



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 11100.7A
28/Spec Events
9 Mar 2012

USNA INSTRUCTION 11100.7A

From: Superintendent

Subj: POLICY AND INSTRUCTIONS GOVERNING THE USE OF NAVAL ACADEMY FACILITIES

Ref: (a) USNAINST 5200.7
(b) SECNAVINST 5510.36A
(c) USNAINST 1700.7
(d) NAVSUPACT ANNAPOLIS INST 5530.1C
(e) USNAINST 1730.3A
(f) USNAINST 11170.1H
(g) COMDTMIDNINST 1710.15B
(h) USNAINST 1746.1A

Encl: (1) Table 1: Multipurpose Facilities
(2) Table 2: Auditoriums and Conference Rooms
(3) Alumni Hall, Mahan Auditorium and Lobby
(4) Naval Academy Chapels
(5) Uriah P. Levy Center and Miller (Jewish) Chapel
(6) Memorial Hall
(7) Smoke Hall
(8) Chesapeake and Severn Rooms
(9) Mitscher Hall
(10) King Hall
(11) Robert Crown Sailing Center (RCSC)
(12) Dahlgren Hall
(13) Naval Academy Club (formerly Officers & Faculty Club)
(14) Armel-Leftwich Visitor Center
(15) Preble Hall (USNA Museum)
(16) Naval Academy Physical Mission (Athletic) Facilities

1. Purpose. To establish policies and procedures governing the use of United States Naval Academy (USNA) facilities.

2. Cancellation. USNA Instruction 11100.7. **This directive is a complete revision and should be reviewed in its entirety.** No special markings appear because changes are extensive. This directive also supersedes the guidance provided in USNA Instructions 5050.3A, Policy and Procedures Concerning Scheduling of Conference Involving Expenditure of Navy TAD Funds; 5720.16, Use of Naval Academy Facilities and Equipment by Non-Naval Academy Groups, Organizations and Agencies (Federal and Non-Federal); and 5910.2F, USNA Scheduling System.

3. Background. For the purposes of this Instruction, "Naval Academy facilities" refers to those facilities located on the Naval Academy grounds, as well as the Brigade Sports Complex, firearms range, golf course, rugby field, endurance course, obstacle course, and confidence course located on the North Severn Complex. Naval Academy facilities exist for the use of the Brigade of Midshipmen, faculty and staff of the Naval Academy. The Naval Academy receives thousands of requests annually to use facilities. Due to the large number of requests for use of facilities, the normal wear and tear of facility plant and equipment, and the associated demands upon the time and resources of Naval Academy personnel for support, it is essential to set forth criteria for determining eligibility for the use of all Naval

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Academy facilities. Requests for the use of Naval Academy facilities will be considered pursuant to the criteria established by this instruction.

4. Discussion. Current regulations stipulate that all activities occurring at the Naval Academy should support the mission of developing and training Midshipmen. A variety of tangible and intangible factors must be considered when evaluating the degree to which an activity supports the mission. Other factors such as scheduling, legality, maintenance, and personnel support services also must be considered when approving or disapproving such requests. It is equally important that all Naval Academy departments affected by, and having cognizance over, facilities be afforded the opportunity to endorse requests and make recommendations to the Superintendent, who is the final approval authority for all events involving the use of Naval Academy facilities. Specific guidance for the use of Naval Academy facilities is delineated in enclosures (1) through (16) of this instruction.

5. Eligibility

a. Naval Academy Midshipmen, Faculty, and Staff. Midshipmen and personnel assigned to the Naval Academy, including military and civilian faculty and staff, are authorized to use most Naval Academy facilities for official functions in the execution of their duties. The Superintendent, Commandant of Midshipmen, Academic Dean and Provost (in the case of academic buildings, classrooms and labs), Athletic Director (in the case of athletic facilities and fields), and Dean of Admissions will have scheduling priority.

