DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN ROAD
SAN DIEGO, CALIFORNIA 92136-5084

NAVBASESANDIEGOINST 1730.2H
N08M
8 Feb 2011

NAVAL BASE SAN DIEGO INSTRUCTION 1730.2H

Subj: CHAPEL USAGE

Ref: (a) U.S. Navy Regulations, 1990, Article 0817
(b) OPNAVINST 1730.1D
(c) DoD Instruction 6060.2 Child Development Program
(d) OPNAVINST 3500.39C Operational Risk Management

Encl: (1) Chapel Weddings
(2) Naval Base San Diego Chapel Wedding Reservation Form
(3) Naval Base San Diego Chapel and Murphy Canyon Chapel Facilities Usage Form

1. Purpose. To issue policies and procedures, per references (a) and (b), for the use of the Naval Base San Diego (NBSD) and Murphy Canyon Chapels, as well as other religious facilities.

2. Cancellation. NAVBASESANDIEGOINST 1730.2G.

3. Terms

a. Chapel. Refers to the NBSD Chapel, building 277; Murphy Canyon Chapel, 3200 Santo Road, San Diego, CA 92124.

b. Annex Office. Refers to auxiliary building next to the NBSD Chapel, building 1134.

c. Gazebo. Refers to the structure just north of the Chapel.

d. Classrooms. Refers to building 3469 (classroom 1); building 3468 (classroom 2); building 3461 (classroom 3) north of the gazebo at NBSD.

e. Nursery. Chapel room set aside for children ages 3 and under normally used for the temporary holding place for children during Chapel Divine Worship services and Chapel sponsored Bible studies.

f. Eligible Persons. Refers to those who hold a valid U.S. Armed Forces Identification Card, or a bonafide military family member holding a Uniformed Services Identification and Privilege

Card, DD Form 1173. Retirees may utilize the Chapel as outlined in enclosure (1).

g. Special Religious Services or Ceremonies. Refers to weddings, funerals, memorial services, bar/bat mitzvah, confirmations and other ordinance and sacramental rites.

4. Policy. Use of the Chapel and religious facilities will be administered by the Command Chaplain, per this instruction.

5. Procedure. The Chapel and religious facilities are available on a "not-to-interfere" basis with the ongoing Command Religious Program. Eligible personnel who wish to reserve the Chapel or religious facilities for a special religious service, ceremony or activity, may do so by submitting enclosures (2) through (4) to the Command Chaplain, building 1134, in the timelines specified in enclosures (1) through (4).

R. L. WILLIAMSON

Distribution:
Electronic only, via CNIC web-site
https://cnicgateway.cnic.navy.mil/sites/SWNBSD/N00/

CHAPEL WEDDINGS

Chapel Wedding

Note: A chapel wedding ceremony is a religious service of worship in which the bride and groom seek God's blessing on their marriage and pledge themselves to a lifelong physical, mental, and spiritual relationship. It is a profound statement of their religious faith as the strong foundation underlying their new relationship as husband and wife.

Military Weddings

Note: A military wedding is generally understood to be a marriage service in which the military members of the wedding party are in uniform. Civilian attire may be an option. The ceremony in a military wedding is still a religious service of worship. At the conclusion of the ceremony, swords may be drawn outside the Chapel entrance to create an arch for the bride and groom. Weapons of, or symbolizing, warfare are not appropriate within the Chapel building.

Church Requirements

Note: Every Chaplain on active duty is an ordained representative of a particular denomination and is required to honor the traditions of his/her church. A Chaplain cannot perform a wedding, which violates his/her faith group policy, nor should a request be made of the Chaplain to preside at the celebration if it is contrary to his/her conscience. Chaplains will officiate only at religious ceremonies. Pre-marriage preparation will be prescribed to include counseling and instruction by the Officiating Chaplain and will comply with appropriate faith group and time requirements.

Chaplain Requirements

To obtain a marriage license, both parties must be over the age of 18, please observe the following requirements:

- Both the prospective bride and groom are to appear together at one of the following locations:

County Administration Bldg.
1600 Pacific Hwy
Room 273
San Diego, CA
(619) 505-6226

Civil Plaza
5473 Kearny Villa Road
Suite 300, 3rd Floor
Kearny Mesa, CA
(858) 505-6226

San Diego County Clerk
141 East Carmel St.
San Marcos, CA 92078
(760) 940-6858

- Although there is no requirement to prove United States citizenship, or California residency, the California Civil Code requires the clerk who is issuing the license to obtain proof of age and name. A birth certificate, baptismal certificate, hospital certificate showing date of birth, military dependent's ID card, driver's license, or passport are some examples of adequate proof.

- All documents must show the date of birth. Please present at least one form of proof.

- Divorce/Annulment/Death: Proof of divorce, annulment or death of previous spouse is required if it occurred within the last 90 days. For divorced persons, the final decree must have been recorded before applying for a marriage license.

- The fee for a Marriage License or a Confidential Marriage License is $50.00 and payment must be in cash.

- After the wedding, the officiate performing the ceremony will sign and complete a copy of the license. The couple is responsible to give the completed document to the County Recorder. The original will be returned to the County Recorder, San Diego County, for recording. A certified copy of the marriage license may be obtained by writing:

County Recorder
P.O. Box 1750
San Diego, CA 92112-1750

Use of the Chapel

Persons holding a valid military identification card are eligible to be married in the Chapel. This includes active duty, their family members, reservists on active duty and retirees. Active duty personnel assigned to NBSD, or units onboard, and their family members will be given priority.

Reserving the Chapel

- Prior to setting a wedding date, Roman Catholic couples, must see a Chaplain at least six months before the wedding date.

- Protestant couples must see a Chaplain at least 4 months in advance, or at the discretion of the Chaplain.

- This time is necessary for prescribed counseling sessions and to allow for any other religious program requirements.

- Weddings may be booked for 1000 or 1400 on Saturdays, depending on availability. The Chapel is available one hour before, and one hour after the scheduled time. Other days and times may be available upon the Command Chaplain's approval.

- Weddings shall be booked at least 60 days prior to the scheduled event.

- Weddings are not available on Sundays. Before making final arrangements, such as ordering announcements, planning a reception, or reserving lodging for guests, a couple must be certain that their wedding date has been confirmed and entered on the Chapel's calendar. A wedding date is only confirmed when the clergy verifies all of the above requirements and there are no scheduling conflicts.

Who May Officiate

Chaplains and ordained civilian clergy are extended the courtesy of performing weddings at NBSD and Murphy Canyon Chapels. The clergy-person will be required to verify in writing that she/he intends to officiate and will complete all the required paperwork prior to reserving the Chapel. This letter should be submitted to the Chaplain's Office along with the reservation form. Remember, faith group/clergy have different periods of instructions prior to a wedding, so make plans early with your officiate.

Music and Organist

Because a wedding is a service of worship, the music selected must be appropriate. It is your responsibility to contact the contracted musician first. If the contracted musician is not available, another musician may be used on a case by case basis, pending final approval by the Command Chaplain. Fees for the services of a musician will vary according to the service desired.

This fee must be negotiated between the wedding couple and the musician. Courtesy dictates that the musician be paid before or immediately after the ceremony. Finally, remember the officiate has the final approval of any music selected.

Decorating the Chapel

If you desire to have floral decorations, arrangements must be made through a local florist. Two vases of flowers are recommended and may be placed on the flower stands in front of the altar. Floral arrangements may be placed on the altar with the approval of the Chaplain. The Chapel will provide two altar candles; any additional candles must be provided by the couple and their use must be approved by the Chaplain. When decorating for the wedding, chapel furniture will not be rearranged nor will any seasonal decorations be removed.

