UNITED STATES MARINE CORPS
MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

MCBO 1730.2E
B 053
14 Sep 12

MARINE CORPS BASE ORDER 1730.2E

From: Commander
To: Distribution List

Subj: USE OF MARINE MEMORIAL CHAPEL FOR WEDDINGS

Ref: (a) SECNAVINST 1730.7D
(b) OPNAVINST 1730.1E
(c) MCO 1730.6E

Encl: (1) Chapel Wedding Reservation Form

1. Situation. References (a) through (c) establish Navy, Marine Corps, and Marine Corps Base, Quantico (MCBQ) policy for the provision of the free exercise of religion for all. Military members of MCBQ, their eligible family members, and other authorized personnel are encouraged and invited to participate fully in the Base Religious Program.

2. Cancellation. MCBO 1730.2D

3. Mission. To establish policy and regulations governing the use of the Marine Memorial Chapel for wedding ceremonies.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. All persons who have been authorized access to the base may visit the chapel, attend regularly scheduled services, or enter for private meditation.

(2) Concept of Operations

(a) The Command Chaplain is to ensure chapel use pursuant to this order and is to send to all requestors a timely, written confirmation regarding requests for use of the chapel.

(b) All persons requesting use of the chapel are to adhere to the contents of this order and will, by their signature on the application form, certify that they understand and agree to the policies stated herein.

(3) Tasks

(a) Eligibility for Weddings. In order to schedule a wedding ceremony in the base chapel, the bride or the groom must be an uniformed services identification (ID) card holder (active duty, reserve component, or retired service member) or an immediate family member of the same. The requestor must produce proof of status, either their own status in one of the three service categories above, or that of an immediate family member who is an ID card holder. The ID card holder becomes the sponsor for the purpose of reserving the chapel for a wedding. The applicant must submit a photocopy of his or her proof of status along with enclosure (1).

(b) Chaplain or Civilian Clergy Support

1. Because the chapel is a sacred space used only for religious purposes and ceremonies, all wedding officiants must be licensed or ordained clergy members and endorsed in writing by a religious organization.

2. Military regulations require chaplains to uphold and honor the traditions and practices of their endorsing faith groups, including requirements regarding premarital counseling, interfaith marriages, and marriages in which the bride or groom had a previous marriage terminated by divorce. Hence, there is no guarantee that a MCBQ chaplain will perform any particular wedding ceremony because all chaplains are subject to the requirements, strictures and regulations of their religious organizations, which guide whether or not the chaplain can perform a particular wedding. Chaplains are free to decline a request for a wedding if, in their estimation, the couple is not able to meet requirements for marriage as set forth by the chaplain’s faith group.

3. Civilian clergy, such as relatives, friends or family pastors of the bride or groom, may be invited to preside in lieu of military chaplains, but only with the prior approval of the Command Chaplain. They must produce proof of licensing or ordination. They will be advised of the requirement to register beforehand with the Clerk of the Court in a county in Virginia.

4. Chaplains, clergy members, or other religious officials who consent to perform a marriage at this base, must complete the applicable section of enclosure (1) before it is submitted by the requestor.

Roman Catholic clergy shall contact the MCBQ Roman Catholic priest before officiating at a wedding.

5. Officiants for Personnel Assigned to MCBQ. Military personnel assigned to MCBQ or to any of its tenant activities and their immediate family members will be afforded the opportunity to request the services of a chaplain assigned to MCBQ.

6. Officiants for Personnel Not Assigned to MCBQ. Military personnel not assigned to MCBQ or to any of its activities and their immediate family members will be expected to provide their own officiant for the wedding.

(4) Other Regulations

(a) No physical changes to the basic setup in the chapel are permitted without first obtaining approval from the Command Chaplain.

(b) 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.

(c) Only our contracted chapel organists may use the chapel organ for weddings. Their names and telephone numbers will be provided to the requestor at the time of application approval. Arrangements for and payment of musicians are the responsibility of the requesting party.

(d) The throwing of rice, birdseed, or confetti in or around the chapel is strictly prohibited. The user will leave the chapel neat and clean.

(e) Kites may not be flown, nor may balloons or birds be released due to the proximity of the military air field.

