DEPARTMENT OF THE NAVY
COMMANDER, FLEET ACTIVITIES, YOKOSUKA
PSC 473 BOX 1
FPO AP 96349-0001

COMFLEACTINST 1730.3E
N00C
JUN 25 2009

COMFLEACT YOKOSUKA INSTRUCTION 1730.3E

From: Commander, Fleet Activities, Yokosuka

Subj: CHAPEL USAGE FOR CHAPEL OF HOPE, THE YOKOSUKA COMMUNITY CENTER; AND CHAPEL OF THE RISING SUN, NEGISHI

Ref: (a) U.S. Navy Regulations, 1990
(b) OPNAVINST 1730.1D

Encl: (1) General Instruction for Use of Chapel Facilities at the Chapel of Hope, the Yokosuka Community Center and the Chapel of the Rising Sun, Negishi
(2) Application for Use of Chapel Facilities (CFAY 1730/4 (Rev. 7-09))

1. Purpose. Promulgate policy and procedures for the use of the chapel facilities at the Chapel of Hope, Yokosuka Community Center and Chapel of the Rising Sun. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. COMFLEACTINST 1730.3D.

3. Definitions

a. Commander, Fleet Activities (COMFLEACT), Yokosuka Command Religious Program (CRP), hereafter referred to as CRP, is an essential element of Fleet Activities (FLEACT), Yokosuka's total operation to meet the requirement for the free exercise of religion for all service members, and other authorized personnel in FLEACT, Yokosuka; Negishi Detachment and Ikego Detachment areas. The CRP includes, but is not limited to: Conducting divine services, administering sacraments, religious rites, providing religious education, pastoral care, counseling, marriage or family enrichment programs, retreats, and other related activities.

b. Chapel facilities refer to the Chapel of Hope (Building 1313), the Yokosuka Community Center and the Chapel of the Rising Sun (Building 23114). Chapel facilities may be scheduled by non-CRP groups. Priority will be given to activities of the CRP when scheduling events.

c. Eligible Personnel. Anyone issued a valid Uniformed Services Identification and Privilege Card (DD Form 2 Series), Common Access Card or dependent Identification Card, dependents must be 18 years of age or older.

d. Special Religious Services or Ceremonies refer to weddings, funerals, memorials, bar/bat mitzvahs, confirmations, and other sacramental rites authorized by FLEACT, Yokosuka Chaplain.

e. Workshops, Deployment Briefs/Fairs. Maximum amount of participants are as follows: 150 personnel in the Fellowship Hall, 400 personnel in Chapel area, and 15 per classrooms.

4. Policy. FLEACT, Yokosuka Chapel will be administered by the senior chaplain in accordance with references (a) and (b).

5. Procedures. Eligible persons who wish to reserve chapel facilities will familiarize themselves with enclosure (1), and shall submit enclosure (2), a minimum of two weeks in advance of the date requested, but no more than three months. All applications will be reviewed subject to the priority of services and events listed in paragraph 3a.

6. Form

a. Enclosure (1) General Instruction for Use of Chapel Facilities at the Chapel of Hope, and the Chapel of the Rising Sun, Negishi.

b. Enclosure (2) Application for use of Chapel Facilities (CFAY 1730/4 (Rev. 12-07)) is available at the Chapel of Hope and on the CFAY Website under Chapel of Hope link at www.cnic.navy.mil/Yokosuka/CommunitySupport/Chapel/index.htm.

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Distribution:
COMFLEACTINST 5215.2J
List I & II, Case 1

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Commander Fleet Activities, Yokosuka
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GENERAL INSTRUCTION FOR USE OF CHAPEL FACILITIES AT THE CHAPEL OF HOPE, THE YOKOSUKA COMMUNITY CENTER AND THE CHAPEL OF THE RISING SUN, NEGISHI

I. **POLICY:** Persons using chapel facilities are responsible for familiarizing themselves with all policies regarding chapel facility usage. Failure to abide by any of these policies may result in loss of chapel privileges as outlined in section IX and the General Summary of Instructions, enclosure (2).

II. **RESERVATIONS:**

a. The Command Religious Program, (hereafter Command Religious Program (CRP)), will be given priority in scheduling.

b. Normal facility usage hours are Monday through Friday 0800-1930; Saturdays and Sundays are intended for worship services but may be made available for weddings and baptisms only.

c. All requests for use of facilities will be made in person at the Chapel Office at least two weeks prior to the requested date, but no more than three months. Applications are accepted Monday through Friday except holidays between 0730 and 1600.

d. All groups must sign in with the duty Religious Program Specialist. If your group no longer needs the space that has been requested please provide at least 48 hours notice.

e. A request form must be signed by the event sponsor or appropriate representative. The event sponsor must be 18 years of age or older and will be present at the event.

f. All sponsors of recurring events other than weekend Chapel Services must submit a new request quarterly, or every 90 days.

g. Activities conducted will be in agreement with the nature of the Chapel facilities and within the spaces assigned.

h. No events will be scheduled during observance of national holidays.

i. All requests should include sufficient time to set-up and break-down, to include clean-up, before and after the event.

j. Receptions are limited to cake, coffee and juice. Base clubs, Tower party rooms are available for large receptions.

k. Only CRP groups are permitted to utilize the kitchen.

