



DEPARTMENT OF THE NAVY  
JOINT BASE PEARL HARBOR-HICKAM  
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PEARL HARBOR HI 96860-5102

JBP HHINST 1730.1  
JB00  
26 Jul 11

JOINT BASE PEARL HARBOR-HICKAM INSTRUCTION 1730.1

From: Commander, Joint Base Pearl Harbor-Hickam

Subj: CHAPEL USAGE FOR JOINT BASE PEARL HARBOR-HICKAM (JBPHH)

Ref: (a) U.S. Navy Regulations, 1990  
(b) OPNAVINST 1730.1D  
(c) AFI 52-105 VOL 1  
(d) COMNAVREGHIINST 5510.23

Encl: (1) Chapel Facilities Agreement for Weddings  
(2) Chapel Facilities Agreement for Other Events  
(3) Application for use of Chapel Facilities

1. Purpose. Promulgate policy and procedures for the use of the chapel facilities at the JBPHH Memorial Chapel, Submarine Memorial Chapel, Aloha Jewish Chapel, Chapel Center, and Nelles Chapel. This instruction is a complete revision and should be read in its entirety.

2. Definitions

a. JBPHH Command Religious Program (CRP). CRP is an essential element of JBPHH's total operation to meet the requirement for the free exercise of religion for all service members and other authorized personnel. The CRP includes, but is not limited to: conducting divine services, administering sacraments, religious rites, providing religious education, pastoral care, counseling and other related activities.

b. Chapel Facilities. Memorial Chapel (Bldg 1600), Submarine Memorial Chapel (Bldg 708), Aloha Jewish Chapel (Bldg 1514), Chapel Center (Bldg 1750 Hickam) and Nelles Chapel (Bldg 500 Hickam). Priority will be given to activities of the CRP when scheduling events.

c. Chaplains and Clergy

(1) Chaplains conduct public worship according to the manner and form of the faith group of which they are members. A chaplain conducts special religious services or ceremonies when they conform to the policies and procedures of their ecclesiastical authorities.

(2) Arrangements to engage the services of a chaplain for a ceremony shall be made with the chaplain concerned via the Joint Base

Chaplain and are separate from the arrangements made to use the chapel.

(3) The JBPHH Chaplain may invite and authorize a civilian clergy person to conduct special religious services or ceremonies in the chapel.

d. Eligible Personnel. Refers to all active duty personnel, dependents, reservists on active duty, retired military and their dependents, Department of Defense personnel and their dependents.

e. Special Religious Service or Ceremony. Refers to weddings, funerals, memorial services, bar/bat mitzvahs, confirmations, holy days of observation and other ordinances or sacramental rites.

f. Guests and Participants. The eligible person sponsoring a special religious service, ceremony, or event is responsible for making arrangements for the entry of guests, including musicians, florists, photographers, etc., onto the base per reference (c). Guidelines for photographers/videographers, organists and wedding consultants are explained in enclosure (1). All persons participating in or attending a special religious service, ceremony, or event in the chapel shall comply with current JBPHH regulations, in particular those concerning entry onto the base, personal conduct while onboard, and the operation of private vehicles.

3. Applicability. Chapel facilities are available to all eligible persons per the guidelines and requirements outlined by enclosure (1) and in conformity to the scheduled command religious program activities.

a. Chapel facilities will be used to support secular activities based on established operating instructions and facility availability. In accordance with reference (c) the chapel sanctuary, chancel, nave, or denomination-specific rooms in chapel facilities on Hickam will be used to conduct religious activities only.

#### 4. Scheduling

a. Use of a chapel for special religious services, ceremonies or events will be on a not-to-interfere basis with regularly scheduled CRP events. The following order of priority governs chapel use:

- Priority I - Command Religious Program Activities
- Priority II - Command Sponsored Events
- Priority III - Other Events

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b. Reservations should be made as early as possible. When approved by the Command Chaplain or designated representative, requested date(s) and space(s) reservation(s) will be entered on the master schedule maintained by the chapel facilities scheduler.