b. Naval Support Activity (NSA) Annapolis and Naval Health Clinic (NHC) Annapolis personnel. Personnel assigned to NSA Annapolis and NHC Annapolis are authorized to use most Naval Academy facilities for official functions in the execution of their duties on a not-to-interfere basis. Requests to use Naval Academy facilities must be submitted via e-mail to the Director, Office of Special Events, at specialevents@usna.edu for review and, when appropriate, approval by the Superintendent.

c. U.S. Naval Academy Alumni Association and Foundation

(1) Reunion Events. The USNA Alumni Association and Foundation are eligible to conduct class reunion activities on a not-to-interfere basis. The Alumni Association Reunion Coordinator should submit all class reunion requests no earlier than ten months and no later than one month before commencement of reunion activities to specialevents@usna.edu.

(a) Standard Reunion Requests: The "standard package" for reunions as approved by the Superintendent is described in reference (a). Standard requests will be held as tentative on the USNA Master Schedule until the Master Schedule is approved by the Superintendent. The Alumni Association Reunion Coordinator may tentatively reserve the requested Naval Academy facilities for standard events with the facility managers prior to receiving formal approval through the Office of Special Events.

(b) Non-Standard Reunion Requests: Non-standard reunion requests require a formal request sent to the Superintendent for approval through the Office of Special Events. These requests must be submitted via e-mail to the Director, Office of Special Events at specialevents@usna.edu on the same timeline as the standard requests.

The following precedence is assigned for class reunion events in Naval Academy facilities:

- (a) The class celebrating its 50th reunion.
- (b) The class celebrating its 55th or higher reunion (60th, 65th, etc.).
- (c) The class celebrating its 40th reunion.
- (d) The class celebrating its 30th reunion.
- (e) The class celebrating its 25th reunion.
- (f) The class celebrating its 20th reunion.
- (g) Other classes will be assigned on a first-come, first-serve basis.

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(2) Non-Reunion Events. All other U. S. Naval Academy Alumni Association and Foundation requests for Naval Academy Facilities will be considered on a case-by-case, not-to-interfere basis. These requests must be submitted via e-mail to the Director, Office of Special Events at specialevents@usna.edu. USNA Alumni Association and Foundation officials may tentatively reserve Naval Academy facilities with the appropriate facility managers prior to receiving formal approval through the Office of Special Events.

d. Non-Naval Academy Personnel, Groups, Organizations, and Agencies. Non-Naval Academy personnel, groups, organizations and agencies desiring to use Naval Academy facilities are required to submit a request to the Director, Office of Special Events, at specialevents@usna.edu for review and, when appropriate, approval for special exception by the Superintendent, unless indicated otherwise in enclosures (1) through (16). Enclosures (1) through (16) contain specific facility requirements in addition to the following guidelines:

(1) The use of Naval Academy facilities must support the mission of USNA or provide significant benefit to the Brigade of Midshipmen.

(2) A Midshipman or Naval Academy complex faculty or staff member must sponsor the requested activity to ensure proper coordination.

(3) Commercial use is not authorized except by special exception and approval by the Superintendent.

(4) Community relations events that add to the good working relationships between USNA and the Annapolis community will be considered on a case-by-case basis.

(5) Any request for the use of Naval Academy facilities that is political in nature, has potential legal implications, or could reflect negatively on the Naval Academy must be reviewed by the Staff Judge Advocate General (SJAG), Public Affairs Officer (PAO), and Director of Government Affairs (when appropriate) before forwarding to the Superintendent for consideration.

(6) Events classified SECRET or above are generally not authorized to be held in Naval Academy facilities. Rare exceptions may be made on a case-by-case basis by the Superintendent.

(7) Department of Defense requests for use of Naval Academy facilities will be considered on a case-by-case basis by the Superintendent.

e. Individual Alumni. Alumni are eligible to conduct retirement ceremonies in Memorial Hall (primary location) and the Dahlgren Class of '53 Reception Area (secondary location). Other facilities may be approved on a case-by-case basis by the Superintendent through the Office of Special Events.

f. Eligibility for Use of Athletic Facilities. Naval Academy athletic facilities exist for the use of Midshipmen for training, physical education classes, intercollegiate athletics, contests, and recreation. Facility use by non-Midshipmen is a privilege granted to qualifying groups and individuals on a not-to-interfere with Midshipmen basis. Midshipmen have priority at all times. If a conflict should arise, any and all athletic equipment, weight machines, courts, and playing fields shall be yielded to Midshipmen. Physical Education instructors and coaches shall also be given priority in the execution of their duties.