III. RESPONSIBILITIES OF USERS:

a. CRP groups are expected to assist in rigging and unrigging for the event they have scheduled; non-CRP groups are responsible for all set up and break down of their event. This means restoring the room to its original configuration removing trash and breaking down any equipment used.

b. For scheduled groups requiring keys. The group's sponsor or representative will be responsible for checking out the key for their event. The key must be returned no later than 0800 the following day.

c. The sponsor will be responsible for properly securing their space and returning it to the original configuration. Any damages to the facility or equipment must be reported to the Duty Religious Program Specialist (RP) and will be paid for by the sponsor's command or organization.

d. IMPORTANT: In accordance with the Supervision of Children and Curfew Policy Statement, children under 16 years of age must be supervised at all times. Failure to do so will result in immediate termination of the scheduled event. This is for the safety of children and to protect against property damage.

e. No furniture or equipment will be removed from the building or from original position without prior written approval.

f. All material shall be properly stowed after each event.

g. No alcoholic beverages are permitted in the Chapel building(s) or on Chapel grounds. Beverages and food are not permitted except in the kitchen and Fellowship Hall.

h. Smoking is prohibited in all Chapel facilities, and on Chapel grounds.

i. All persons using the facilities will refrain from defacing the property in any way.

j. Publicity materials, posters, and group schedules shall be posted only in designated areas and by approval of the command chaplain or designated representative.

k. Solicitation of money, i.e. selling of tickets etc., is prohibited.

l. No balloons may be used by non-CRP events.

m. Use of rice and/or confetti are prohibited during weddings and other ceremonies.

n. Unsheathing of sword(s) for any reason is prohibited in Chapel facilities.

IV. COPY MACHINE: A maximum of 20 pages may be copied per group per day on request. If additional copies are needed, group representative should submit a print request to the Leading Petty Officer or Leading Chief Petty Officer a minimum of one week prior to the date the copies are needed.

V. CLEAN-UP:

a. Facilities are to be returned to their original configuration and left in a clean and orderly condition. Any furniture moved must be replaced and anything brought in for a ceremony or event must be removed. All Chapel materials used in an event or service is to be returned to the proper storage area.

b. Brooms, mops, and dust pans, as well as a vacuum cleaner, are available from the chapel janitorial storage room adjacent to the men's restroom. Every group is expected to wet-mop or vacuum the space(s) used upon completion of their event unless otherwise instructed.

c. For CRP events only: All dishes and cooking gear must be thoroughly cleaned, dried, and placed in the appropriate labeled storage cabinets.

d. All trash must be placed in plastic bags and removed from the Chapel and placed into the designated dumpster.

VI. LIGHTS: The last group in a space must secure all lights in that space.

VII. SECURITY: The sponsor for the last group in a space must secure that space. If that group is the only one present, the sponsor must check all doors when leaving, making sure they are all secured.

VIII. HEATING AND AIR CONDITIONING: All heating and air conditioning is pre-set by Naval Facilities Engineering Command Far East. In case of difficulty, contact the Duty RP or if after hours the Duty Chaplain should be called through the FLEACT, Yokosuka Command Duty Officer at DSN 243-2300 (Yokosuka).

IX. VIOLATION OF POLICIES: Violation of any of the policies in this instruction shall be handled in the following manner.

a. First Violation: The group will be notified of an infraction of Chapel policy.

b. Violation of these policies, especially relating to the safety of participants, shall be handled at the command Chaplain's discretion.

APPLICATION FOR USE OF CHAPEL FACILITIES

Date of Application:	DD	MMM	YYYY	Type of Event:
Command / Group:				**Note:** Must be an official program or event. Include the name of the person for Commissioning or Retirement Ceremonies.
Point of Contact (Person who will assume all responsibilities)				Phone # (W): / Phone # (H): / Phone # (C):

APPLICATION DATA

Start Date	End Date
Day of Week ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat	

Time requested must be 2 hrs max. (Include Set-Up & Clean-up)	**Start:** (Cannot Be Earlier Than 0800) ☐AM / ☐PM	**Finish:** (Cannot Be Later Than 1915) ☐AM / ☐PM	**Number of people:**

Space(s) Requested:

☐ Blessed Sacrament Chapel	☐ Main Chapel Sanctuary	☐ Nursery (See CMD Sec.)
☐ Fellowship Hall	☐ Classroom(s) (2/4 3 5 7 10) (Circle Classrooms Requested)	☐ Choir Room
☐ Kitchen (CRP Groups ONLY)		☐ Other _____ (Describe)
☐ Jewish Chapel	☐ Community Center	

Special Requirements: (Equipment is not available for checkout.)