- Tacks/nails/tape will not be used to attach decorations to any furniture or walls in the Chapel. It is recommended that decorations be discussed with the Chapel staff in advance to avoid unnecessary expenditures for decorations that cannot be used.

- The wedding couple is responsible for the removal of flowers and other decorations immediately following the wedding. The throwing of rice, birdseed, popcorn, or other such substances is not authorized inside or outside the Chapel. A Religious Program Specialist will be present at your wedding to assist you, and to answer any questions that may arise concerning what is permissible.

Receptions

Receptions may be held at available Morale, Welfare and Recreation clubs. Contact the specific club for information. The Chaplain's Office does not provide any spaces for receptions.

Photographs

Couples must provide their own photographer. The photographer must consult with the clergy prior to the wedding for guidance regarding appropriate times/areas to take pictures. Usually the bridal party returns to the Chapel to pose for pictures once the ceremony is concluded. Guests must also be instructed that pictures are not to be taken during the religious ceremony without approval of the couple and the officiate. Ensure that family and friends are aware that no photographs are authorized on NBSD except as permitted in the immediate Chapel area.

Visitor Passes for Guests

The military sponsor of the wedding must submit a list of guests to NBSD Force Protection, building 74, at least one week prior to the wedding. Civilian guests will enter NBSD at Gate 6 (32nd Street and Harbor Drive).

- Upon entering, guests shall provide the security guard with the name of the couple and the time of the ceremony. Parking is available behind the Chapel.

NAVAL BASE SAN DIEGO CHAPEL WEDDING RESERVATION FORM

PRIVACY ACT STATEMENT: Under authority 5 U.S.C. 301, Department Regulations.

Purpose: To determine eligibility to use Chapel located onboard NBSD.

Eligibility is established by presentation of a **VALID UNIFORMED SERVICES IDENTIFICATION CARD** and meeting at least one of the following criteria: (Please initial your duty status)

- Active Duty _____
- Immediate Family Member of Active Duty with current military ID card____
- Active Reservist ____
- Retired Military ____
- Immediate Family Member of Retired Military with current military ID card____

I wish to reserve the following command religious facilities:

- Chapel ____ OR Gazebo ____

WEDDING
Rehearsal Date _____ (YY/MM/DD) Time: (Circle one) 1500-1600 or 1700-1800
Date Requested_____ (YY/MM/DD) Time: (Circle one) 1000-1200 or 1400-1600

Before the Religious Facilities are officially reserved for an individual, the following information must be thoroughly completed and signed by a NBSD Staff Chaplain. You have the right to invite a civilian clergy person or a Chaplain from another command; however, a letter and certification from the civilian clergy must be submitted in order to confirm this application and the date requested.

Name of Officiate: _____
Signature of Officiate: _____
Officiate's Church/Organization: _____

BRIDE
Name_____
Address_____

GROOM
Name_____
Address_____

Religious Affiliation_____
Relation to Sponsor_____
Phone: (HM)_____
(WK)_____

Religious Affiliation_____
Relation to Sponsor_____
Phone: (HM)_____
(WK)_____

GENERAL INSTRUCTIONS (PLEASE READ AND INITIAL)

As the eligible person applying for use of the NBSD Religious Facilities, I understand and agree to the following conditions on which permission is granted:

_____ I understand that Command Religious Program events have priority and all other events will be scheduled on a not-to-interfere basis.

_____ I am responsible for the conduct of all guests at the event I am sponsoring. I will ensure that proper decorum is maintained.

_____ I will not rearrange furnishings, remove any decorations already placed, or any additional items other than flowers without first consulting with the Chaplain's Office.

_____ I am responsible for making sure that **facilities are left clean and in proper order** by removing all trash and debris.

_____ I understand **no rice, confetti, birdseeds, flower pedals, etc. will be thrown in or outside the Chapel**.

_____ I understand **no wedding receptions are allowed on the Chapel Property**.

_____ I understand **no alcoholic beverages are permitted on Chapel property**.

_____ I will pay for cleaning of the facilities and for repairing damages to furnishings resulting from abuse; assessed by the Chaplain's Office.