(f) Restrooms and office spaces cannot be used as changing rooms. Participants should arrive fully dressed in their wedding attire. Brides only may dress in the small cry room.

(g) No alcoholic beverages are allowed either in or around the chapel or the chapel annex.

(h) The only authorized smoking area is located at

the rear of the chapel, adjacent to the trash receptacle. Smoking is prohibited in the chapel or at any entry point.

(i) The chapel provides floral arrangements for the high altar for weekend worship services, including weddings. They cannot be removed or altered in anyway.

(j) Photographs during the ceremony may be taken at the discretion of the officiating clergy. All photographers will confer with the officiant prior to the wedding.

(k) The audio-visual equipment in the chapel is for the exclusive use of the chapel staff and is not available for the personal use of the wedding couple. Microphones and amplification will be provided at the lecterns for the readers.

(l) Weapons such as swords and firearms are not permitted in the chapel. A sword arch following a wedding ceremony will be permitted outside in front of the chapel. The chapel does not provide personnel for the “Arch of Swords”.

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

(n) Horse-drawn carriages are not allowed on base.

(o) No animals are allowed inside the chapel, with the exception of service dogs.

(p) Aisle runners are not allowed for reasons of safety.

5. Administration and Logistics. Scheduling a wedding.

a. Requestors for use of the chapel for weddings will complete enclosure (1) and submit it to the Command Chaplain.

b. 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 Base Religious Program-sponsored events will be given priority over other events, including weddings.

c. The enclosure must be filled out completely with signatures of the requestor and the officiating chaplain or clergyman. The chapel will be considered reserved only when a

letter of approval has been returned to the requestor confirming the date and time of the rehearsal and wedding. No weddings should be scheduled prior to confirmation of date and time with the officiating clergyman.

d. The chapel cannot be reserved more than one year in advance of the proposed wedding date.

e. Times for weddings will be on Saturdays at 1000, 1300, and 1600. The chapel is available for use by the wedding party one hour before the wedding and until one hour and fifteen minutes after the appointed time. Rehearsals and weddings not beginning as scheduled will not be entitled to extra time. Punctuality is critical since multiple events are scheduled each weekend. Sundays are not normally available for weddings.

f. Certain weekends of the year are not available for weddings due to other commitments on the part of the chapel staff or the base facilities. For example, rehearsals and weddings are not scheduled on certain holiday weekends: Thanksgiving weekend, Easter weekend, and the weekend before Christmas through the weekend after New Year's Day, Memorial Day weekend, and Veterans Day weekend.

g. Times for wedding rehearsals on Fridays will be at 1630, 1730, and 1830. The chapel is available for rehearsals for one hour beginning at the reserved time. It is imperative that the chapel be cleared promptly thereafter due to multiple-event scheduling.

h. Any exceptions to the chapel usage policy must be approved by the MCBQ Command Chaplain and will be based on chapel availability, in accordance with the above, chaplain and Religious Program Specialist support availability, and judgement of reasonability of the request.

6. Command and Signal

a. Command. Applicable to all personnel aboard MCBQ.

b. Signal. Effective date signed.

/s/
DAVID W. MAXWELL

DISTRIBUTION: A

Date received: _____
(Office Use Only)

REQUEST TO RESERVE THE MARINE MEMORIAL CHAPEL FOR A WEDDING AT MARINE CORPS BASE QUANTICO, VA

This form is to be completed by the Bride and Groom, and the person who will perform the ceremony. Then it should be mailed to the Wedding Scheduler, Office of the Chaplain, Marine Corps Base Quantico, 3250 Catlin Avenue Suite 112, Quantico, VA 22134 or FAXed to 703-784-4313 as soon as possible. No request for the reservation of the chapel is officially approved and guaranteed until this form has been filed in the Command Chaplain's Office and the applicant has received a written confirmation in reply.

