



UNITED STATES MARINE CORPS  
43 AREA  
BOX 55503  
CAMP PENDLETON, CA 92055-5503

IN REPLY REFER TO  
11180.1  
CHAP  
31 JAN 20

AREA ORDER 11180.1

From: 43 Area Commander, Marine Corps Base Camp Pendleton  
To: Distribution List

Subj: 43 AREA CHAPEL USE ORDER

Ref: (a) SECNAVINST 1730.7D  
(b) MCO 1730.6E

Encl: (1) 43 Area Chapel Use Policy  
(2) Chapel Use Request Form

1. Situation. To publish standard procedures and guidelines for use of the 43 Area Chapel.

2. Mission. The 43 Area Chapel functions primarily to provide a facility in support of the free exercise of religion for all authorized personnel delineated in the references who are assigned to or within 43 Area, Camp Pendleton. The 43 Area Chapel may also be used for command-sponsored events that are consistent with its primary mission as a house of worship with the prior approval of the 43 Area Chaplain. Chapel staff, with priority given to spiritual events conducted by a Chaplain.

3. Execution.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The 43 Area Chapel will be a place of worship, solace, and edification for all 43 Area Marines, Sailors, and their families. Any other use of the chapel will complement its unique function within the 43 Area and will in no way compromise its status as a protected site under the Law of Armed Conflict.

(2) Concept of Operations. Worship services, Holy Day observances, weddings, funerals, memorials, baptisms, and other sacramental services take precedence over any other use of the 43 Area Chapel.

b. Subordinate Element Missions

(1) All 43 Area tenant commands will abide by the Chapel Use Policy (encl. (1)) as set forth in this Order.

(2) All chapel use request will be directed to the 43 Area Chapel staff via the battalion chaplain of each respective unit (encl. (2)).

(3) All chapel use requests for non-religious ministry events may be made only by officers or staff non-commissioned officers. The requester will serve as the command's point of contact for the event.

(4) Tenant commands will ensure that their personnel will respect the Chapel's primary function as a house of worship. They will, therefore, ensure that their personnel will exercise appropriate behavior and respect towards other Marines, Sailors, and family members at all times while using the 43 Area chapel, including no foul language outside the chapel or chapel grounds.

c. Tasks

(1) 43 Area Chaplain

(a) Serve as the Commanding Officer's representative for screening, approving, and scheduling of all religious activities and command-sponsored events.

(2) 43 Area Religious Program Specialist (RP)

(a) Ensure proper utilization and cleanliness of the 43 Area Chapel.

(b) Maintain proper accountability of all Chapel equipment and furnishings at all times.

(c) Ensure that all sacred articles, especially the altar, credence table, chalices, and other items used solely for worship will not be used by any non-chapel personnel for any purpose whatsoever.

(d) Supervise weekly field day of the chapel with the assistance of all 43 Area tenant command RPs.

(e) Maintain the Chapel Use Calendar in order to coordinate requests for the Chapel.

(f) Ensure that the tenant command's RP or Chaplain's Assistant (CA) or equivalent is present during all events being held in the 43 Area Chapel by their respective commands.

(3) Tenant Command Chaplains

(a) Assist the 43 Area Chaplain in ensuring that all Chapel Use Requests comply with this order and with the primary function of the chapel.

(b) Ensure that the unit RP or CA is present during any event being held by each respective tenant command, or another representation approved by the tenant command.

(4) Tenant Command RPs/CAs

(a) Serve as the on-site facility manager for all functions being held in the 43 Area Chapel by each respective tenant command.

(b) Properly secure the Chapel following each day's use by ensuring that all Chapel equipment and furnishings are accounted for, that all interior lights are off, and that all doors are secured and locked.

(c) Assist in the processing of all Chapel Use Requests from each respective tenant command.

(d) Assist the 43 Area RP in weekly field day of the 43 Area Chapel.

4. Administration and Logistics

a. Chapel Hours. The Chapel is available for use from 0800 to 1600 Monday through Friday for non-religious ministry events, if they do not conflict with spiritual events.

b. Chapel Cleanliness. Each unit using the Chapel is responsible to clean the Chapel after each use.

c. Chapel Use Request.

(1) Each tenant command may request use of the Chapel by using the Chapel Request Form (encl. (2)) via its own unit chaplain.

(2) Only officers or staff non-commissioned officers may request use of the Chapel for non-religious ministry events.

(3) All requests must be submitted NO LATER THAN 14 DAYS prior to the requested date that the event is to commence.

(4) The request will be forwarded to the 43 Area Chaplain for screening and final approval.

5. Command and Signal

a. Command. This Order applies to all tenant commands within 43 Area, Camp Pendleton.

b. Signal. Effective on date signed.