(1) Group Use. Groups desiring to use Naval Academy athletic facilities shall follow procedures and policy per enclosure (16).

(2) Individual Use. Individuals eligible to use the athletic facilities must obtain an access button/wristband from the Physical Education Department (see enclosure (16)).

g. Additional Provisions of Eligibility. The fact that an organization has used Naval Academy facilities one or more times in the past does not automatically give that organization a vested right to future use.

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No use is automatically approved; a separate request must be made for each period and for each event. Organizations not complying with the conditions of use agreed upon will not be eligible for consideration of future use of facilities.

6. Policies

a. Communications Security Requirement. Events classified SECRET or above are not authorized to be held at the Naval Academy, except on a rare case-by-case basis approved by the Superintendent. When a classified event is approved by the Superintendent, the organization hosting the event will coordinate with the Naval Academy Security Manager regarding Information and Personnel Security requirements and responsibilities promulgated in reference (b).

b. Consumption and Transport of Alcoholic Beverages. All personnel will comply with the specific guidelines in reference (c), for possession, furnishing and consumption of alcoholic beverages at the Naval Academy. Alcoholic beverages will not be allowed on the Yard unless transported by Naval Academy Catering authorized vendors, Buchanan House staff, other authorized vendors, or those at least 21 years of age residing in officer or enlisted quarters on the Yard. Midshipmen are authorized to transport alcohol onto the Yard only in support of Commandant-sanctioned events and with a signed chit by the Commandant or Deputy Commandant in hand upon entry to the Yard.

c. Catering in Naval Academy Facilities

(1) The Naval Academy Business Services Division (NABSD), through its retail dining business, provides catering service to the Naval Academy as well as organizations and individuals authorized to use Naval Academy facilities for catered functions.

(2) Except for the exclusions listed below, functions within Naval Academy facilities, regardless of the sponsoring activity, will be exclusively catered by NABSD. If NABSD is unable to provide the required level of service due to previous commitments, NABSD will schedule the event and refer customers to a list of NABSD-authorized private caterers to perform catering services within Naval Academy facilities. In no case will sponsoring activities be allowed to contact private caterers directly without the prior approval of the Director of Retail Dining, NABSD. The following are excluded from this policy:

(a) Functions conducted by the Superintendent's official staff or as otherwise directed by the Superintendent at Buchanan House.

(b) Functions conducted in military housing when such events are purely private in nature and utilize personal funds.

(c) Midshipmen Food Service Division (MFSD) is authorized to cater events that directly support the Brigade of Midshipmen in the official performance of their duties or may cater events specifically approved by the Superintendent or the Commandant of Midshipmen.

(d) The Naval Academy Athletics Association (NAAA) may provide concessions through an outside vendor for athletic intercollegiate competitions at Alumni Hall and other athletic venues to include, but not limited to, Glenn Warner Soccer Facility, Max Bishop Stadium, Lejeune Hall, and Wesley Brown Field House.

(3) Reference (c) outlines the policy for the sale of alcoholic beverages in Naval Academy facilities. With the exception of MFSD for beer and wine service at Brigade events, NABSD is the sole provider for all alcoholic beverage service. In no case will private caterers be allowed to provide alcoholic beverage service at catered functions.

d. Multimedia Support Center (MSC). The MSC provides audiovisual assistance to USNA staff, faculty, and the Brigade of Midshipmen during the hours of 0730 and 1700, Monday through Friday. MSC is not contracted to provide support for outside organizations nor support in the evenings and on