5. Fees. No fee shall be charged for use of the chapel or the services of military chaplains, religious program specialists, or authorized lay leaders. However, contributions to the JBPHH Chapel Tithes and Offering Fund (CTOF) are permissible. The eligible person prior to the religious service, ceremony or event shall arrange fees for the personal service of civilian clergy, soloists and other professionals.

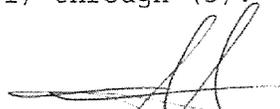
6. Condition of the Chapel

a. The chapel facilities shall be left in a clean and orderly condition per enclosure (1). Any necessary repairs due to damage connected with a religious service, ceremony or event will be charged to the eligible person or authorized community organization sponsoring the event.

b. Children should never be left unattended. Those reserving the chapel are directly responsible for the conduct of children in attendance at the event and the nursery.

7. Policy. The CRP will be administered by the JBPHH Chaplain in accordance with references (a) and (b).

8. Forms. See enclosures (1) through (3).

  
J. W. JAMES

Distribution:

Electronic only, via

<https://g2.cnmc.navy.mil/TSCNRH/JOINTBASEPEARLHARBOR-HICKAMHI/J00/Directives/Private/default.aspx>

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Chapel Facilities Agreement for Weddings

Please read the following and initial.

- \_\_\_\_ Your reservation may be cancelled if the space(s) is needed due to a crisis.
- \_\_\_\_ I understand the chapel is available only for events that are suitable and consistent with their sacred character. Chapel accouterments (altar et al.) are always off limits, except for religious observance authorized by the JBPHH Chaplain.
- \_\_\_\_ Requestor must hold a valid military I.D. Card. A photo copy of your I.D. card will be made at the office, SSN will be darkened per DOD Policy for Personal Identification Information.
- \_\_\_\_ Requesting a Chaplain must be done separately.
- \_\_\_\_ Must provide a copy of military chaplain's and/or ordained civilian clergy's license to perform marriages in the State of Hawaii.
- \_\_\_\_ I am responsible for notifying the Chaplain's office of any cancellation to this request.
- \_\_\_\_ I will have one hour before the wedding for set-up and one hour after the wedding for clean-up.
- \_\_\_\_ I am responsible for checking out the key to use the space from the Chaplain's Office from 0730-1600 (M-F). I am responsible for returning the key to the location it was distributed upon completion of the event.
- \_\_\_\_ Bride and Groom may use restrooms for dressing.
- \_\_\_\_ Use of Chapel Equipment (soundboard, audio/visual, piano, organ, etc) must be approved in advance.
- \_\_\_\_ Sponsor can arrange for delivery of **flowers** to be made one to two hours prior to the wedding and must be removed promptly after the event.

- \_\_\_\_\_ **Decorations** requiring nails, staples, or tacks to affix them are prohibited. Only decoration hangers can be used. All decorations must be removed promptly after the event.
- \_\_\_\_\_ Throwing **Rice, Bird Seed, and/or Confetti** or similar materials are strictly prohibited.
- \_\_\_\_\_ Sponsor needs to contact Security for **Guest Base Access**. Sponsor is also responsible for providing their **Photographer**.
- \_\_\_\_\_ We can refer you to an available organist(s) and phone number(s). Sponsor is responsible for payment.
- \_\_\_\_\_ **Wedding receptions are NOT permitted on Chapel grounds**.
- \_\_\_\_\_ **SMOKING and ALCOHOL are PROHIBITED** at all times on and around chapel grounds (including parking lot).
- \_\_\_\_\_ All pews, tables and chairs must be straightened, cleaned and returned to the original arrangement.
- \_\_\_\_\_ Floors must be swept and vacuumed at the end of the event.
- \_\_\_\_\_ Any necessary repairs due to damage will be charged to eligible person or sponsoring command.
- \_\_\_\_\_ All trash must be bagged and disposed of in the dumpster.

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Chapel Facilities Agreement for Other Events

Please read the following and initial.

