



DEPARTMENT OF THE NAVY
U. S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
FPO AE 09622-0001

NAVSUPPACTNAPLESINST 1730.1Q
N00/N00R
12 Jun 25

NAVSUPPACT NAPLES INSTRUCTION 1730.1Q

From: Commanding Officer, U.S. Naval Support Activity Naples, Italy

Subj: NAVSUPPACT NAPLES CHAPEL FACILITY USAGE

Ref: (a) SECNAVINST 1730.7E
(b) OPNAV 1730.1F
(c) OPNAV 1700.9E CH-1
(d) CNICINST 1730.2A
(e) NAVSUPPACTINST 1754.7C

Encl: (1) Guidelines for Using Chapel Facilities
(2) Chapel Facility Usage Request QR Code
(3) Chaplain Support Request QR Code
(4) NSA Naples Chapel Furniture Usage Agreement
(5) Map of Capo Chapel
(6) Map of Support Site Chapel
(7) Equipment Inventory

1. Purpose. To issue policy and procedures for the use of the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Chapel Center per references (a) through (e).

2. Cancellation. NAVSUPPACTNAPLESINST 1730.1P

3. Policy. Chapel facilities on NAVSUPPACT Naples installations support the Command Religious Program (CRP). Per references (a) through (d), chapel facility usage policy and guidelines are established to facilitate the delivery of religious ministry programs and support the free exercise of religion for authorized users. Consistent and fair application of these policies and guidelines serves to promote good stewardship of chapel resources and benefits the entire NAVSUPPACT Naples community.

4. Scheduling Chapel Facilities

a. Chapel facilities are reserved foremost for regularly scheduled CRP divine services, pastoral care, religious education, special religious services or ceremonies, and CRP-sponsored events.

b. Chapel facilities may be reserved to support command functions, command-approved community groups, and other approved activities so long as it will not interfere with regularly

scheduled CRP events. Guidelines for use of Chapel facilities can be found in Enclosure (1), and requests for reservations should be submitted with the approved facility usage request form using the QR code found in Enclosure (2).

c. Order of priority for scheduling chapel facilities:

- (1) Divine services
- (2) Pastoral care
- (3) Religious education
- (4) Special religious services or ceremonies
- (5) CRP-sponsored events
- (6) Command functions
- (7) Command-approved community group events

d. Emergent events (e.g. Command Functions or Memorial Services) which have a higher priority may conflict with previously approved reservations. The CRP facility manager will coordinate with the relevant stake holders to achieve a mutually agreeable outcome. In the event that the scheduling conflict cannot be resolved, the CRP facility manager will make a recommendation to the command chaplain, who will make the final decision. In the case that an event must be cancelled vice postponed, the CRP facility manager will notify the applicant. The applicant will be responsible to find a suitable alternative space.

e. Use of a chapel space does not imply chaplain participation. Requests for the services of a chaplain, civilian religious ministry professional, or other military or civil official in support of any special religious or non-religious ceremony or event is distinctly separate from the chapel usage arrangements.

(1) Requests for the services of an active duty chaplain assigned to NAVSUPPACT Naples, should be submitted to the Command Chaplain using enclosure (2).

(2) All other arrangements should be made directly with the chaplain, civilian religious ministry professional or other official concerned.

f. The Command Chaplain may approve civilian clergy to conduct special religious services in the chapel facilities.

5. Requirements and Prohibitions. The guidelines for using chapel facilities are contained in Enclosure (1). Applicants must review, consent by signature, and comply with these guidelines to ensure safety and good stewardship of chapel spaces with the submission of the facility usage request in Enclosure (2).

- a. Chapel facilities will not normally be authorized for personal use (e.g. birthday party, wedding reception) or to host overnight events (e.g. youth lock-ins).
- b. Assets contained within the Religious Ministries Department (specifically, chairs, tables, and audio/visual equipment) may not be loaned or borrowed without the written consent of the Command Chaplain using enclosure (4).

6. Action

- a. Eligible persons or groups who wish to reserve a chapel space or to request chaplain support should complete enclosures (1), (2), and (3) as applicable.
- b. Requests for use of Religious Ministries Department facilities should be forwarded to the CRP facility manager at the chapel office where the applicant intends to plan an event. All requests will be returned as “Approved” or “Disapproved” within three working days. It is the responsibility of the applicant to verify the status of the reservation request.
- c. In the event a request is denied by the Command Chaplain, the applicant may appeal the decision in writing to the Commanding Officer (CO) within five calendar days.

