

INTRODUCTION

The information in this brochure is provided to assist you in planning your wedding. For additional info, please feel free to contact the chapel staff during normal business hours at 987-6014.

It is our policy to extend to each couple every possible courtesy and we will work with you to make your wedding as beautiful and as meaningful as possible. It is also our intent in this brochure to be clear and candid so that those who request, reserve, and use our chapel will know and understand our concerns and policies. Thus, we hope confusion or misunderstandings will be minimal. **PLEASE READ THIS BROCHURE THOROUGHLY.**

REHEARSAL/WEDDING TIME BLOCK

1. WEDDING REHEARSALS normally take about fifty minutes
2. WEDDING CEREMONIES are scheduled at two hour intervals to assure that the wedding party has adequate time for preparation, the ceremony, and photographs. Each wedding party will have access to the chapel, one hour prior to the ceremony and will vacate the chapel by the end of the two hour interval. It is imperative that this time be honored

SCHEDULING A WEDDING / REHEARSAL

1. Scheduled chapel sponsored programs have priority over requested wedding dates/times.
2. Weddings or rehearsals will not be scheduled on:
 - SUNDAYS
 - ANY FEDERAL HOLIDAY
 - ASH WEDNESDAY
 - HOLY WEEK (Palm Sunday through Easter)

(Catholic weddings will not be scheduled during Lent except in special cases)

3. The chapel is available on Fridays for wedding rehearsals and Saturdays for weddings.

ELIGIBILITY

Only valid military I.D. cardholders and their immediate family members who hold a valid I.D. card (dependents or children) are eligible to reserve the chapel and request service of a Little Rock chaplain. I.D. cardholders from other bases, branches, or retirees may use the facility but must provide their own chaplain from their base or parish.

PREMARITAL COUNSELING

Premarital counseling is mandatory when a couple is to be married by a Little Rock chaplain. Each individual chaplain has requirements or policies established by his or her denomination which dictate the minimum length of time required for pre-marital counseling.

AIR FORCE CHAPLAINS

Each wedding party is free to request for a chaplain to perform their marriage ceremony. Chaplains, however, are not obligated to perform weddings. Rather, chaplains are clergy bound by denominational requirements, dictates of conscience, and professional judgment. On occasion, a chaplain may not be able to perform a marriage due to restrictions of their denomination. However, they will assist in the most helpful way possible.

DESCRIPTION OF THE CHAPEL

The Base Chapel (Building 950) is located north of Temporary Family Lodging. It consists of three main sections. The west section has the Chapel Support Offices where staff conduct daily business. The center section is the Chapel Annex, a fellowship hall. The east section is the Sanctuary where religious worship and liturgical rites (such as weddings) are held. For those wanting a civil marriage only, no civil authority, such as a justice of the peace, etc. can perform a wedding in the chapel.

ADDRESS: 950 Arnold Drive
Little Rock AFB, AR 72099

OFFICE HOURS: Monday-Friday 0730-1630

TELEPHONE NUMBER: 501-987-6014

Little Rock AFB Chapel



*Wedding
Brochure*

SUBMISSION OF GUEST LISTS FOR BASE ENTRY

Guests not holding valid military ID cards will need permission to enter the base. The sponsor or designated military ID cardholder must coordinate guest entry with the Visitor's Center well in advance of the event to ensure guests have all required items for base entry. A military ID cardholder should be designated by the couple to help guests process the Visitor's Center on the day of the event.

For current information about base entry requirements, contact Little Rock AFB Visitor's Center at 501-987-3425.

STATE OF ARKANSAS MARRIAGE LICENSE

The marriage license **MUST** be delivered to the officiating clergy prior to the wedding. It is your responsibility to ensure that the signed license is returned to the County Records Department.

Little Rock AFB Chapel is NOT an authority on County, State or Federal legal requirements. For the most current and accurate information, please contact the appropriate civil authority.

For current information on obtaining a marriage license in Pulaski County, contact:

Pulaski Circuit/County Clerk
401 W Markham St.
Little Rock, AR 72201

(501)340-8375

MISCELLANEOUS

CANDLES: Must use dripless candles and place runners under all the candles and candelabras. The plastic runners should be of an appropriate thickness and size so that the melted wax will not melt through or fall on the carpet.

PHOTOGRAPHERS: Policies regarding photos during wedding ceremonies may vary among clergy. The photographer should consult with the officiating clergy before the service. He/she must adhere to the clergy's desires. Posed pictures may be made before or after the wedding, provided this does not exceed the wedding time block.

DECORATIONS: Any decorations are the responsibility of the couple. Decorations will not use tacks, pins, tape, or anything that will mar or damage pews, walls and/or furnishings. They must be removed immediately following the wedding.

BULLETINS: Anyone desiring bulletins or programs for their wedding must have them typed and reproduced at their own expense.

RECEPTION FACILITIES

THERE ARE NO CHAPEL FACILITIES AVAILABLE TO ACCOMMODATE WEDDING RECEPTIONS.

FEES

CHAPEL: There are no fees for the use of the chapel.

CLERGY: Chaplains are not allowed to receive honorariums. Should you choose to use the services of a civilian clergy, the honorarium fee will be negotiated between you and the individual clergy.

MUSICIAN/VOCALISTS: The fee is a private arrangement between the musician/vocalist(s) and the wedding party.

DECORATIONS, PHOTO-GRAPHERS, ETC.: are all at the expense of the wedding party.

CHAPEL ETIQUETTE

The sponsoring chaplain is the final approval authority in matters of chapel etiquette, music, picture taking, recording, and the like. It is the responsibility of the wedding party to inform all of the guests of the guidelines to insure that the sanctity of the chapel is not violated.

SAFEGARD VALUABLES: The chapel cannot be responsible for personal property.

SMOKING in or around the chapel, at chapel entrances, or on chapel grounds is prohibited.

ALCOHOLIC BEVERAGES other than the clergy's ecclesiastical wine are not allowed in military chapel facilities. Persons attempting to consume alcoholic beverages will be requested to leave the premises immediately.

FOOD: not permitted in the chapel sanctuary or any other ecclesiastical areas.

FIREARMS IN THE CHAPEL: The presence of firearms in the chapel is strictly prohibited.

ALTERATIONS: The chapel is designed and prepared for worship (weddings are liturgical rites). Alteration of the chapel area, removing or moving furniture, banners, Advent, Christmas, or Lenten decorations, etc., **IS NOT AUTHORIZED.**

THE WEDDING PARTY IS RESPONSIBLE FOR ENSURING THE INTERIOR & EXTERIOR OF CHAPEL IS LEFT CLEAN & TRASH FREE.

CANCELLATION

CANCELLATION of your wedding reservation should be telephoned **IMMEDIATELY** to the sponsoring chaplain.