it immediately to the chapel staff for proper assessment. Damage due to negligence or misuse will require you or the responsible person to reimburse the government for the cost of repair or replacement.

4. You are responsible for maintaining proper respect to the facility and not allow any activity that violates good order and discipline.

5. You are responsible for cleaning the space after use. This includes erasing any writings on the whiteboards (with the proper cleaner), taking out your trash, wiping down tables or chairs and sweeping and washing floors. The chapel may supply limited cleaning equipment.

6. Children should not be left in any space without the supervision of parents or a responsible adult.

7. Child care spaces in the chapel and classroom area are governed by Navy child care policy. Two authorized providers are required at all times. Chapel child care spaces are authorized for use only for events taking place in chapel facilities.

8. Food and drinks are not allowed in any chapel space except the fellowship halls and kitchens. No food shall be left in the facility following an event.

9. Certain kitchen appliances in the Support Site fellowship hall kitchen require hands-on training. Only properly trained personnel should operate these appliances—consult the chapel staff to receive instruction.

10. Smoking or drinking of alcoholic beverages--with the exception of sacramental wine during religious services--is not allowed in chapel spaces.

11. Taping or nailing anything on the walls or ceilings is prohibited.

12. With the exception of the color guard during official ceremonies and on-duty personnel, taking weapons into the main chapel is not allowed.

13. In rare cases, a key may be checked out to access a space. If so, it must be picked up on the day of the event, or the workday preceding it (if an event is on a weekend or holiday). Keys will not be duplicated or loaned to others, and must be returned immediately the next day (including weekends around the hours of worship services).

14. Use of the chapel's built-in sound system shall be arranged with the chapel staff and will be limited to three microphones including the chaplain/ officiant's lapel mic. Access to the sound room is restricted to chapel staff personnel only.

15. To request a chaplain for your event, please fill out enclosure (3), the Chaplain Request Form.

16. Weddings. In the case of weddings, the following additional guidelines apply:

a. Officiant - A request for chaplain services to conduct your wedding shall be made directly to the chaplain concerned and is separate from this facility request. If you choose to have a civilian clergy conduct your wedding, indicate this in your facility request form for approval by the Command Chaplain.

b. Flowers and decorations - No tape, nails, staples, tacks, etc. may be used on any chapel furniture, walls or equipment. All flowers, flower stands, and decorations must be removed immediately after the service and the chapel returned to its standard configuration.

c. Base access - Sponsors are responsible for arranging base access for all guests and personal service providers, e.g. musicians and photographers.

d. The throwing of rice, birdseed, confetti, or similar items at weddings or other ceremonies is not allowed.

e. Chapel facilities are not used for wedding receptions. Please contact Housing or MWR for on-base receptions.

17. Retirements, reenlistments and Changes of Command. In the case of retirements, reenlistments, or changes of command, the following additional guidelines apply:

a. Flags, flag stands and ceremonial bells - the chapel does not carry these items in its inventory, so you need to provide these yourself.

b. Receptions - if you wish to use the fellowship hall for a reception after a command event, make sure you reflect this in your application, including the times for setting up and securing.

c. Equipment for the ceremony should be set up the day of the event and secured immediately thereafter.

I AGREE AND WILL COMPLY WITH THE ABOVE REQUIREMENTS.

_____

Signature and date

**CHAPEL CENTER RESERVATION REQUEST FORM** 21 APR 2009
(PLEASE PRINT CLEARLY)

I. Usage Policy. Please review and sign the attached USER AGREEMENT AND GUIDELINES FOR CHAPEL FACILITY USAGE.

II. Event Information

NAME OF EVENT: _____

DATE: _____ START TIME: _____ END TIME: _____ GROUP SIZE: _____

Recurring event? ☐Yes ☐No. If yes, specify dates: _____

SPACE REQUESTED:
(Check all that apply.)

| Site | Room or facility | |
|---|---|---|
| ☐Capodichino | ☐Main chapel | ☐SS East side chapel |
| ☐Support site (SS) | ☐Fellowship hall | ☐Kitchen |
| _____ | ☐SS Classroom (Weekdays until 1600) | ☐OTHER: _____ |

If a wedding, name of Officiant: _____

III. Contact Information

NAME OF REQUESTOR: _____ RATE/RANK: _____

BRANCH OF SERVICE: Active _____ Retired _____ Civilian _____

MAILING ADDRESS: _____

WORK PHONE: _____ HOME PHONE: _____ E-MAIL: _____

PRIVACY ACT STATEMENT: Under authority of 5 USC.301 Departmental Regulations, information is requested to identify applicants for use of chapel for special religious services, classes or other events. The information will be used by the Chapel Center for identification purposes. COMPLETION IS OPTIONAL; HOWEVER, FAILURE TO COMPLY COULD RESULT IN DENIAL OF REQUEST.

_____
REQUESTOR SIGNATURE AND DATE

- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -

IV. Staff Action

☐ Approved & Scheduled ☐Disapproved ☐Notified Requestor

Reason for Disapproval: _____

Staff Signature & Date: _____

**NSA NAPLES RELIGIOUS MINISTRIES DEPARTMENT**
Request for Chaplain Services

21 APR 2009

Requestor: _____ Rate/Rank: _____ Date: _____
Command: _____ Contact Phone: _____

Type of Ceremony: [ ] Wedding [ ] Retirement after _____years of service
[ ] Change of Command
[ ] Commissioning
[ ] Pre-Deployment
[ ] Other_____

Ceremony in honor of: _____

Command: _____

Date of Ceremony: _____ Time: _____

Ceremony to be held at: _____

Rehearsal? (Date, Place & Time)_____

[ ] Invocation (Opening Prayer) [ ] Benediction (Closing Prayer) [ ] Other _____

Uniform:
[ ] SVC Dress Blues [ ] Lg. Medals [ ] Gloves [ ] Civilian Clerical
[ ] SVC Dress Whites [ ] Ribbons [ ] Civilian Business
[ ] Summer Whites [ ] Nameplate [ ] Civilian Casual
[ ] Khakis [ ] Liturgical (Robe, Stole, etc.)

Personal Information: (to assist in personalizing the service)

Spouse: _____

Children/Ages: _____

Other Family/Visitors to be mentioned in the prayer:
_____

Point of Contact (if different from Requester)

Name & Number: _____

Chaplain Requested: _____ [ ] Any Chaplain
Name of Chaplain

Special Notes: _____

==========

*Office Use Only*

[ ] Approved [ ] Referred to Other Resource Authorized by_____
[ ] POC Informed
Date_____Time_____RP_____

Enclosure (3)