7. Forms. All forms mentioned in this instruction may be obtained from scanning the QR code or visiting NAVSUPPACT Naples chapel offices at Capodichino or the Support Site in Gricignano.

8. Terms

- a. Chapel Spaces. The fellowship halls, kitchens, classrooms, adjacent patios, hallways, bathrooms, nursery, “cry rooms”, entryways, storage rooms, stairways, stairwells, Gricignano Support Site Clock Tower, worship centers and adjacent walkways in the Capodichino Chapel (Building 453) and Support Site Chapel (Building 2072) complexes.
- b. Eligible Persons. Active duty military personnel and their authorized dependent family members, members of reserve components on active duty, retired personnel as well as Department of Defense personnel and their command-sponsored family members.
- c. Private Organizations. Organizations listed as recognized groups on record with the NAVSUPPACT Naples, Staff Judge Advocate per reference (e).
- d. Special Religious Services or Ceremonies. Weddings, funerals, memorial services, bat/bar mitzvahs, confirmations, and other ordinances or sacramental rites pertaining to recognized religious faith groups.
- e. Guests. Persons attending functions who do not hold uniformed service identification or a privilege card, and authorized civilian personnel and their families.

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9. Questions pertaining to this instruction should be directed to the facility manager at COMM: 081-568-3539, DSN: 626-3539 (Capodichino) or COMM: 081-811-4600, DSN: 629-4600 (Support Site). Requests for exceptions to policy may be submitted in writing to the CO, NAVSUPPACT Naples, via the Command Chaplain.

10. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

11. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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Releasability and distribution:

NAVSUPPACTNAPLESINST 5216.4DD

Lists: I through IV

Electronic via NAVSUPPACT Naples website:

<https://cnreurfcent.cniv.navy.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

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Guidelines for Using Chapel Facilities

1. General Facilities Use. The chapel facilities are U.S. Government spaces which support the U.S. Naval Support Activity, Naples, Italy, Command Religious Program. These facilities can also serve to support the broader community when availability, purpose, and prior approval are properly coordinated. The use of chapel facilities is a privilege, which may be revoked if these guidelines are not followed.

a. Authorized users are responsible for bringing all equipment, materials, and supplies (i.e. paper to make copies, staplers, and markers) required for their event. Users may use chapel tables and chairs within the perimeter of the chapel complex with prior approval from the facility manager.

b. Users are responsible for setting up the space before the event and restoring it to its original configuration afterward.

c. Users will ensure that chapel furnishings are properly handled at all times. In case of damage, users will report it immediately to the chapel staff for proper assessment.

d. Users shall clean the spaces after their scheduled event.

(1) Cleaning equipment and materials are available from the Command Religious Program.

(2) At a minimum, erase all writings on the whiteboards, empty trash, wipe-down tables and/or chairs, and sweep or otherwise clean floors marked or soiled during their use.

e. Users shall not attach anything to any chapel furniture, walls, doors, or equipment. This includes the use of tape or thumbtacks as it results in damage to the walls. Remove all decorations immediately after the service and return the room to its standard configuration when concluding scheduled use of the chapel spaces.

f. Users shall not access the vestry, sound room, or musical equipment without expressed permission of the facility manager.

2. Lock Box

a. Those reserving a chapel space to be used after regular working hours, weekends or holidays, will agree to terms stated on the facility usage agreement and be given the lock box code for the event.

b. Users shall not duplicate keys to chapel facilities, reveal the lock box code, or allow other persons access for any reason.

3. Safety with Children. Users will not leave children unattended by an adult in any space. Users abide by supervision of children requirements outlined in reference (e).

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4. Food and Drinks

a. Do not bring food or drinks into any chapel space except the fellowship halls and kitchens. No food may be left in the facility following an event. Users will ensure that all trash cans are emptied and trash can liners are replaced.

b. Certain kitchen appliances in the Support Site kitchen require hands-on training. Users will consult the chapel staff to identify which appliances require instruction and will receive instruction provided by them. Users will ensure that only properly trained personnel will operate these appliances.

c. Do not smoke or drink alcoholic beverages in chapel spaces. An exception is granted for the consumption of sacramental wine during religious services.

5. Weapons. Weapons of all kinds are barred from chapel facilities with exceptions to those which may be used in an official capacity by a member of a color guard during official ceremonies and those required of service members under arms in a duty capacity. Additional exceptions may be granted by the Command Chaplain.

6. Weddings

a. Weddings may be scheduled in chapel facilities.

b. Requests for an active duty chaplain assigned to NAVSUPPACT Naples to support a wedding as officiant should be submitted to the Command Chaplain using Enclosure (3).

c. Under reference (a), military chaplains are authorized to perform religious ceremonies “according to the manner and forms” of their endorsing religious organizations. Users should consult with available chaplains regarding chaplain support prior to planning their event.

d. All flowers, flower stands, and decorations must be removed immediately after the wedding.

e. Throwing rice, bird seed, confetti or other similar items is not authorized.

f. Arrangements for base access for all guests and personal service providers (e.g. musicians and photographers) is the responsibility of the user.

g. Wedding receptions may not be scheduled in chapel facilities (including fellowship halls).

7. Retirements, Reenlistments and Changes of Command

a. The chapel does not provide flags, flag stands, or ceremonial bells. Users must provide these items as desired to be included in their ceremony.

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b. The Fellowship Hall may be scheduled for a reception following a retirement, reenlistment or change of command ceremony using Enclosure (2).

c. Users must set up for ceremony on the day of the event and secure all materials immediately thereafter returning the chapel facility to its standard configuration.

d. Do not attach tape, nails, staples, or tacks to any chapel furniture, walls, doors, windows, or equipment.

