



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
OFFICE OF THE INSTALLATION CHAPLAIN
4419 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMME-RS

6 November 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy #4. Use of Fort George G Meade Chapel Facilities.

1. REFERENCES: AR 165-1, Chaplain Activities in the United States Army, June 2015

2. PURPOSE: To establish policy, priorities, guidelines, and requirements for use of Religious Support Facilities (Chapels) on Fort George G. Meade (FGGM).

3. SCOPE: This guidance applies to all assigned Fort Meade Religious Support Teams, civilian employees, organizations and all persons or organizations using Fort Meade Chapels. This Standard Operating Procedure applies to: Historic Main Post Chapel, Chapel Center (Argonne Hills), and Cavalry Chapel. The USAG Fort Meade Garrison Chaplain has oversight, authority, and responsibility for all USAG Fort Meade chapel facilities.

a. In accordance with AR 165-1, paragraph 3-3, the use of chapels on Fort Meade are primarily for authorized ID card holders. Individuals who are authorized access to the commissary, hospital, etc. are also authorized to use the chapels on post (for appropriate events, i.e. weddings, funerals, memorial services).

b. Worship services are monitored and approved for the command by the Garrison Chaplain's Office. Soldiers and/or retirees may invite clergy from off the installation to conduct a wedding or funeral, etc., if the clergy person provides credentials to the chaplain office for verification. However, any chapel event/service must have a sponsor. The chaplain does not have to perform the event, but must be present to prevent the perception of "establishment of religion: by civilian clergy/religious organizations. The religious affairs specialists may also be required to provide key control and security of the chapel facility.

c. Memorial Services/Ceremonies conducted on post are normally for Soldiers or DA Civilians that are assigned to Fort Meade or other individuals dying while on active duty. Commanders coordinate chapel use through their unit Chaplain. Retirees may indicate their desire to utilize a chapel for funerals through the Casualty Assistance Office. Those wishing to conduct funerals or memorial services for retirees). Musicians are the responsibility of the units or individuals conducting the service/ceremony.

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d. As with other services on the installation, chapels are not for family members or others who are not ID card holders. Specifically, an ID card holder cannot “Sponsor” a wedding/funeral for a friend or family member not holding a valid ID card. Those regularly attending worship services on the installation can request an exception through their Chapel Pastor.

e. The Garrison Chaplain Office coordinates the use of Memorial Chapel and Main Post Chapel only. All other chapels are coordinated through the Unit Chaplain.

4. ELIGIBILITY:

a. Fort George G. Meade Chapels are available for activities, events or ceremonies to those in possession of current DOD I.D. cards. These include: Active Duty personnel, National Guard or Reservists on active duty orders, DoD civilians with military or government I.D., and Retired military personnel. The chapels are also available to immediate Family members who possess a current/valid Official Military I.D. card. Only the Garrison Chaplain or the Deputy Garrison Chaplain may grant exceptions.

b. Chapel facility priority for use includes, but is not limited to:

- (1) Chaplain led and sponsored worship services.
- (2) Chaplain sponsored Religious Education programs (Bible Studies, Training, Sunday School, CCD, etc.).
- (3) Chaplain sponsored services/events (weddings, training, etc.).
- (4) Chaplain sponsored outreach (VBS, PWOC, CWOC, Youth, etc.).
- (5) Distinguished Faith Group Leader (DFGL) religious services and events.
- (6) On-going Community activities (Scouts, Home-schooling, AA, etc.)
- (7) Command and Unit Activities.

5. PROCEDURES:

a. All Chapel reservations require a Chaplain Sponsor. Any unit requesting chapel use on FGGM without a unit chaplain should route their request to the Garrison Chaplains office who will assign a chaplain sponsor appropriately

b. Chapel usage on Sunday is exclusively reserved for worship and religious education programs unless otherwise authorized by the Garrison Chaplain.

c. All chapel reservations should be planned and requested NO LATER THAN 30 days prior to the event, and scheduled on a first come first serve basis. Memorial Ceremonies should be the only the exception to this. Recurring events should be

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reserved and renewed quarterly. Garrison Religious Services and programs are permanent until discontinued.

d. Religious events and Memorial Ceremonies have priority over all other events and activities. If a reservation is already approved for a non-religious event, it may be cancelled or rescheduled at any time to accommodate an essential event (Memorial, Funerals, and Weddings).

e. Scheduling a chapel for non-religious events is on a space available basis and subject to the approval of the Garrison Chaplain's office.

f. Once the chapel facility is reserved, a confirmation phone call, letter, or e-mail will be sent or faxed to the point of contact for the event. Be sure to provide accurate contact information on the reservation form.

