



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL SUPPORT ACTIVITY, NORFOLK
7918 BLANDY ROAD SUITE 100
NORFOLK, VIRGINIA 23551-2419

NAVSUPPACTNORVAINST 1730.1B
N8

21 Oct 05

NAVSUPPACT NORFOLK INSTRUCTION 1730.1B

Subj: CEREMONIAL SUPPORT

Ref: (a) SECNAVINST 1730.8

Encl: (1) Guidelines for Wedding Ceremonies
(2) NAVSUPPACT Ceremonial Support Request Form

1. Purpose. To provide information on Naval Support Activity (NAVSUPPACT), Norfolk facilities and equipment available for ceremonies, training and meetings and to outline procedures for requesting ceremonial support per reference (a).
2. Cancellation. NAVSUPPACTNORVAINST 1730.1A
3. Background. Naval Support Activity, Norfolk is responsible for the operation and scheduling of certain Commander, NAVSUPPACT Headquarters Complex facilities including Building NH-30 Gymnasium, Chapel, POW/MIA Park, Leland Lewis Recreational Park and Club Atlantis. This instruction focuses on the use of the gym, Chapel, and POW/MIA Park for ceremonies as well as the NAVSUPPACT Norfolk equipment available for ceremonial support.

4. Discussion

a. Available Facilities and Locations

(1) Gymnasium (Building NH-30). The gym is suitable for ceremonies involving large numbers of people such as personnel inspections, awards ceremonies, and changes of command. Because peak gym usage times are between 1000-1330, Monday - Friday, any equipment setup and breakdown must occur prior to 1000 for morning events and setup for afternoon events may not occur before 1330. Use of alcohol in the gym must be approved in writing by the Commanding Officer (CO), NAVSUPPACT Norfolk.

(2) Chapel (Building NH-40). The Chapel is suitable for more personal ceremonies such as funerals, memorial services, weddings, infant baptisms and retirements. Weekday events may be scheduled for 0900, 1100, and 1400. Funerals and memorial

21 Oct 05

services take priority over the other ceremonies. Generally, weddings are the only events that may be scheduled on Saturdays. Staff assigned to duty on weekends should be compensated. The Command Chaplain must approve other weekend events. Enclosure (1) contains specific guidelines for Chapel weddings. Only regularly scheduled religious services will be held on Sundays. Ceremonies will typically not be scheduled from 1 December - 15 January due to possible increased holiday activity in the Chapel. However, exceptions can be made with the approval of the Command Chaplain. Once a ceremony is reserved, every effort will be made not to pre-empt that scheduled ceremony.

(3) POW/MIA Park (adjacent to the Chapel). This small park is suitable for large command functions such as changes of command, as well as smaller, more personal ceremonies including reenlistments and retirements. The CO, NAVSUPPACT Norfolk, must approve in writing the consumption of alcohol in the park. Otherwise, there are no limitations to using the park other than weather or season permitting. It is suggested that an alternate in-door location be reserved as the back-up ceremony site. Physical setup and breakdown of ceremonies in the park are the responsibility of the command or individual requesting use of the park.

b. Ceremonial Equipment

(1) NAVSUPPACT Norfolk equipment. The types and amount of equipment available are listed on the ceremonial support request form in enclosure (2). The command or individual requesting equipment is responsible for pickup and return as well as setup and breakdown. Due to manpower constraints, NAVSUPPACT Norfolk does not provide working parties in support of ceremonies. Repair and/or replacement of any damaged or lost equipment are the responsibility of the requester. Equipment may be used anywhere on the NAVSUPPACT Headquarters Complex, but may not be taken off the compound under any circumstance.

(2) Other equipment/support. Ceremonial equipment not listed in enclosure (2) may be requested and rented through Naval Facilities Engineering Command, Mid-Atlantic at (757) 836-1881. The Navy Band may be reserved at (757) 444-6777. Parking reservations can be made at (757) 836-1498. Plan of the Week notes should be submitted to the NAVSUPPACT Norfolk

21 Oct 05

Administrative Office at (757) 836-1844 at least two weeks prior to the running date. To have the event listed on the marquee, contact the Procurement Manager at (757) 836-1840 at least two weeks prior to the date you would like the announcement to appear.

c. Miscellaneous Information

(1) Guest and Vendor Passes. The ceremony point of contact (POC) will need to arrange through the NAVSUPPACT Headquarters Complex and Identification Office at (757) 836-1806 for guest passes for those who do not have base vehicle decals, and for vendors who are providing services, (i.e. photographers, florists, etc.). The gate sentries do not issue passes and will refer all guests to the pass office.

(2) Swords/Rifles. Military ceremonies involving the use of weapons are not appropriate within the confines of a place of worship. An Arch of Swords/Rifles Ceremony is never allowed inside the Chapel, but may take place immediately outside of the Chapel entrance.

(3) Alcohol and Tobacco Products. The consumption of alcoholic beverages other than for sacramental purposes or the use of tobacco products in the Chapel is prohibited.