8. User consent and agreement: I AGREE AND WILL COMPLY WITH THE ABOVE REQUIREMENTS.

Name

Signature

Date

CHAPEL FACILITY USAGE REQUEST QR CODE



<https://forms.osi.apps.mil/r/Hr4V23pgM9>

CHAPLAIN SUPPORT REQUEST QR CODE

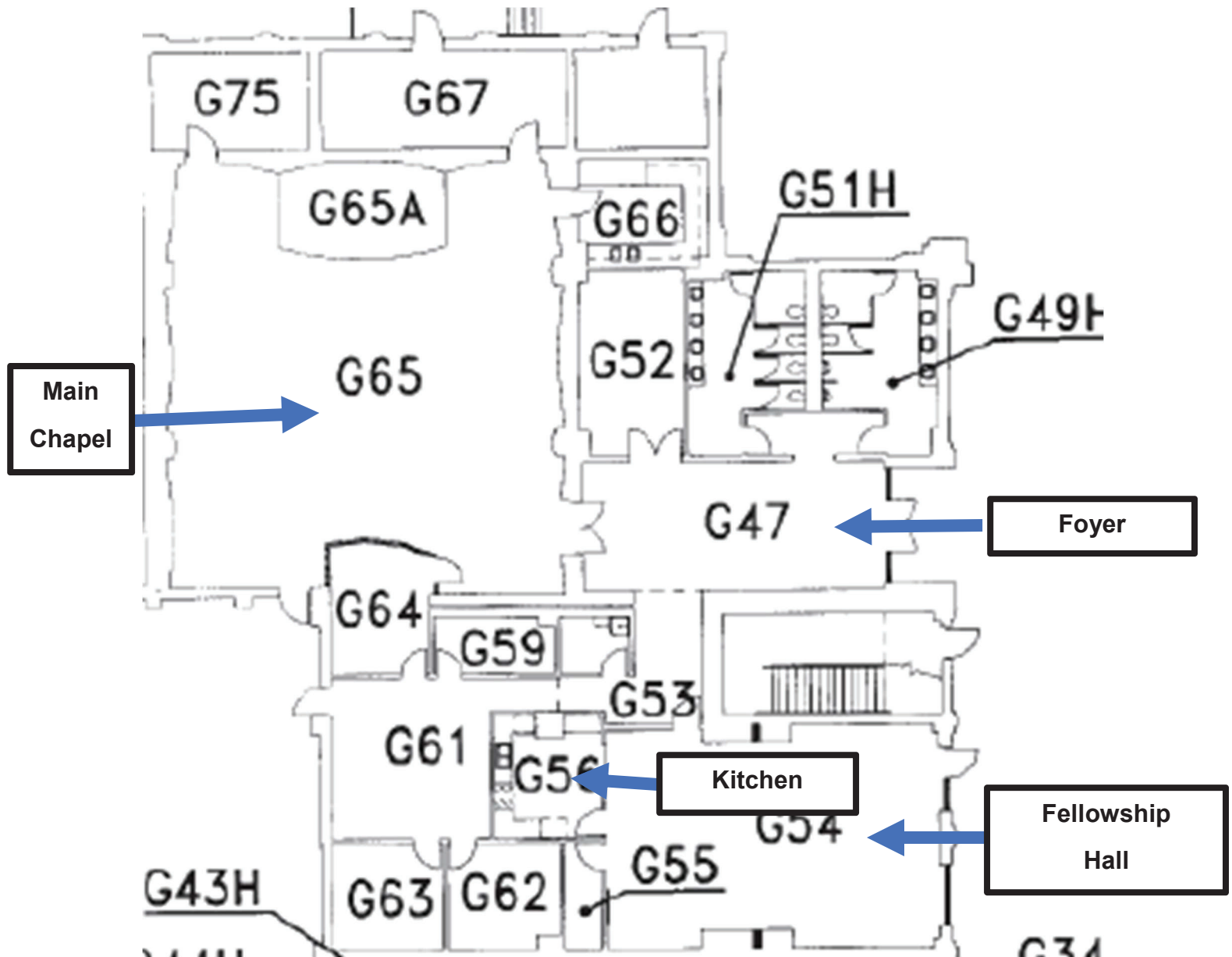


<https://forms.osi.apps.mil/r/e7Kjx8hhcG>

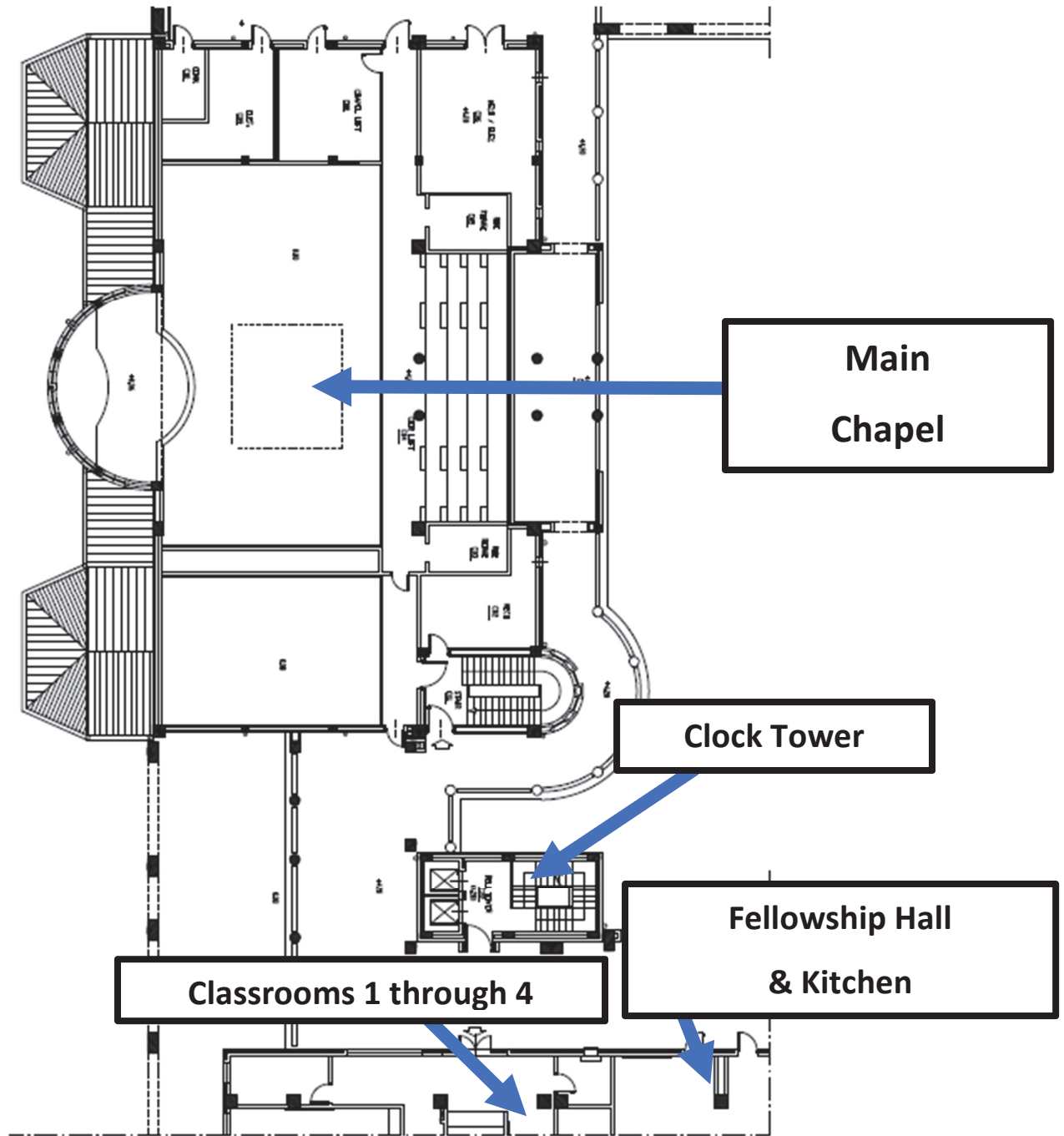
NSA Naples Chapel Furniture Usage Agreement