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Desired <u>Wedding</u> Date: Saturday, _____ **Preferred time**: 10:00 AM 1:00 PM 4:00 PM
(Month, day and year)

Desired <u>Rehearsal</u> Date: Friday, _____ **Preferred time**: 4:30 PM 5:30 PM 6:30 PM
(Month, day and year)

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BRIDE: Last Name:_____ First name: _____ MI: _____

Military status: Active Retired Reserve None
Rank:_____ Branch of Service_____ Command:_____

Home Address: Street: _____

City: _____ State: _____ ZIP: _____

Phone(s): _____ E-mail: _____

E-mail: _____

GROOM: Last Name:_____ First name: _____ MI: ___

Military status: Active Retired Reserve None
Rank:_____ Branch of Service_____ Command:_____

Home Address: Street _____

City _____ State: _____ ZIP: _____

Phone(s): _____ E-mail: _____

E-Mail: _____

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Type of ceremony:

_____ Wedding ceremony (Must provide an <u>unsigned</u> marriage license prior to the ceremony to the celebrant)

_____ Wedding ceremony following a previous civil ceremony (Must provide a <u>signed and dated</u> marriage license to the celebrant)

_____ Renewal of marriage vows

Musical Support: _____ I desire to hire the Chapel Organist/Pianist to provide music
(Selection of music and payment for services rendered will be negotiated BY YOU directly with the Instrumentalist. Contact info will be provided by this office.)

_____ I desire to retain the services of someone else to provide the music.
(I understand that this must be approved in advance by the Command Chaplain.)

_____ I desire to bring a vocalist or other musicians who will assist the Organist/Pianist in providing music for the ceremony.

Denomination _____ I desire to have a wedding ceremony in this tradition: (circle one)

Catholic Protestant Orthodox Jewish

Other: (please describe) _____

Clergy/Presider: The following individual has agreed to preside at the wedding ceremony:

Last Name:_____ First name: _____ MI:____

Military status: Rank**:**_____ Active Duty Retired Reserve None

Work: Name of Church or other affiliation: _____

Faith Group Identity/Denomination: _____

Address: (Street) _____ Unit: _____

(City) _____ State: _____ZIP: _____

Phone(s): _____ E-mail: _____

CLERGY STATEMENT OF UNDERSTANDING AND OBLIGATION

I certify that I will comply with all the legal requirements of the Commonwealth of Virginia regarding the conduct of a wedding ceremony, that I am a member of the clergy in good standing, that I will comply with the direction of the Chapel Staff regarding the conduct of the rehearsal and wedding ceremony, and that I will verify that the couple have received proper marriage preparation as may be required by me and/or of their faith group. Moreover, I hereby commit myself to being present at both the rehearsal and the wedding ceremony. Should I not be able to do so, I understand that it is my responsibility to identify and obtain the services of a suitable substitute for this event.

Print name: _____ Signature: _____

Date: _____

<u>This statement must be signed and dated by the clergy before it will be accepted at the Base Chaplain's Office.</u>

VERIFICATION OF DATA AND SIGNED APPLICATION FOR USE OF MARINE MEMORIAL CHAPEL

I certify that I meet the eligibility requirements to reserve the MCBQ Chapel according the Marine Corps Base Order regarding Chapel Weddings and that I will comply with all stipulations stated therein regarding the use of the chapel facility for my wedding rehearsal and ceremony. I have read and understand the requirements of Marine Corps Base Order 1730.2E and I will comply with the stated stipulations.

Print name: _____ Signature: _____

Date: _____

A **copy of a proof of eligibility must be attached to this application.**

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CHAPEL WEDDING RESERVATON FORM

FUOU – Privacy Sensitive when filled in

PRIVACY STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this Notice informs you of the purpose for collection of information on the Chapel Wedding Reservation Form (CWRF) Please read it before completing the form.

Authority: 5 USC, 301, 10 USC 5031; Title 39 USC

PRINCIPLE PURPOSES: To identify the Bride, Groom and the person performing the ceremony as well as to schedule the Marine Memorial Chapel aboard Marine Corps Base Quantico.

ROUTINE USES: Use by Active Duty, Reserve and Retired military personnel and their immediate family members who desire to reserve and use the Marine Memorial Chapel aboard Marine Corps Base Quantico.

DISCLOSURE: Although voluntary, failure to provide the requested information could result in the Marine Memorial Chapel not being available for the requested wedding ceremony date and/or time.