

## 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.

## 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.

## 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 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.

## CIVILIAN MINISTERS

The Wing Chaplain or his representative must approve any requests for a civilian minister to officiate your wedding in the Chapel. The minister must provide a copy of their ordination credentials. They must also adhere to our wedding policy. Only licensed and religiously ordained ministers may perform wedding ceremonies in the Chapel. Civil ceremonies are not permitted.

## NON-MILITARY GUESTS

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.

## CHAPEL DESCRIPTION

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



## RECEPTION FACILITIES

RECEPTIONS ARE NOT PERMITTED IN THE CHAPEL. Be sure and confirm your chapel reservations prior to arranging for your reception.

## SCHEDULING

Weddings are normally scheduled on Saturday with a Friday rehearsal. Scheduled chapel sponsored programs have priority over requested wedding dates.

Weddings or rehearsals will not be scheduled on:

- SUNDAYS
- ANY FEDERAL HOLIDAY
- NEW YEARS EVE
- ASH WEDNESDAY
- HOLY WEEK (Palm Sunday through Easter)
- CHRISTMAS EVE
- CHRISTMAS DAY

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

The entire wedding party must be present and on time for the rehearsal. Rehearsals may be up to one hour.

## RESERVATIONS

To reserve the Chapel for your wedding, your chaplain will discuss dates and times with you. You must submit a facility request form, which will be processed with our facility manager to ensure there are no conflicts with other scheduled events. Only the chaplain who is conducting or sponsoring your wedding can approve your facility reservation.

The time for weddings must be strictly observed so that other religious rites or worship will not be inconvenienced. It is your responsibility to notify your officiating minister, the chapel staff, and other parties for changes and cancellations.

Weddings should normally be scheduled on Saturday with a Friday rehearsal, but other days and times can be coordinated with your sponsoring chaplain. Regularly scheduled Chapel activities and services have priority.

## MISCELLANEOUS

**FLOWERS:** Flowers are the responsibility of the couple. They must be removed immediately following the wedding.

**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 time does not exceed the two hour time frame allotted for the wedding.

**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.

**DECORATIONS:** Seasonal decorations are not to be removed. Decorations will be used without using tacks, pins, tape, or anything that will mar or damage pews, walls and/or furnishings. Any decorations will be set up by the wedding party and must be removed by the end of the time block.

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

The throwing of rice, confetti, seeds, etc. is PROHIBITED in or on the Chapel grounds. Please advise your wedding party and guests. Some bridal companies and party stores carry small bottles of bubbles, which may be used outside the chapel facility.

**THE WEDDING PARTY IS RESPONSIBLE FOR ENSURING THE INTERIOR & EXTERIOR OF CHAPEL IS LEFT CLEAN, SECURED & TRASH FREE AS FOUND.**

## FEES

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

**CHAPLAINS** are not allowed to receive honorariums. Should the wedding party choose to use the services of a civilian clergy, the honorarium fee will be negotiated between the wedding party and the individual clergy.

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

**FLOWERS, AISLE RUNNER, CANDLES, DECORATIONS, PHOTO-GRAPHERS, ETC.:** are all at the expense of the wedding party.

You may make a donation by check to the Chapel Tithes & Offerings Fund if desired.

## CHAPEL ETIQUETTE

The American Flag and the contents of the hymnal racks will not be removed. No special seasonal decorations will be removed.

The officiating clergy 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.

Safeguard your valuables. The chapel cannot be responsible for their potential loss.

Smoking ANYWHERE 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 religious facilities. Persons attempting to consume alcoholic beverages, will be requested to leave the premises immediately.

Food is not permitted in the chapel sanctuary or any other ecclesiastical areas.