

**BY ORDER OF THE COMMANDER
SHAW AIR FORCE BASE**

**SHAW AIR FORCE BASE
INSTRUCTION 52-105**



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Chaplain Corps

**CHAPLAIN CORPS FACILITY
UTILIZATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFI 52-105, *Chaplain Corps Resourcing*, for managing Shaw Air Force Base Chapel facilities. This instruction provides guidance for scheduling Shaw Chapel Facilities and is applicable to all active duty military members, civilian employees and DoD cardholders. This publication applies to all Shaw AFB personnel, including tenant units. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847 from the field through the appropriate functional chain of command.

1. Overview. This instruction establishes responsibilities for the scheduling, utilization, and cleanliness of the Chapel facilities. This instruction prescribes the use of SHAWAFB Form 2, *Shaw AFB Chapel Facility Reservation Request*.

2. Roles and Responsibilities.

2.1. Wing Chaplain.

2.1.1. Maintains overall responsibility for facility usage and compliance. Acts as the final approving authority for the use of all Shaw AFB Chapel facilities. After consultation with the Superintendent/NCOIC, Chapel Operations, appoints chaplain assistants as primary and alternate facility managers and as primary and alternate facility schedulers. Chaplain assistants are delegated authority from the Wing Chaplain to make scheduling decisions regarding non-religious activities or events. The Wing Chaplain approves all religious activities/events held in a Shaw Chapel facility. This authority may be delegated to the Deputy Wing Chaplain.

2.2. Chaplains & Program Leaders.

2.2.1. Submits annual requests on SHAWAFB Form 2, *Shaw AFB Chapel Facility Reservation Request*, for recurring events NLT 1 September for the following fiscal year.

2.2.2. Advises lay leaders regarding facility usage and care.

2.2.3. Serves as a sponsor for activities in chapel facilities, as required.

2.2.4. Ensures programs follow all facility rules and guidance during each event.

2.2.5. Does not advertise any program until facility reservation is approved.

2.3. Superintendent/NCOIC, Chapel Operations.

2.3.1. Handles all violations of the Chapel Facility Request agreement.

3. Facility Utilization.

3.1. The base chapels and annex are designated primarily as places of worship and religious education including administrative and social functions which support these activities. These facilities will be used primarily for these purposes. Other agencies may use the facilities when space is available and upon approval of the Wing Chaplain and/or the NCOIC, Chapel Operations. The Shaw Chapel team manages two separate facilities: Palmetto Chapel, Bldg 912 and Friendship Chapel, Bldg 206.

3.1.1. Palmetto Chapel.

3.1.1.1. This facility has a seating capacity of 400 and its aisle length is 160 feet from the double doors to the first step in front of the altar. It provides spaces for community worship, individual meditation, pastoral counseling, spiritual support, interpersonal relationships, religious guidance and related functions. The chapel is divided into three areas: chapel sanctuary, including Blessed Sacrament Chapel, administration and offices, and Chapel Activities Room (annex). No distinctive faith group symbols will be permanently displayed in any Shaw Chapel facility with the exception of the Blessed Sacrament Room.

3.1.2. Friendship Chapel.

3.1.2.1. This facility has a seating capacity of 210 and its aisle length is 75 feet from the double doors to the altar. It provides spaces for community worship and individual meditation. No distinctive faith group symbols will be permanently displayed in this facility.

4. Authorized Use.

4.1. Facility requesters must possess a valid and current Department of Defense (DoD) Identification (ID) Card (active duty, reserves, guard, dependent, retired, or civil service), be 18 years of age, and the request must be for their use.

4.1.1. SHAWAFB Form 2 will normally be submitted in hard copy or electronically via email to the Chapel Office workflow (20FW/HC Chapel Office Workflow), or in person to the facility scheduler. Pertinent information about the event from the POC/requestor will be given to the scheduler in order to evaluate availability of facility/facilities. If information is incomplete, the request could be delayed and the request will not be approved. The request is not approved until the Chapel Facility Scheduler has signed the request form regarding non-religious activities or events or Wing Chaplain/or designee has signed the request if religious activities/events are to be held in a chapel facility.

5. Policy Use of Chapel Facilities:

5.1. The chapel sanctuary, chancel, nave and denomination specific rooms, such as the Blessed Sacrament Chapel, will be utilized solely for worship, liturgies, rites, weddings, funerals, and memorial services. The chapel sanctuary and Blessed Sacrament Chapel will not be used for secular functions. These include, but are not limited to: retirement ceremonies, promotions, or other non-religious activities that would not be reasonably construed as a worship event. A ceremonial invocation as part of a program does not constitute a religious or spiritual program.

5.1.1. The Chapel Annex may be used to support activities such as commander's calls, retirements, meetings, professional organizations, groups and unit training events. However, the Chapel Annex will not be used to host wedding receptions.

5.1.2. Worship services or similar activities not sponsored by the Shaw Chapel are not authorized without written approval from the Wing Chaplain.

6. Facility Scheduler.

6.1. If needed, provide requesters with the most current facility request form.

6.1.1. Advise requesters on the availability of their desired space before the request is submitted to minimize the possibility of scheduling conflicts.

6.1.2. May tentatively reserve any space for requesters but will not be finalized until a facility request has been approved.