- \_\_\_\_\_ Your reservation may be cancelled if the space(s) is needed due to a crisis.
- \_\_\_\_\_ I understand the chapel is available only for events that are suitable and consistent with their sacred character. Chapel accouterments (altar et al.) are always off limits, except for religious observance authorized by the Command Chaplain.
- \_\_\_\_\_ Requestor must hold a valid military I.D. Card. A photo copy of your I.D. card will be made at the office. SSN will be darkened per DOD Policy for Personal Identification Information.
- \_\_\_\_\_ I understand this reservation request - upon approval will expire 6 months from the date of the first meeting. (Recurring events only)
- \_\_\_\_\_ I am responsible for notifying the Chaplain's office of any cancellation to this request.
- \_\_\_\_\_ I am responsible for checking out the key to use the spaces from the Chaplain's Office during normal working hours 0730-1600.
- \_\_\_\_\_ Duty hours are from 0700 to 1700. Groups meeting after 1700 will be responsible for cleaning and securing all spaces used.
- \_\_\_\_\_ Children must be supervised at all times. Sitter must be CPR qualified. They must provide a copy of qualification for our records.
- \_\_\_\_\_ Food and drinks are only permitted in the Fellowship Hall/Lanai.
- \_\_\_\_\_ Smoking and Alcohol are Prohibited at all times on and around chapel grounds (including parking lot).
- \_\_\_\_\_ All tables and chairs must be cleaned and returned to the original arrangement. Do NOT move tables and chairs between rooms without prior permission.
- \_\_\_\_\_ Floors must be swept and mopped at the end of each scheduled event.

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\_\_\_\_\_ The Nursery must be vacuumed. Ensure lights and air conditioning are turned OFF in the Fellowship Hall, Nursery, Male and Female Restrooms and Kitchen. Ensure a sweep of all personnel is completed and doors are locked.

\_\_\_\_\_ I am responsible for placing the key in the drop box located at the main entrance of Chaplain's office.

\_\_\_\_\_ Any necessary repairs due to damage will be charged to eligible person or sponsoring command.

\_\_\_\_\_ All trash must be bagged and disposed of at the dumpster.

APPLICATION FOR USE OF CHAPEL FACILITIES				
Date of Application	DD	MMM	YYYY	Type of Event: <input type="checkbox"/> CRP <input type="checkbox"/> Wedding/Wedding rehearsal <input type="checkbox"/> Family Support Group <input type="checkbox"/> Other:
Command/Group:				
Point of Contact:			Phone # (W):	Phone # (H orC):
EVENT DATA				
Single Event	Date(s):			
Recurring Event	Date(s):			
Day of Week:	Sunday	Monday	Tuesday	Wednesday
Thursday	Friday	Saturday		
Time Requested: (Include set-up and clean-up)	Start:		End:	
	AM	PM	AM	PM
<b>Space(s) Requested:</b>				
<b>Memorial Chapel</b>	Classroom 3&4	<b>Submarine Memorial Chapel</b> (Nursery included)		
Main Chapel	Classroom 5			
Small Chapel	Classroom 6			
Fellowship Hall	Classroom 7	<b>Chapel Center</b>		
Nursery	Classroom 8	Main Chapel		
Lanai	Classroom 9	Small Chapel		
Classroom 1&2	Classroom 10	Nursery		
		Conference Room		
		Classroom		
		Kitchen		
		Fellowship Hall		
<b>Nelles Chapel</b>				
Main Chapel				
Nursery				
Kitchen				
Fellowship Hall				
<b>Wedding Data: (must provide a copy of certificate of licensing for the State of Hawaii for the Officiant Clergy)</b>				
Name of Groom:			Name of Bride:	
Phone (w):	Phone (home/cell):	Phone (w):	Phone (home/cell):	
Officiating Clergy:				
POC for Cleaning:				
(Signature of Applicant)				

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<i>I have read and will comply with the instructions pertaining to the use of the Chapel facilities and JBPHHINST 1730.1</i>		
<b>FOR OFFICE USE ONLY</b>		
Scheduling PO:	Available:	(Signature)
Yes	No	
Chaplain:	Approved:	(Signature)
Yes	No	