6. RESERVATIONS:

a. Reservation requests are accepted during normal hours of operation and made on a first come first served basis with priority given to religious events and auxiliary chapel organizations as described above. Activities or events planned before normal hours of operations (Monday – Friday 0830-1630) must be coordinated through the FGGM Garrison NCOIC to facilitate entry.

b. Reservations for use of a Chapels is accomplished by submitting the Chapel Reservation Form to the Religious Support Office (RSO) located at Argonne Hills Chapel Center to the Administrative Assistant. To get the form online, go to: https://www.ftmeade.army.mil/staff/chapel/Chapel_Facility_Request.pdf.

c. Complete the request form and either turn in physically, or fax to the Argonne Hills Chapel Center, (301) 677-3686. Hours of operation at the Chapel Center are as follows: Monday through Friday 0800-1600. Customer service is not available on national holidays or weekends.

7. COORDINATING INSTRUCTIONS:

a. NO alcoholic beverages will be brought into FGGM Chapels with the exception of sacramental wine used in conjunction with worship services.

b. Weapons will not be brought into FGGM Chapels, unless it is being used to honor a fallen Soldier in a memorial ceremony, or worn by authorized DES personnel. Chapels should be considered a sacred space, a refuge and a place of peace.

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c. No animals of any kind will be allowed to be a part of a ceremony or activity in any Chapel, with the exceptions of medically approved and identified service animals and military working dogs. No pets allowed.

d. There are no fees for the use of a Chapel facility. However, there may be fees associated with the use of musicians, florists, cleaners, wedding planners, and photographers. It is the responsibility of the requestor to make appropriate arrangements to negotiate with the persons providing such services.

e. Chapel keys are maintained and signed for through the Chapel NCOIC. Keys will only be signed out to a Chaplain or his/her appointed/assigned Chaplain Assistant (or equivalent) working a specific event or ceremony.

f. All users are expected to cooperate in keeping the facilities clean and ready for the following service or group. Clean up requirements and expectations are contained on the request form. Please, read and understand it before you make any reservations. Users are invited to send comments and suggestions on the Interactive Customer Evaluation (ICE) http://ice.disa.mil/index.cfm?fa=ice_main&unavailable=1

g. Failure to return rooms to their original set-up, clean Chapel facilities, or secure Chapel facilities may result in denial of future use of Chapel facilities until the requestor/user demonstrates they can comply with these procedures.

8. The proponent for this regulation is the Garrison Chaplain's Office, 301 677-6703.

///original signed///
STEPHEN PRATEL
Chaplain (LTC) USA
Garrison Chaplain

Enclosures

1) Chapel Facility Request Form

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REQUEST FOR USE OF CHAPEL FACILITY

Date Required By the Privacy Act of 1974 (U.S.C 552a) Revised: 19 November 2014

AUTHORITY: 51 U.S.C., Section 301

PRINCIPAL PURPOSES (s): Use of Chapel Facility

ROUTINE USES: None Authorized

DISCLOSURE: Information is voluntary; however, Chapel facility may not be made available if information is not provided. In approving this request, the sponsoring chaplain affirms the event listed below is supported by the CMRP (Command Master Religious Program) AR 165-1, or other regulations pertaining to mission support activities. Only those activities or events as described herein are eligible for the allocation of chapel resources. The physical presence of the Sponsoring Chaplain, or their Assistant, is required throughout the duration of any and all events. Prior to any event a facility usage requests must be processed; approved, signed and properly filed in the Argonne Hills Chapel Center Office. The RSO does not accept or entertain telephonically or electronically generated requests.

To reserve the chapel for wedding usage, requestors must schedule an appointment with the Family Life or their Sponsoring Chaplain. Memorial Ceremonies/Services and other Command-Sponsored activities have priority and may replace/bump previously scheduled events. A reservation does not guarantee chapel usage and availability. The Religious Support Office (RSO) will work to honor your request. However, please know and understand priority usage is situation dependent. Wedding and Event Planners need beware cancellations could come with little or no notice. The RSO strongly suggests you consider an alternative plan in the unlikely event of cancellation. The RSO does not promise, imply or extend 100% reservation assurance.