6.1.3. Route submitted facility requests through the appropriate chapel individuals for approval.

6.1.4. Insert the facility request on the chapel facility calendar once the request is approved, ensuring to attach a finalized copy of the request (with all required signatures) on the calendar entry.

6.1.5. Notify requester via email (preferred) or calendar invite or phone of the status of their request upon approval or denial.

6.1.6. Only those rooms specified on the approved facility request form will be used.

6.1.7. Brief requesters concerning their responsibilities while using the chapel facility. Chapel supplies, other than trash bags and general cleaning supplies, are for the exclusive use of chapel-sponsored activities.

6.1.8. Ensure facility cipher-lock code is issued only to approved requesters.

7. Prioritization of Requests.

7.1. When de-conflicting requested space, the order of priority to be followed: regularly scheduled worship services, then funerals and memorials, then chapel-sponsored activities--examples include: chapel lay organizations, special missions, seminars, religious training programs, and assorted religious studies. Other base organizations and their requested space for events has the next level of priority.

7.1.1. While the activity may be directed toward a particular group or segment of the community, it must be open to all persons without regard to race, creed, gender, or other basis for discrimination.

8. Guidelines for Weddings/Marriage Ceremonies.

8.1. All individuals authorized to use the facility for weddings and marriages (to include vow renewals) will comply with the following guidelines. All requesters must review the Shaw Air Force Base Chapel Wedding Guidelines Pamphlet available by email or in person before submitting any documentation.

8.1.1. The bride or the groom must be active duty, reserve, or National Guard on active duty, retired, or dependent identification (ID) cardholder on the date of the wedding.

8.1.2. Since only religious services are authorized in military chapels, civil authorities (such as a Justice of the Peace) may not preside at chapel weddings.

8.1.3. If available, Air Force Chaplains may officiate at weddings. Couples who wish to have an Air Force Chaplain officiate must meet the wedding ceremony requirements of the Air Force Chaplain as determined by their religious endorser, their faith tenets, and as the chaplain's schedule permits. The wedding request will be considered tentative until the couple has completed the premarital counseling requirements of the Air Force Chaplain.

8.1.4. Roman Catholic Weddings.

8.1.4.1. Couples requesting the sacrament of marriage in the Roman Catholic Church must meet with the Shaw AFB Priest prior to submitting a SAFB Form 2 to ensure they have met all Roman Catholic Church requirements.

8.1.5. Civilian clergy/Religious leader officiant.

8.1.5.1. If the couple wishes to use their own civilian clergy/religious leader officiant, they must provide a copy of the presiding officiant's ordination/licensing religious credentials from an Armed Forces Chaplain Board-recognized religious organization along with an approved Shaw Chapel wedding coordinator name/phone number before the wedding is scheduled on the chapel calendar.

8.1.5.2. SHAWAFB Form 2, will be submitted in hard copy or electronically via email to the Chapel Office workflow box (20FW/HC Chapel Office Workflow) or in person to the facility scheduler for wedding/marriage ceremony requests.

9. Restrictions regarding Chapel Facilities use:

9.1. There will be No wedding receptions allowed in the Chapel Annex.

9.2. Alcoholic beverages will not be consumed or stored in Shaw Chapel facilities except those required for religious rites.

9.3. With the exception of sacramental elements, no food or drink items are authorized in the sanctuary.

9.4. Anytime the Sanctuary, Chancel or Nave are used, the room(s) must be returned to a neutral setting (all religious symbols removed/stored) upon completion of the religious activity.

9.5. Chapel equipment and supplies are for chapel and chapel-sponsored use. Those requesting to use chapel equipment must get authorization and training prior to use.

9.6. Only drip-less or liquid-fuel candles will be permitted during the ceremony. Nothing will be nailed, glued, or permanently affixed to the pews, altar, altar furnishings, or walls.

9.7. Couples are to respect, and not tamper with, the existing liturgical environment. Certain seasons of the year (Christmas, Lent, and Easter) dictate unique environmental settings. If couples desire to change liturgical items, they must first consult chapel staff.

9.8. Items such as rice, birdseed, and confetti will not be used inside or outside the facility.

9.9. All fees for musicians/wedding coordinator, etc., are negotiated between the couple and the musicians/wedding coordinator, and are the sole responsibility of the couple.

10. Facility User Responsibilities:

10.1. All individuals, groups, or organizations authorized to use the facility must comply with the following guidelines:

10.1.1. No revenue of funds may be generated.

10.1.2. Leftover food must be taken out of the facility; food will not be stored in the kitchen refrigerator.

10.1.3. Buildings and equipment will be left as found. They must be clean, trash cans emptied (with clean plastic liner), floors swept, lights off, doors and windows secured. All rooms must be returned to their original configuration. This includes tables, chairs and collapsible walls.

10.1.4. After ensuring no one is left in the facility, physically check to ensure that all entrance doors are locked. If another activity is taking place upon departure, ensure that the next activity leader is made aware and that they assume responsibility for securing the facility.

DANIEL T. LASICA, Colonel, USAF
Commander

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 52-105, *Chaplain Corps Resourcing*, 23 June 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

Prescribed Forms

Shaw AFB Form 2, *Shaw AFB Chapel Facility Reservation Request*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

20 FW—20th Fighter Wing

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

DoD—Department of Defense

IAW—In accordance with

NCOIC—Noncommissioned Officer In-Charge

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule