

NAVAL BASE KITSAP
REGULATIONS FOR RELIGIOUS MINISTRIES FACILITIES USAGE

1. Only people who hold a valid U.S. Armed Forces Identification Card (applicable to dependent family as well) are eligible to reserve facilities.
2. Command religious programs take precedence over all requests or functions.
3. All application requests are based on a “first-come-first-serve basis” and Command Chaplain (CC) final approval.
4. All Religious Ministries (RM) facilities are the property of the U.S. Government. Sanctuary furnishings, including all altar linens, wall hangings, and any other appointments may not be moved. Any damage to furniture or appointments or costs associated with their repair or replacement is the responsibility of the sponsor. If any damage to the facility or furnishings occurs during your event, the Duty Religious Program Specialist (RP)/Chaplain Assistant (CA) must be notified.
5. Ensure the facility is cleaned and returned to its original condition following the event. This includes, but is not limited to, sweeping, mopping, vacuuming, and removing all trash. Trash must be placed in dumpsters located in the parking lot.
6. Food and beverages are not allowed in chapel spaces.
7. The use of the kitchen is for the Faith Communities of the Chapel. It is not available for any other events unless specifically authorized by the Naval Base Kitsap Commanding Officer or CC.
8. Ensure there is no consumption or possession of alcoholic beverages or controlled substances on the Chapel premises. The Chapel and grounds are NO smoking areas. The use of all tobacco products is strictly forbidden.
9. Due to fire regulations, only the area surrounding the altar may have candles. Religious groups, for religious services purposes only, may use candles in the altar area. The Duty RP or CA will be on hand to light all candles 15 minutes prior to the start of the service. Children are never permitted to light or extinguish candles.
10. On an accepted application, an agreement has been made for a specific time slot. Maintain those time constraints due to other potentially scheduled events. You are given one hour before the start of your event to complete the set-up and one hour after the event to clean and reset the room to its original configuration.

11. The sponsor is solely responsible to contact the Base Security Department to arrange base access for their guests. This includes all musicians, florists, photographers, and so forth requesting base access. All persons participating in or attending any event in the Chapel shall comply with current regulations concerning entry onto the base and personal conduct aboard, including the operation of private vehicles. Non-U.S. citizens require special approval from the Security Officer. The sponsor must call Security Administration at (360) 396-6555 for specific requirements regarding where to submit guest lists. Sponsors are reminded that changing Force/Health Protection Conditions may limit or exclude visitors or guests from access to RM facilities. Photographers must consult with the Chaplain/Clergy for ceremony requirements.

12. Building access is for your group only. Do not grant access to others to enter the building.

13. If the event is cancelled, contact the chapel staff at least 24 hours in advance.

14. Failure to abide by these rules may result in the loss of current or future use of NBK Chapel facilities.

15. Wedding Specific Rules:

a. The Officiant (i.e., Chaplain, Minister, Judge, etc.) and sponsor are responsible for fulfilling any legal requirements in regard to the ceremony. If requesting a NBK Chaplain, you must fulfill the chaplain's requirements and fill out NAVBASEKITSAP 1730/3, Request for Chaplain Support.

b. All arrangements (i.e., florist, musician, limo, etc.) are your responsibility and must be made separately with the individual or company. The sponsor is solely responsible for any damage to the Chapel instruments and other equipment used.

c. Floral arrangements or decorations may be attached by wire, twist ties, or pipe cleaners. No nails, pins, glue, stick on materials, staples, tacks, or anything that will leave permanent marks or holes may be used on any surfaces in the Chapel, including walls and chairs.

d. Throwing rice, confetti, birdseed, flower petals, releasing birds, or any other material in or around the chapel's premise is prohibited. A permitted substitute outside the chapel is bubbles.

e. The military arch of swords or rifles must be conducted outside the chapel doors. Do not store swords or rifles in the chapel.

f. Swords and rifles are strictly prohibited within all chapels.

g. Dressing Room: There is a "Bride Room" designated at the Bangor facility that may be used as a preparation or dressing room.