  
R. MAGANY

## 43 Area Chapel Use Policy

1. Religious ministry events have priority.
2. Nothing in the Sanctuary (Altar Area) shall be moved.
3. NOTHING WHATSOEVER SHALL BE PLACED ON THE ALTAR.
2. Command-sponsored events will begin and end on time to prevent interference with the Chapel's schedule.
3. No furnishings or equipment will be removed from the Chapel without prior approval from the 43 Area Chaplain. A completed, signed equipment custody record (DD Form 4440) is required for any temp-loan equipment.
4. Facilities are provided at no cost to service members or tenant commands.
5. Rice, confetti, or other materials will not be thrown in the Chapel or on the Chapel grounds.
6. No wedding or similar decorations shall be permanently affixed to any wall or furnishing within the Chapel. All decorations must be removed immediately following any wedding or similar event.
7. Commands or units using the Chapel facilities will provide a working party to clean areas used. The 43 Area RP will inspect the completed work.
8. Damaged, missing, or inoperative equipment or furnishings shall be reported to the 43 Area RP.
9. Alcoholic beverages are not permitted in the Chapel building.
10. Smoking, chewing, or dipping of tobacco products is prohibited the Chapel building or on its grounds. Eating and drinking is prohibited in the chapel.
11. The open display of weapons is not permitted in the Chapel building, with the exception of the traditional funeral/ memorial service display of the rifle, boots, and Kevlar.
12. Swords may be worn inside the Chapel only during weddings, but must remain in their sheaths at all times while inside the building. The Arch of Swords must take place outside the building.
13. Weapons training is inconsistent with the 43 Area Chapel's protected status as a house of worship under the Law of Armed Conflict. Therefore, no weapons training of any kind will be allowed in the Chapel or on the Chapel grounds.
14. No POV parking is allowed in the Chapel Parking lot for command training events. Use the gravel parking across Henderson Street behind Fiddler's Green.

# 43 AREA CHAPEL USAGE FORM

Print Form

PRIVACY ACT STATEMENT: Under Authority of Department Regulations, information is requested to identify applicants only.

### PART I - TYPE OF EVENT

Wedding      Baptism      Memorial Service

Command Training Session: \_\_\_\_\_

Other: \_\_\_\_\_

Estimate of Attendance: \_\_\_\_\_

Name of Sponsor (Officer or SNCO)	Rank/Rate	Branch of Service
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Sponsor Status:     Active Duty      Retired      Reservist      Dependent

Unit of Sponsor: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event From: \_\_\_\_\_ To: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Rehearsal Time From: \_\_\_\_\_ To: \_\_\_\_\_

### PART II - REQUEST USED FOR

Main Chapel

Church Supplies/Equipment Requested:

Microphone     Piano     Sound System     Overhead Projector/Screen

Other \_\_\_\_\_

### PART III - REQUESTING OFFICER/SNCO ENDORSEMENT

**NOTE: The Chapel may only be reserved by commissioned officers or staff non-commissioned officers (E6 and above). All requests must be submitted no later than seven (7) days prior to the event date.**

Name of Officer/SNCO: \_\_\_\_\_ Rank: \_\_\_\_\_

Signature of Officer/SNCO: \_\_\_\_\_ Date: \_\_\_\_\_

**PART IV - UNIT CHAPLAIN'S ENDORSEMENT**

The RP or CA from the sponsor's unit must be present in the chapel prior to and throughout the duration of the scheduled event. The unit chaplain's endorsement is required to acknowledge that his/her RP or CA will be at the event.

Name of Unit Chaplain: \_\_\_\_\_ Rank: \_\_\_\_\_

Name of Unit Duty RP/CA: \_\_\_\_\_ Rank: \_\_\_\_\_

The assigned Duty RP/CA will check out the key at the Chapel office no later than the rehearsal or a day before the event.

Signature of Unit Chaplain: \_\_\_\_\_ Date: \_\_\_\_\_

**PART V - OFFICIATING CHAPLAIN/CLERGY INFORMATION**

Officiating Chaplain/Civilian Clergy: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature of Minister: \_\_\_\_\_ Date: \_\_\_\_\_

**PART VI - AGREEMENT**

I, (Rank/Name) \_\_\_\_\_ certify that I have read and understand the STATEMENT OF UNDERSTANDING FOR THE CHAPEL USAGE FORM and I agree to abide by them.

- I understand that I am responsible for ensuring that the Chapel is cleaned up after the completion of service/event.
- I understand that I fail to clean up after my service/event, my unit may be barred from making future reservations at the Chapel.
- If there are any changes to be made regarding this service/event, I will promptly notify the staff at the Chapel.

These people listed below will be responsible for the cleanliness of the chapel after the service:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness (Unit RP/CA or Chaplain) \_\_\_\_\_ Date \_\_\_\_\_

Approved  Disapproved Reason: \_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Officer \_\_\_\_\_ Rank \_\_\_\_\_ Date \_\_\_\_\_