5. Action. All requests to use the gym, POW/MIA Chapel or POW/MIA Park should be submitted using the ceremonial support request form in enclosure (2). Request must be submitted at least two weeks prior to the event. For more complicated ceremonies or for ceremonies during the month of June through October, the peak ceremony season, requests should be submitted even earlier. If you need Chaplain support for your ceremony, it is necessary for you to contact the Chaplain directly but at least 30 days in advance. Once the request is submitted, NAVSUPPACT Norfolk, POW/MIA Chapel personnel will process the request, confirm the reservation, and notify the POC listed on the request with any changes. The POC for the ceremony should submit request for changes or updates immediately to NAVSUPPACT Norfolk, POW/MIA Chapel personnel.



M. A. COLLINS

NAVSUPPACTNORVAINST 1730.1B

21 Oct 05

Distribution: (NAVSUPPACTNORVAINST 5216.1Q)

List I through IV

NAVBRIG Norfolk (Code 10)

Stocked by:

NAVSUPPACT Norfolk (N1)

7918 Blandy Road, Suite 100

Norfolk, VA 23551-2419

(757) 836-1844

GUIDELINES FOR WEDDING CEREMONIES

1. The NAVSUPPACT Norfolk POW/MIA Chapel is available to active duty and retired military personnel and their family members for worship, meditation, and scheduled ceremonies (weddings, funerals, retirements, etc.). Photocopy of ID is required.
2. Services. Regularly scheduled divine services will take priority over any other use of the Chapel.
3. Normally, weddings will be performed on Saturdays at 1200, and 1500, when not interfering with the Command Religious Program. The NAVSUPPACT Norfolk POW/MIA Chapel personnel will have the Chapel opened one hour prior to each scheduled wedding. A total of three hours are allowed for each wedding (including setup, photographs, and cleanup) and the Chapel must be vacated promptly after the scheduled wedding time. It is the responsibility of the Point of Contact (POC) to ensure the Chapel is returned to the same condition in which it was prior to the wedding.
4. Rehearsals are normally conducted the day prior to the wedding at 1600 and 1700. One hour is allowed for each wedding rehearsal and the Chapel must be vacated before the next hour. The next scheduled rehearsal will start at its specified time.
5. A Chaplain or civilian clergy may perform weddings. All weddings will be scheduled by a POC with the NAVSUPPACT Norfolk Chaplain's Office at (757) 836-1765/1766. All arrangements will be coordinated through and approved by the NAVSUPPACT Norfolk Chaplain's Office.
6. The POC will ensure that those using the Chapel for weddings are familiar with and conform to the following guidelines. The NAVSUPPACT Norfolk Chaplain or Religious Program Specialist must approve any exceptions.
 - a. No weddings or wedding rehearsals will be scheduled within one and one-half hours of previously scheduled events.
 - b. The POC is responsible for arranging and rearranging the Sanctuary and Chapel area before and after the wedding and/or rehearsal.

21 Oct 05

c. The NAVSUPPACT Norfolk Chapel Staff must approve organists for Chapel weddings. The NAVSUPPACT Norfolk Chapel Staff may recommend an organist, but all arrangements are the responsibility of the POC and/or the Chaplain for the couple.

d. Photographers are permitted to take pictures in the Chapel according to the direction of the POC for the couple.

e. The POC for the couple is responsible for providing altar flowers, if desired, and ensuring that all personal items are removed from the Chapel following the wedding.

f. Reserving the Chapel for a wedding does not automatically reserve the reception room. It is the POC's responsibility to ensure that the room is available and that the time is scheduled appropriately. No more than one hour per reception is allowable.

g. The POC is responsible for all refreshments and dinnerware including tablecloths. The Chapel does not provide any tableware. All garbage from receptions is to be removed and placed in the dumpster outside the Chapel.

h. Alcoholic beverages are **prohibited** in the Chapel. Use of alcohol beverages in the reception area requires the written permission of the Commanding Officer, NAVSUPPACT Norfolk.

i. Throwing of rice, confetti or other litter in or outside the Chapel is strictly **prohibited**. Those responsible for the wedding should ask guests to comply with this policy. Should rice be thrown or other litter generated, it must be cleaned up immediately following the ceremony.

NAVSUPPACT CEREMONIAL SUPPORT REQUEST FORM

Date request submitted: _____

Ceremony Coordinator: _____
(POC) Full Name

Command/Dept

Phone

Type of Ceremony: (Circle one)

Retirement Reenlistment Commissioning Awards

Change of Command Other: _____

Ceremony Recipient: _____
(Reservation Name) Full Name

Command/Dept

Phone

Location Requesting: (Circle one)

POW/MIA Chapel POW/MIA Park Reception Room

Date and time of Ceremony: _____

Setup time: _____ End time: _____

Date and time of Reception: _____

Setup time: _____ End time: _____

Date and time of Rehearsal

Setup time: _____ End time: _____

Equipment and Support Requested: _____
(Location of equipment use)

21 Oct 05

Assistance with music requested: **Yes** (Chapel only) **No**

Bullets: _____

Podiums: _____

Flags: _____	_____	_____
POW	Navy	Marine
_____	_____	_____
Army	Air force	American

Bell: _____

Red Carpet: _____

Portable Sound System: _____

Signature of Coordinator: _____

CHAPEL STAFF USE ONLY

Ceremony approved or disapproved for date and time:

Approved Disapproved _____
(Date and Time)

Entered on Chapel Schedule by: _____

Confirmed with Coordinator: _____

Instructions given and explained to Coordinator: _____