_____ I understand while I have the right to use the Command Religious Program facility, it does not imply the right to use the services of a Chaplain. Arrangements must be made with the Chaplain separately. Navy directives give Chaplains the right to

accept or reject requests for their services based upon the teachings and policies of their church and personal conscience. Chaplains have the right, and are expected, to conduct services and ceremonies according to their faith group, and have the authority to determine what is acceptable and appropriate in those services and ceremonies.

_____ I understand that **wedding rehearsals** will be conducted at **1500** and **1700** the day prior to the wedding. Weddings are performed **on Saturdays at 1000** and **1400.** I understand that when I reserve the Chapel for one of these times, I may use the facilities for a maximum of two hours beginning at my designated hour. For example, if I have reserved the Chapel for 1000, I have until 1200 to conduct my wedding and be out of the facilities.

_____ I am personally responsible for making arrangements and payments for the service of the florist, musicians, photographers, etc. I will inform these persons that the officiating Chaplain/clergy person has the final approval authority on all procedures in the Chapel before, during and after the event. These persons must check with the Chaplain/ Clergy to find out what is permissible. If the services of an organist are needed, I will use an approved Chapel organist.

_____ I am responsible for providing a type written guest list, single spaced and alphabetized by last name, to NBSD Force Protection Office, building 74, (619) 556-1808, **one week prior to the event,** also a courtesy copy to the Chaplain's office. **Failure to comply may result in non-military guests not being allowed access to NBSD.**

_____ I will notify the Chaplain's Office immediately if any changes, including cancellation, occur regarding this application. Furthermore, I will **reconfirm within seven days of the event. Failure to do so could result in cancellation.**

_____ No fees will be charged for use of the Chapel facilities or for services of the Chaplain or Religious Program Specialist. However, contributions to the NBSD Religious Offering Fund are permissible.

The Chapel facilities are **unavailable for use on any national holiday and the Saturday and Sunday proceeding such a holiday.**

The facilities will also be unavailable during religious high holy days and liberty periods designated by the Commanding Officer including, but not limited to Easter, Independence Day, Thanksgiving, Christmas, and Christmas stand-down.
PLEASE NOTE THAT VISITOR ACCESS/PROCEDURES ARE SUBJECT TO CHANGE DUE TO CHANGES IN THREAT CONDITIONS.

I CERTIFY THAT I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE ABOVE REQUIREMENTS.

Sponsor/Applicant Signature:_____ Date:_____

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OFFICIAL USE ONLY
Received by:_____ Date:_____
Chaplain Approval: _____
Signature:_____ Date:_____
Command Chaplain Approval:_____
Signature:_____ Date:_____
Eligible person notified: Date/Time:_____

NAVAL BASE SAN DIEGO CHAPEL FACILITIES USAGE FORM

PRIVACY ACT STATEMENT: Under authority 5 U.S.C. 301, Department Regulations.

Purpose: To determine eligibility to use chapel located on board NBSD or Murphy Canyon.

Eligibility is established by presentation of a **VALID UNIFORMED SERVICES IDENTIFICATION CARD** and meeting at least one of the following criteria: (Please initial your duty status)

- ACTIVE DUTY _____
- FAMILY MEMBER OF ACTIVE DUTY____
- ACTIVE RESERVIST____
- RETIRED MILITARY____
- FAMILY MEMBER OF RETIRED MILITARY____

Sponsor/Applicant Information:

Name:_____ Rate/Rank:_____ Age:_____
Full Address:_____
Military Unit:_____ Branch of Service: _____
Home Telephone#(___)_____ Work Telephone#(___)_____
Signature:_____

I wish to reserve the following Command Religious Facilities at Naval Base:

Type of Event_____

( ) One Time ( ) Recurring_____

Date: _____ Time: _____to_____

*Please place a check next to the room(s) you would like to use:

- Chapel ___
- Gazebo ___
- Classroom#3 ___

I wish to reserve the following Command Religious Facilities at Murphy Canyon:

( )One time ( )Recurring_____

All requests can be made in advance quarterly. This includes reoccurring reservations.

