



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 1730.2D  
B 053  
21 Apr 09

MARINE CORPS BASE ORDER 1730.2D

From: Commander

To: Distribution List

Subj: USE OF MARINE MEMORIAL CHAPEL FOR WEDDINGS

Ref: (a) SECNAVINST 1730.7D  
(b) OPNAVINST 1730.1D  
(c) MCBO 1730.1C

Encl: (1) Chapel Wedding Reservation Form  
(2) Requestors Checklist Form For Wedding

1. Purpose. To establish policy and regulations governing the Marine Memorial Chapel.

2. Cancellation. MCBO 1730.2C.

3. Summary of Revision. This Revision contains significant changes and should be reviewed in its entirety.

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

5. Policy. All persons who have been authorized access to the Base may visit the chapel, attend regularly scheduled services, or enter for private meditation.

a. Eligibility for Weddings. Eligible persons, as defined herein, refers to any person who holds an Armed Forces of the United States Identification Card for active duty/retired/reserve personnel, a DD Form 1173, or a Uniformed Services Identification and Privilege Card for family members. Any active duty or retired military person, whose immediate family member has by reason of age become ineligible for an identification card, can be authorized use of the chapel on behalf of the family member. The requestor must submit a photocopy of his or her identification card (front and back) with enclosure (1).

21 Apr 09

b. Officiants for Personnel Assigned to MCB Quantico. Personnel assigned to MCB, Quantico, or to any of its tenant activities, will be afforded the opportunity to request the services of a chaplain assigned to MCB Quantico. There is no guarantee that an MCB chaplain will perform any particular wedding ceremony, since all chaplains are subject to the regulations of their faith groups in deciding whether or not to perform a particular wedding, and are free to decline a request for a wedding based on conscience alone.

c. Officiants for Personnel Not Assigned to MCB Quantico. It is expected that personnel not assigned to MCB Quantico, or to any of its tenant activities, will provide their own officiant.

d. Scheduling

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

(2) 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.

(3) The enclosure must be completely filled out with signatures of the requestor and officiating chaplain or clergy. The chapel will be considered reserved only when a letter of approval has been returned to the applicant confirming date and time of the wedding.

(4) The chapel cannot be reserved more than 1 year in advance of the proposed wedding date.

(5) Times for weddings will be on Saturdays at 1000, 1300, and 1600. The chapel is available for use by the wedding party 1 hour before the wedding and until 1 hour after the appointed time. Rehearsals and weddings not beginning on time will not be entitled to extra time. Punctuality is critical since multiple events are scheduled each week.

(6) Times for wedding rehearsals will be on Fridays at 1630, 1730, and 1830. The chapel is available for rehearsals for 1 hour beginning at the reserved time. It is imperative that the chapel be cleared promptly at the appointed time because of multiple-event scheduling.

(7) There will be no weddings/rehearsals on holiday weekends, Thanksgiving weekend, and the weekend before Christmas through the weekend after New Years. Sundays are not normally available for weddings.

e. Chaplain or Civilian Clergy Support

(1) In all cases, individual chaplains and clergy are to determine their own degree of participation before the application is submitted.

(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/groom had a previous marriage terminated by divorce.

(3) Chaplains, clergy members, or other 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 Base Roman Catholic Priest before officiating at a wedding.

6. 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 authorized chapel organists may use the chapel organ for weddings. Their names and telephone numbers will be provided to the applicant at the time of application approval. Arrangements for and payment of musicians is 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. Restrooms and office spaces cannot be used as changing rooms.

f. No alcoholic beverages are allowed either in the chapel or in the chapel annex.

21 Apr 09

g. Flowers and/or arrangements placed on the high altar are provided for weekend worship services. They cannot be removed or altered in anyway.

h. Photographs may be taken at the discretion of the officiating clergy. All photographers will confer with the officiant prior to the wedding.

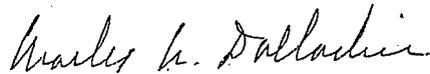
i. Visitors are required to observe all Base rules and regulations.

j. Weapons such as swords and firearms are not permitted in the chapel during any religious ceremony. A sword arch following a wedding ceremony will be permitted outside in front of the chapel. Exceptions to this policy must be approved by the Command Chaplain.

7. Action

a. The Command Chaplain is to ensure chapel use per this Order and is to send timely written confirmation regarding such request 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, certify that they understand and agree to the policies stated herein.



CHARLES A. DALLACHIE

DISTRIBUTION: A

## CHAPEL WEDDING RESERVATION FORM

Please complete form by clearly printing or typing using black ink.

*This form is to be completed by the groom, bride, and person performing the ceremony.  
 Mail to: Commander, MCB Chaplain (B 053), 3250 Catlin Avenue, Suite 112, Quantico, VA 22134-5001 or  
 Fax to: 703.784.4313*

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**CHAPEL WEDDING RESERVATION FORM**

FOUO - Privacy Sensitive when filled in.

**PRIVACY ACT 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.

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**AUTHORITY:** 5 USC, 301, 10 USC 5031; Title 39 USC.

**PRINCIPAL PURPOSES:** To identify the Bride, Groom, and person performing the ceremony as well as schedule the Marine Corps Base Quantico Chapel.

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

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

**REQUESTORS CHECKLIST FORM FOR WEDDING**

- Groom's information completed
- Bride's information completed
- Eligibility status selected
- Rank/Grade completed
- Branch of Service completed
- Type of Ceremony selected
- Musical support (Organist or Piano) selected
- Information of the person performing the ceremony is completed and signed
- Out of state clergy must obtain authorization to perform wedding in Virginia
- Rehearsal Date/Time selected
- Ceremony Date/Time selected
- Form signed by the Uniformed Service ID card holder (requestor)
- A copy of the requestor's Uniformed Service ID card must be attached with the form