Sponsoring Chaplain's Approval: _____ **Date:** _____

(PRINT AND SIGN)

(Sponsoring Chaplain must sign before this sheet is turned in at Argonne Hills Chapel Center Office)

(PLEASE PRINT)

TURN-IN DATE of APPLICATION: _____

(DAY) (MONTH) (YEAR) (TIME) (CLERK's INITIALS)

NAME OF

REQUESTER: _____

EMAIL: _____

PHONE: _____

(WORK)

(HOME/CELL)

Description of Event (explain in detail):

GROUP: Catholic Community: Post Chapel: ___ Chapel Center: ___ Cavalry Chapel: ___

Cavalry Chapel Protestant: ___ Post Chapel Protestant: ___ Chapel Center Protestant Gospel: ___

Liturgical: ___ Apostolic ___ Jewish: ___ Muslim: ___ Other Organization: _____

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LOCATION OF ROOMS & CAPACITY

(circle requested location)

CHAPEL CENTER

Sanctuary ___ Seminar Room ___ Fellowship Hall ___ Kitchen ___
Class Room Adults ___ Class Room Children ___

MAIN POST CHAPEL

Sanctuary ___ Social Hall ___ Fellowship Hall ___ Kitchen ___

CAVALRY CHAPEL

Sanctuary ___ Social Hall (Back Wing) Fellowship Hall ___ Kitchen ___

DATE OF SINGLE EVENT: _____

TIME OF EVENT: START TIME: _____ **END TIME:** _____

AMOUNT OF ATTENDEES: _____

EQUIPMENT REQUESTED: _____

FOR RECURRING EVENTS ONLY: MUST SUBMIT QUARTERLY (BASED OFF FISCAL YEAR)

QUARTER 1ST Oct-Dec ___ **2ND Jan-Mar** ___ **3RD Apr-Jun** ___ **4TH Jul-Sep** ___

FREQUENCY OF EVENT _____

DATES OF EVENT:

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

TIME OF EVENT: START TIME: _____ **END TIME:** _____

STAFF NOTES

Official RSO Approval: _____ Date: _____
(PRINT AND SIGN)

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USER RESPONSIBILITIES

All chapel facilities are designated as non-smoking and alcohol free areas.

Eating and drinking are reserved ONLY for the fellowship hall and seminar room areas.

A responsible adult must accompany children under age 12 while in the chapel facility.

The copy machine is for chapel staff use only.

During regular office hours, only emergency messages will be passed on to users of chapel facilities.

You are ONLY allowed to use the room (s) requested.

CHILD WATCHCARE PROGRAM

Child Watchcare is provided for chapel sponsored groups and activities only (i.e., Worship, Sunday School, PWOC, etc.). Child Watchcare must be coordinated through the Chapel Watchcare Coordinator by filling out the request form and placing it in the Watchcare Coordinator's box. She will then confirm the scheduling and use of the nursery in any building. Parents must be on the premises in order to use watchcare.

Children for NON-CHAPEL GROUPS must be coordinated through the Chapel Watchcare Coordinator for use of the nursery, but actual childcare is contracted with Child Development Services. Supplemental Program Services Director or Short Term Alternate Child Care by calling (301) 677-7712. Outside groups must provide their own refreshment supplies, audio-visual equipment, diapers, wipes, cleaning supplies and all other support resources.

CLEAN UP REQUIREMENTS:

All utilized areas must be clean after use. Floors must be vacuumed or swept. Contact the NCOIC for information on location of cleaning supplies.

All trash must be removed from the building and taken out to the dumpster in the back parking lot.

All rooms must be returned to the original furniture configuration. See diagram posted in each room for exact requirements.

Kitchen: If the kitchen is used, supplies and utensils must be returned to their original storage areas and the kitchen thoroughly cleansed. You are asked to bring your own towels rather than rely upon the availability of chapel resources. But if chapel towels are used, then hang them up to dry. The kitchen may be locked unless you specifically request to use it.

Complete checklist and turn in to RSO staff.

SECURITY: When You Are The Last In The Building!

You are required to do the following:

Check to see that all electrical equipment is turned off (coffee pot, etc.).

Check all doors and lock all doors.

Check all lights, to include bathrooms, and turn them off.

Sign the security checklist sheet SF701

Chapel activities take precedence in scheduling chapel space. Memorial Ceremonies/Services and other command sponsored Activities such as religious services, may replace previously scheduled events. Non-compliance with the above items will result in a warning to the user to take corrective actions. If non-compliance persists after warning, **TERMINATION** of use of the chapel facility will occur.

Requestor's Statement: I have read the above USER RESPONSIBILITIES and agree to adhere to them.

Signature of Requestor: _____ Date _____

(PRINT AND SIGN)

(Original for the office files: Photocopy to requestor)