

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.

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.

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

Desired Wedding Date: Saturday, _____ **Preferred time:** 10:00 AM 1:00 PM 4:00 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: _____

Type of ceremony:

- Wedding ceremony (Must provide an unsigned marriage license prior to the ceremony to the celebrant)
- Wedding ceremony following a previous civil ceremony (Must provide a signed and dated 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: _____

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

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.

FOUO - Privacy Sensitive when filled in