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weekends. There are very few exceptions and these are stipulated by contract. Further information on the MSC can be found on their homepage at <http://intranet.usna.edu/MSC/index.html>. Service requests from USNA staff, faculty and the Brigade of Midshipmen may be submitted through the MSC Service Desk via phone at 410-293-4028, e-mail at msc@usna.edu, or by visiting the Service Desk located on the ground deck of Nimitz Library, Room G001.

e. Vehicle Access, Traffic and Parking Policy. These policies are enforced by the Naval Support Activity Annapolis Naval Security Force and are delineated in reference (d).

f. Tents on Naval Academy Grounds Other Than Base Housing. In general, large, personal tents for individual use are prohibited on Naval Academy grounds with the exception of base housing. Public Works may provide a tent in support of an official USNA function when approved through a faculty or staff member's chain of command. Non-faculty or staff tent requests should be vetted through the Office of Special Events for approval by the Superintendent and scheduling, as described in reference (a). Upon approval, the requester must notify Public Works (410-293-4594) five days in advance to provide utility markings.

7. Action

a. Requester. Personnel assigned to or associated with the Naval Academy shall be familiar with this instruction and abide by its guidelines in seeking use of Naval Academy facilities. Outside requesters may seek guidance from the Office of Special Events at specialevents@usna.edu.

b. Superintendent. The Superintendent is the final approval authority for all events and requests involving the use of Naval Academy facilities and equipment by non-Naval Academy groups.

c. Office of Special Events. The Office of Special Events is the central point of contact for all outside requests for visits, VIP tours, and many other events. By direction of the Superintendent, the Director of Special Events has the authority to gather input from other Naval Academy departments and to assess whether a request should be supported on the Yard. If necessary, the Director of Special Events will obtain Superintendent Approval for the request. Further details on what specific actions will be taken in each request scenario can be found in reference (a).

d. Master Scheduler. The Event Coordinator in the Office of Special Events maintains the USNA Master Calendar of anchor events and the Operations Report of day-to-day activities. More details about the scheduling process can be found in reference (a).

e. Facility Approval Authorities. Midshipmen, faculty, and staff may request to sponsor official events once they have been reviewed and approved through the proper Division Director or equivalent chain of command. All requests originating within the Naval Academy and not involving outside groups, organizations, and agencies may be sent directly to the appropriate facility scheduler who will grant approval once the event has been approved through the proper chain of command. Any request for use of Naval Academy facilities that is political in nature, has political implications, or could reflect negatively on the Naval Academy must be brought to the attention of the Chief of Staff prior to approval. The following are approval authorities as specified:

(1) Commandant of Midshipmen. Review requests for and endorse all events involving Midshipmen time or facilities under the cognizance of the Office of the Commandant. Those events involving Midshipmen should be jointly approved by the facility manager and the Commandant's Scheduling Officer to avoid conflicts with the overall schedule of the Brigade of Midshipmen and to ensure compliance with Midshipmen Regulations.

(2) Academic Dean and Provost. Review requests for and endorse all events involving the academic program, faculty, staff, or classrooms.

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(3) Senior Associate Athletic Director - Facilities and/or Head, Physical Education Department. Review requests for and endorse all events for use of the Physical Mission (athletic) facilities. Navy-Marine Corps Memorial Stadium is wholly owned and operated by the Naval Academy Athletic Association (NAAA), a 501(C)3 organization. All requests for use of the Stadium facilities should be made to the NAAA. Stadium facility and rental information can be found at <http://www.navysports.com/facilities/facilities-rentals.html>.

(4) President of Naval Academy Golf Association. Review requests for and endorse all events for the use of the Naval Academy Golf Course.

(5) NABSD and MFSD. Review requests and provide catering services in all Naval Academy facilities not specifically excluded in paragraph 6c.

