



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 1730.5E
CHAP
24 Aug 10

AIR STATION ORDER 1730.5E

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: USE OF COMMAND RELIGIOUS PROGRAM (CRP) SPACES

Ref: (a) US Navy Regs 1990, Article 0817 and 0820
(b) SECNAVINST 1730.7D
(c) MCO 1730.6D

Encl: (1) Application for Use of Memorial Chapel Facilities

1. Situation. This Order publishes policy, establishes procedures, and assigns responsibility for use of CRP spaces for Marine Corps Air Station (MCAS) Cherry Point.

2. Cancellation. AirStaO 1730.5D

3. Summary of Revision. This Order has been completely rewritten and must be reviewed in its entirety.

4. Mission

a. The references establish Marine Corps policy for the provision of free exercise of religion for members of the command, their dependents, other authorized persons and assign the Commanding Officer responsibility for implementing and maintaining a CRP in support of the free exercise of religion detailed in the references.

b. Definitions

(1) CRP spaces. CRP spaces refers to MCAS Cherry Point, Building 100.

(2) Special Religious Services, Ceremonies or Events. Special Religious Services, ceremonies, or events refer to baptisms, weddings, funerals, memorial services, bar/bat mitzvahs, confirmations, ordinances or sacraments primarily dedicated to worship and other CRP activities (i.e. Vacation Bible School).

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

(3) Eligibility and Priority. Eligibility and priority for use is defined as follows:

(a) The MCAS Cherry Point Command Religious Program has priority over all other uses of spaces, followed by the CRP of tenant commands, followed by other eligible groups of individuals (i.e. promotion ceremonies, retirement ceremonies, unit training evolutions)

(b) All persons who have been authorized access to Cherry Point may visit the CRP spaces, attend any regularly scheduled services, regularly scheduled religious education and activities, private sacraments/ordinances and other events that are primarily religious in nature.

(c) Allowable uses for the CRP spaces, in order of priority are as follows: (1) regularly scheduled CRP services, (2) Special Religious Services, Ceremonies or events, (3) unit training presentations, (4) military ceremonies, i.e. promotion, retirement, etc.

(d) Individual eligibility for use of the CRP spaces will be established by the primary participant of the event, who must be in legal possession of a Uniformed Services Identification Card. For weddings, either the groom or bride must be in legal possession of a Uniformed Services Identification card to be eligible to use the MCAS Cherry Point CRP spaces.

(4) Clergy. Clergy refers to Chaplains and civilian church officials including priests, ministers, rabbis, elders, etc., who are authorized by the State of North Carolina to perform religious ceremonies.

5. Execution. CRP spaces are available for use in accordance with the priorities above, as determined by the Station Command Chaplain. Eligible persons may reserve CRP Spaces for themselves or their activity by submitting the enclosure.

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6. Command Signal

a. Command. This Order is applicable to everyone aboard Marine Corps Air Station Cherry Point.

b. Signal. This Order is effective the date signed.



ROBERT D. CLINTON
Executive Officer

DISTRIBUTION: A

24 Aug 10

APPLICATION FOR USE OF MEMORIAL CHAPEL FACILITIES

REQUESTOR'S NAME (FIRST, LAST, MI):			DATE OF APPLICATION:		
STATUS (CHECK ONE): <input type="checkbox"/> ACTIVE DUTY <input type="checkbox"/> RESERVE <input type="checkbox"/> RETIRED <input type="checkbox"/> CIVILIAN		RANK/RATE:	PHONE NUMBER:	CELL PHONE NUMBER:	
UNIT NAME:			EMAIL ADDRESS:		
TYPE OF EVENT (CHECK ONE): <input type="checkbox"/> TRAINING <input type="checkbox"/> CEREMONY (REENLISTMENT, PROMOTION, RETIREMENT) <input type="checkbox"/> MEMORIAL SERVICE <input type="checkbox"/> WEDDING* (PLEASE SEE BELOW)					
<small>* Wedding times are from 12:00 PM through 4:00 PM only. This time frame will include setup, ceremony, pictures, and cleanup. * Wedding rehearsals are done the night before the wedding from 5:00 PM through 7:00 PM.</small>					
NAME OF EVENT (Examples: General Smith's Retirement, Sgt Jones' Wedding):			EVENT DATE:	EVENT TIME:	
<small>Please include setup and breakdown times. Weekday events will begin no earlier than 0800 and end no later than 1600. Please note any additional days needed for rehearsals, etc.</small>					
REHEARSAL DATE:	REHEARSAL TIME:	EVENT LOCATION: <input type="checkbox"/> MEMORIAL CHAPEL (Seats approximately 600) <input type="checkbox"/> FELLOWSHIP CHAPEL (Seats approximately 60)		NUMBER OF GUESTS/ PARTICIPANTS:	
ARE YOU REQUESTING A CHAPLAIN: <input type="checkbox"/> YES <input type="checkbox"/> NO		NAME OF CIVILIAN CLERGY* OR MILITARY CHAPLAIN INVOLVED IN THE CEREMONY/EVENT:			
<small>* If you utilize the services of a civilian clergy person, you may be asked to provide that individual's credentials prior to the event being approved.</small>					
<h3>Rules and Guidelines for Reserving the Chapel</h3>					
<ol style="list-style-type: none"> 1. Please allow 5 business days for your application to be processed. Once approved or disapproved you will receive email notification of your request to the email address you provided at the top of this form. 2. Personnel signing this request must check in and out with a member of the Chapel Staff prior to and at the conclusion of your event. 3. Spaces are to be returned to their original condition. We have cleaning materials for your use, i.e., vacuum cleaners, garbage bags, etc. You will be responsible for providing personnel to clean the areas at the end of your event. At the end of your event, any trash must be put in dumpster found between the chapel parking lot and the post office. 4. Ensure all personal non-chapel belongings are removed from the chapel after your event, i.e., your decorations, books, training pamphlets, etc. 5. Alcohol, with the exception of sacramental wine, is not permitted on Chapel premises. 6. Food and drinks are permitted only in the kitchen area. 7. You are responsible for your guests' conduct of and/or damage caused by participants, consultants, florist, photographers, and guest. Do not allow your guest to park in designated parking spots, non-parking areas, or to enter any areas designated as staff only, i.e., offices and staff restrooms. 8. Naval regulations do not permit Chapel Staff from accepting money or gifts for their services. If you wish to give a gift, donations may be given to the Religious Offering Fund. Checks must be made payable to "MCAS Religious Offering Fund" and may be given to the duty RP or other Chapel Staff members. 9. Patron is responsible for coordinating access to the installation for guest without a Department of Defense decal. Please call (252-466-5921) or visit the Pass and I.D. office to make arrangements for civilian access to your event. 10. Decorations will not be adhered to any of the Chapel walls or furnishings by the use of tape, staples, tacks, nails, etc. 11. Rose petals for use during wedding ceremonies must be artificial to avoid staining the carpets. 12. Request for changes to the reservation must be in writing on a new request form and submitted within two weeks of scheduled event. 13. Projectors and computers are not available through the chapel at this time. The Training and Education department has equipment available for rent. If needed, please contact 252-466-2347 to make arrangements for equipment. 					
SIGNATURE OF APPLICANT ***:				DATE:	
<small>*** PLEASE NOTE: Your reservation is not finalized until you receive an email from one of the members of the Chapel Staff. *** We reserve the right to cancel your event at any time if you do not adhere to the rules and guidelines listed on this form. *** Memorial Services for deceased active duty personnel will have precedence for reservations. We will do our best to ensure you receive at least a 48 hour notification if we have to change or alter your reservation.</small>					