******Non-CRP groups are responsible for complete setting up and breaking down their own events***

☐ TV / VCR/DVD Player	☐ CPU/DVD Projector	☐ Other: _____
☐ Tables _____	☐ Chairs _____	

Wedding Data: (A separate form must be filled out for a rehearsal)

******See Officiating Chaplain for information concerning wedding arrangements and Chapel Wedding policies.***
******You will need Officiating Chaplain's signature before scheduling any weddings for approval.***

Name of Groom:		Name of Bride:	
Phone # (W):	Phone # (H):	Phone # (W):	Phone # (H):
Command:		Command:	
Officiating Clergy: *(Print Name)*		(Signature)	

By the signature below, the applicant certifies that this event will not be used to solicit money, i.e., bake sales, parties, dance, etc. I have read and will comply with the instructions pertaining to the use of the Chapel facilities and COMFLEACTINST 1730.3E. I have read the highlighted area in this instruction & understand my responsibilities.

Applicant Signature	**Date**
RP accepting application:	**Date:**
LCPO Schedule ☐ APPROVED ☐ DISAPPROVED	(Signature)
Command Chaplain Approval ☐ APPROVED ☐ DISAPPROVED	(Signature)

GENERAL SUMMARY OF INSTRUCTIONS FOR THE USE OF CHAPEL FACILITIES
Please initial on each line.

_____ I understand that as the eligible person making application for use of Chapel facilities, I am responsible for the event in its entirety and compliance with this instruction by those in attendance. **The dress code prescribed by Commander, U.S. Naval Forces, Japan for civilian attire, COMNAVFORJAPANINST 1020.3B, is in effect at all times and will be observed and enforced.**

_____ I understand and will comply with **COMFLEACTINST 5100.9D, TOBACCO USE POLICY AND DESIGNATED SMOKING AREAS.** There is no smoking in the Chapel facilities and on Chapel grounds.

_____ I understand that Chapel facilities may be scheduled for use by non-Command Religious Program (CRP) groups and individuals as available and may require rescheduling or cancelling of an event. Priority will be given to CRP activities and then outside requests in the following order:

1. **CRP Events:** Worship and Ministering of Sacraments including weddings performed by U.S. Navy Chaplains.

2. **CRP Related Groups:**

    a. Prayer Meetings and Devotions.

    b. Choir Practice.

    c. Religious Education Programs.

    d. Youth Activities (Non-religious Education Programs).

3. **Command Functions:** Command Functions and Rehearsals.

    a. Naturalization Ceremony.

    b. Memorial Services.

    c. Change of Command Ceremonies.

    d. Commissioning Ceremonies.

    e. Retirements.

_____ I understand Special Religious Services or Ceremonies are conducted by a Chaplain only when they conform to the policies and procedures of the Chaplain's ecclesiastical authorities. Requests for a Chaplain must be made directly with the Chaplain concerned. **Scheduling a Chapel space does not constitute scheduling of a Chaplain.**

_____ I understand that scheduling of the Chapel facilities does not grant personal support or facility support such as photo copier machines, fax machines, IT assets, etc. Arrangements for additional support must be made through the Command Chaplain.

_____ I understand that eligible persons reserving Chapel facilities for any event are responsible for making arrangements for the entry of guests, including musicians, florists, photographers, etc., onto the base. (All persons participating in or attending a special religious service, ceremony, or event in the Chapel shall comply with the current regulations concerning entry onto the base and personal conduct while aboard.) Sponsors are responsible for guests and shall comply with Commander, Fleet Activities, Yokosuka regulations. RP's are prohibited to check in visitors.

_____ I understand that the eligible person requesting to use Chapel facilities is responsible for the following:

1. Consultants: Such as wedding consultants or funeral directors, are to be advised that the Command Chaplain has final authority on all decisions regarding procedures in the Chapel before, during and after the event.

2. Photographers: Must consult with officiating Chaplain concerning his/her policy regarding photographs. Scheduling times must be adhered to. Remaining in a reserved space past the scheduled time in order to take photographs is not authorized. The eligible person should schedule enough time when reserving the space for photography needs.

3. Organist/Pianists: Other than currently contracted Chapel musicians must be approved by the Command Chaplain. Any fees and/or payments must be made directly by the requestor to the organist before services are rendered.

_____ I understand that no fees shall be charged for the use of chapel facilities or for services of military Chaplains. However, any damages to the facility and/or equipment will be the requestor's responsibility.

_____ I understand that all groups are responsible for set-up and break down of their event. Please allow sufficient time for restoring spaces to their original configuration and breaking down all equipment used. (Any necessary repairs due to damage connected with the use of Chapel facilities will be charged to the person sponsoring the event.)

_____ I understand that all requests must be submitted at least two weeks in advance, but no more than three months prior to the event date requested.

_____ I understand that Saturdays and Sundays are reserved for weddings and services respectively. No non-CRP groups will be scheduled for those days.

_____ I understand that no food or drinks are permitted in Chapel spaces except within the Fellowship Hall and kitchen.

_____ I understand that all groups must clean-up their area prior to exiting the Chapel. The group must take the garbage to the dumpster.

_____ I understand that all groups must sign in and out with the duty RP. (If your group no longer needs the space that has been requested please give at least 48 hours notice.)

_____ I understand that failure to abide by any of these policies may result in loss of Chapel privileges.

_____ I understand the Chapel will be secured by 1930 daily. (Any group not in compliance can lose their Chapel use privileges.)