/S/
S. S. VAHSEN
Chief of Staff

Distribution:
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Table 1: Multipurpose Facilities

BUILDING	ROOM	CAPACITY	DEPT/EXT.	FUNCTIONS
Alumni Hall	Theater ("Bob Hope Performing Arts Center")	1500	Alumni Hall Manager, 32234	Meetings and ceremonies <i>No food or drink allowed.</i>
	Lecture (includes floor)	5200		Forrestal Lectures, Award Ceremonies
	Arena (no floor)	5710		Sporting events
	Arena Floor	660 (800)		Seated buffet authorized for the annual football banquet and 50 th class reunions. Standup VIP receptions
	Bo Coppedge Dining Room	283		Receptions, standup or seated buffet, dancing, ceremonies, and meetings
	Concourse			Overflow area for Bo Coppedge Dining Room, and meetings
	Three Rehearsal Rooms	75/each		Meetings
	Ten Practice Rooms	5/each		Meetings
Armel-Leftwich Visitor Center	Lobby	300	Visitor Center Manager, 38111	Standup receptions
	2 nd Deck	75	Visitor Center Manager, 38111	Standup receptions
Physical Mission (Athletic) Indoor Facilities	Bancroft Squash Courts		Physical Mission (PM) Scheduling Officer, 35239	Squash
	Halsey Field House		PM Scheduling Officer, 35239	Track, basketball, weight rooms, and indoor turf
	Hubbard Hall		PM Scheduling Officer, 35239	Varsity Crew
	Indoor Pistol & Rifle Range		Rifle Coach, 34339	
	Lejeune Hall		PM Scheduling Officer, 35239	Swimming, wrestling
	Macdonough Hall		PM Scheduling Officer, 35239	Swimming, volleyball, gymnastics, weight rooms
	Wesley A. Brown Field House (WABFH)		PM Scheduling Officer, 35239	Basketball and volleyball courts, indoor track, indoor turf, weight room
Physical Mission (Athletic) Outdoor Facilities	Rip Miller, Farragut, Dewey, Ingram, Upper Lawrence		PM Scheduling Officer, 35239	Various
	Rugby Pitch, Throwing Area		PM Scheduling Officer, 35239	
	Hospital Point Pavilion, Barbeque, Intramural Fields		Intramural Officer, 37140	Picnic and Barbecue Area, Athletic Fields
	Obstacle Course		PM Scheduling Officer, 35239	
	Confidence Course		PM Scheduling Officer, 35239	
	Endurance Course		PM Scheduling Officer, 35239	

Table 1: Multipurpose Facilities (continued)

BUILDING	ROOM	CAPACITY	DEPT/EXT.	FUNCTIONS
Bancroft Hall	Chesapeake Room	160 (200)	MFSD Scheduling Officer, 37150	Receptions and meetings for Midshipmen and Commandant staff
	Memorial Hall	200	Commandant's Scheduling Officer, 37127	Primarily for military ceremonies
	Rotunda		Commandant's Scheduling Officer, 37127	
	Severn Room	50 (75)	MFSD Scheduling Officer, 37150	Receptions and meetings for Midshipmen and USNA personnel
	Smoke Hall	200	Commandant's Scheduling Officer, 37127	Commandant and Midshipmen activities
Chapels (for Uriah P. Levy Center, see below)	St. Andrews Chapel		Chaplain's Secretary, 31100	Religious Services & Ceremonies
	Laboon Ministry Center		Commandant's Scheduling Officer, 37127	Religious Services & Ceremonies
	All Faiths Chapel		Chaplain's Secretary, 31100	Religious Services & Ceremonies
	USNA Chapel		Chaplain's Secretary, 31100	Religious Services & Ceremonies
Dahlgren Hall	Entire Building	4,800	Dahlgren Hall 1 st LT, 32886	
	Assembly Hall Arena	970 (2,080)	Dahlgren Hall 1 st LT, 32886	Multi-purpose
	Class of '53 Reception Area	460 (986)	Dahlgren Hall 1 st LT, 32886	Receptions, standup buffet, or meetings
	Midshipmen Activities Center	100	Commandant's Scheduling Officer, 37127	Midshipmen Activities
	Seaward Lounge Area	50		Midshipmen Activities
Mahan Hall	Auditorium	797	Mahan Hall Coordinator, 32234	Retirement ceremonies, meetings and conferences No food or drink allowed.
	Lobby		Mahan Hall Coordinator, 32234	Stand-up receptions
Naval Academy Club	Leyte Gulf Room	64 (125)	Naval Academy Catering, 32897/99	Receptions, seated or standup buffet and dancing
	Midway Room	64 (75)	Naval Academy Catering, 32897/99	Receptions, seated or standup buffet and dancing
	Coral Sea Room	64 (125)	Naval Academy Catering, 32897/99	Receptions, seated or standup buffet
	Midway/Coral Sea Combo	128 (175)	Naval Academy Catering, 32897/99	Receptions, seated or standup buffet and dancing
	The Alley	100 (180)	Naval Academy Catering, 32897/99	Receptions, seated or standup buffet