Tuesday and Thursday evenings are reserved for Command/Family Support Groups. All other requests are subject to further approval.

Use of the Chapel nursery is limited due to considerations found in references (c) and (d). As a result, a maximum of 15 children are allowed per non-religious command event. Use of any other classroom for the purposes of babysitting is not permitted.

Type of Event_____
1st Choice Date _____ Time _____to_____ (NLT 2100)
2nd Choice Date _____ Time _____to_____ (NLT 2100)

Please place a check next to the room(s)/equipment(**if available**) you would like to use:

- Main Chapel___
- Small Chapel/Training Room___
- Classrooms 1 3 4 5 6 7
- Fellowship Hall___
- Kitchen___
- Nursery___

Equip:
___TV/VCR/DVD
___Tables #___
___Chairs #___
___AV System (Command Events Only)
___Microphone
___Computer Setup

****Commands are responsible for providing a person/working party for set-up/breakdown of event. Please see request form for details****

GENERAL INFORMATION (PLEASE READ AND INITIAL)

_____ I understand and agree to the following conditions on which permission is granted:

_____ Eligibility is based upon my possession of a valid Services Identification Card

_____ **Religious Service events have priority and all other events will be scheduled on a not-to-interfere basis. No more than three events will take place in the Chapel for that evening (if space available).**

_____ The order of precedence for the facilities is:
Active Duty
Reservist
Family Member
Retired Personnel

_____ **Stay within your contracted hours.** For example: You reserve the Chapel from 1300 to 1800. Everything will be cleaned (i.e. tables, chairs, and chapel equipment) and the doors locked by 1800. **NO EXCEPTIONS!**

_____ Chaplain's Office does not provide any computer support and/or reprographics. Please ensure that any of the above requirements are accomplished before arrival.

_____ I am responsible for the conduct of all guests at the event I am sponsoring. I will ensure that proper decorum and military courtesies are maintained.

_____ I am responsible for setting up/returning the facility and furnishings to its original condition.

_____ I understand that if I have any special requests (i.e. audio-visual equipment, kitchen, etc), I am responsible for obtaining training with a member of the Chapel Staff prior to use. If the person using the equipment is different than the person reserving the Chapel, it is advisable to give an itinerary of the command activities to ensure all equipment is set up.

_____ I will not rearrange furnishings, remove any decorations already placed, or use any additional decorations other than flowers without first consulting with the Office of the Chaplain. If the person using the equipment is different than the person reserving the Chapel, it is advisable to give an itinerary of the command activities to ensure all equipment is set up.

_____ **I will remove all trash and debris from building. Facilities must be left clean and in proper order.** Estimate 20 minutes to clean each room used. **If not returned clean, discrepancies will be noted, Sponsoring Command notified and suspension of facility use for one year.**

NOTE: NO DRINKS/FOOD ALLOWED IN THE CLASSROOM, CONFERENCE ROOM, CHAPELS, AND NURSERY! NO ALCOHOL PERMITTED IN THE CHAPEL BUILDING.

_____ No fees will be charged (unless there is damage) for use of the Chapel/Religious Services Facility, or services of the Chaplains and Religious Program Directors. However contributions to the NBSD Offering Fund are permissible.

_____ I will notify the Chapel Department (619) 556-0603 the day before the event to confirm the event will take place or immediately if any changes, including cancellation, occur regarding application. Failure to do so could result in cancellation of the event.

Signature: _____ Date: _____

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OFFICIAL USE ONLY
Received by: _____ Date: _____
Chaplain Approval: _____
Signature: _____ Date: _____
Command Chaplain's Approval: _____
Signature: _____ Date: _____
Eligible person notified: _____ Date/Time: _____