NSA Naples Chapel			
Furniture Usage			
POC Name:		Rate/Rank:	
Email:		DSN/COMM:	
Phone Number:		Today's Date:	
Command/Organization:			
Name of Event:		Event Date:	
Additional Comments:			
Agreement for Furniture Usage			
<u>Initial</u>	<u>Requirement</u>		
	The facilities and furniture available to me are government property and		
	unauthorized use may result in criminal prosecution or UCMJ violation.		
	I understand abuse or misuse to this agreement will result in loss of privilege.		
	If items are declared missing from facilities within the period of usage, this agreement		
	may bind the user to appropriate administrative or punitive action.		
	I agree to ensure only authorized patrons are permitted to use the furniture and		
	I will not lend, donate, or give the furniture to those who are not authorized.		
	I understand that if someone other than the person who requested the furniture has		
	such access, that this agreement may also bind the user to appropriate administrative		
	punitive action.		
	I understand that any furniture lent out will be returned on the following business day		
	of the authorized period or event.		
	I understand that upon receiving the furniture, I am obligated to clean and return the		
	furniture to the original location of retrieval.		
By signing below, I verify understanding and agreement of this Furniture User Agreement.			
SIGNATURE			DATE
POLICY: <i>NAVSUPPACT NAPLES INST 1730.1Q</i>			

Capo Chapel Complex



Map of Support Site Chapel



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Equipment Inventory**SUPPORT SITE CHAPEL BLDG 2072A**

ITEMS	QUANTITY	AVAILABLE	LOCATION
FOLDING TABLES	21		FELLOWSHIP HALL (V123.2)
FOLDING CHAIR	57		FELLOWSHIP HALL (V123.2)
BROWN TABLE	4		FELLOWSHIP HALL (V123.1)
COFFEE MAKER	7		FELLOWSHIP KITCHEN (V124)
MICROWAVE	1		FELLOWSHIP KITCHEN (V124)
MICROPHONE	4		CHAPEL
MUSIC STAND	4		CHAPEL
MICROPHONE STAND	5		CHAPEL
PODIUM	4		CHAPEL
ORGAN	1		CHAPEL
PIANO	1		CHAPEL
SOUND SYSTEM	1		CHAPEL
PROJECTOR	3		CHAPEL

CAPO CHAPEL BLDG 453

ITEMS	QUANTITY	AVAILABLE	LOCATION
FOLDING TABLES	8		FELLOWSHIP HALL
CHAIRS	91		FELLOWSHIP HALL
GREEN CHAIRS	4		FELLOWSHIP HALL
GREEN TABLE	1		FELLOWSHIP HALL
BROWN TABLE	1		FELLOWSHIP HALL
GREEN CHAIRS	8		SOUNDRoom G64.1
MICROWAVE	1		OFFICE
COFFEE MAKER	2		OFFICE
PODIUM	2		CHAPEL
PIANO	2		CHAPEL
MICROPHONE	2		CHAPEL
MICROPHONE STANDS	4		CHAPEL