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Table 1: Multipurpose Facilities (continued)

BUILDING	ROOM	CAPACITY	DEPT/EXT.	FUNCTIONS
Preble Hall (USNA Museum)	Overall	500	Museum Secretary, 35256	Standup receptions
	Theater	40	Museum Secretary, 35256	Briefs, lectures, meetings
	Conference Room	12 at table 20 overall	Museum Secretary, 35256	Meetings
Robert Crown Sailing Center	Deck	50	Deputy Director, Naval Academy Sailing, 35600	Receptions
Uriah P. Levy Center	Miller Chapel (Jewish)		Chaplain's Secretary, 31100	Religious Services, socials and meeting areas
	Stein Fellowship Hall		Commandant's Scheduling Officer, 37127	Religious Services, socials and meeting areas
	Media Room		Commandant's Scheduling Officer, 37127	Religious Services, socials and meeting areas
	Kosher Galley		Commandant's Scheduling Officer, 37127	Kosher Food Only
	2 nd Deck		Commandant's Scheduling Officer, 37127	Unrestricted use
	3 rd Deck		Officer Development, 31919	Academic Board and Honor Board Use Only

General Notes for Table 1:

1. Facilities not found in enclosures (1) or (2) must be requested on a case-by-case basis and approved by the Superintendent for those who do not meet the eligibility requirement specified in paragraph 5a.
2. The Naval Academy reserves the right to place qualified groups and organizations in the facility that best suits both the user and the Naval Academy.
3. Capacity numbers in parenthesis are for standup events. Limits are based on either physical space or fire codes.
4. Further specifics for each facility are provided in enclosures (2) through (16). The facility manager may provide additional information and directions to the requester.

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Table 2: Auditoriums and Conference Rooms

BUILDING	ROOM	CAPACITY	DEPT/EXT.	FUNCTIONS
Administrative	Superintendent's Conf Rm	25	Flag Assistant, 31512	Meetings
Bancroft	Commandant's Conf Rm	14	Commandant's Secretary, 37005	Bancroft leadership meetings
Chauvenet	100	166	Commandant's Scheduling Officer, 37127	Briefs, meetings, and conferences
	Hedrix Lab		Oceanography, 36560	
Luce Hall	Luce Planetarium	117	SEANAV Rep., 33126	Lectures
	Luce 211	15	LEL Secretary, 36008	Meetings and conferences
	Luce 301E	20	PRODEV Secretary, 36001	Meetings and conferences
	Luce 315	21	SEANAV Secretary, 36069	Meetings and conferences
Michelson	110	82	Commandant's Scheduling Officer, 37127	Briefs, meetings, and conferences
Mitscher	Laboon Center		Commandant's Scheduling Officer, 37127	
	Auditorium	559	Commandant's Scheduling Officer, 37127	Meetings, Theater
	Lobby		Commandant's Scheduling Officer, 37127	
Mahan Hall	Hart Room		HUMSS Secretary, 36300	Student lounge – special permission required for any other use
Maury Hall	Maury 226	17	W&SE Secretary, 36101	W&SE Dept Conference Room
Nimitz Library	Nimitz 227	43	Assoc. Library Director, 36903	
	Nimitz 306	28	Assoc. Library Director, 36903	
	Nimitz 214-216	14	Assoc. Library Director, 36903	Seminar Rooms
Rickover	Rickover 102	250	Commandant's Scheduling Officer, 37127	Briefs, meetings, and conferences
	Rickover 103	120	E&W Secretary, 36310	Briefs, meetings, and conferences
	Rickover 110	60	E&W Rep, 36505	Briefs, meetings, and conferences
	Rickover 301	50	E&W Secretary, 36310	Briefs, meetings, and conferences
Sampson Hall	Sampson G14	80	HUMSS Secretary, 36300	Briefs, meetings, and conferences
	Sampson 230	12	HUMSS Secretary, 36300	Briefs, meetings, and conferences
	Sampson 334	34	History Secretary, 36250	Briefs, meetings, and conferences
Ward Hall	Ward Hall G2	16	ITSD Secretary, 31400	Briefs, meetings, and conferences
Wesley A. Brown Field House (WABFH)	Meeting Rooms (2)	80	Admin Asst., 32831	Two rooms divided by partition
	Conference Room	10	Admin Asst., 32831	

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General Notes for Table 2:

1. Facilities not found in enclosures (1) or (2) must be requested on a case-by-case basis and approved by the Superintendent for those who do not meet the eligibility requirements specified in paragraph 5a. For USNA personnel only, please refer to the Academic Dean's webpage on Academic spaces.
2. The Naval Academy reserves the right to place qualified groups and organizations in the facility that best suits both the user and the Academy.
3. Further specifics for each facility are provided in enclosures (3) through (16).

ALUMNI HALL, MAHAN AUDITORIUM & LOBBY

1. The Alumni Hall Manager is charged with overall responsibility for scheduling the use of Alumni Hall, Mahan Auditorium, and Mahan Lobby. Precedence for groups using these facilities is categorized as follows:

a. The Superintendent, Commandant of Midshipmen, Academic Dean and Provost, Athletic Director, and Dean of Admissions have scheduling priority. Other groups eligible for the use of these facilities may schedule activities on a not-to-interfere basis as outlined in succeeding paragraphs.

b. Midshipmen, Staff, and Faculty. When possible, event requests are to occur on weekdays and/or during scheduled working hours when facility staff are normally scheduled to support existing mission events. Submit requests directly to the Commandant's Scheduling Officer for approval of events involving Midshipmen. In the case of Midshipmen catered events for Company dining-ins, Midshipmen are requested to contact NABSD for event planning once a date has been scheduled. Significant or anchor events (those that have an impact on the Yard or the schedule of the Brigade of Midshipmen) should be submitted via e-mail to the Office of Special Events at masterschedule@usna.edu for inclusion in the USNA Master Schedule and will be considered tentative until the Master Schedule is approved by the Superintendent. Emergent events that have a significant impact on a Naval Academy facility and/or the Brigade of Midshipmen that have not been submitted for inclusion in the Master Schedule will require prior approval from the Superintendent and should be submitted via e-mail to the Director, Office of Special Events at specialevents@usna.edu.

c. Naval Academy Alumni Association and Foundation. All events should be submitted to the Director, Office of Special Events, via e-mail to specialevents@usna.edu for review and, when appropriate, approval by the Superintendent. All requests from Alumni classes should be submitted by the Alumni Association Reunion Coordinator as liaison to the Office of Special Events, utilizing the schedule set forth in paragraph 5c of this instruction.

d. Non-Naval Academy Groups and Organizations. All events should be submitted to the Director, Office of Special Events, via e-mail to specialevents@usna.edu for review and, when appropriate, approval by the Superintendent. Event requests should occur on weekdays and/or during scheduled working hours when facility staff are scheduled to support existing mission events.

e. USNA Wedding Parties. Eligible parties should submit reception requests directly to the Alumni Hall Manager at 410-293-2234. The following schedule is requested to ensure sufficient time for coordination, review and approval:

(1) Requests for wedding receptions during the fall and spring academic semesters, and Plebe Summer must be placed no earlier than 90 days before the event date and no later than 30 days before the event date.

(2) Requests for wedding receptions during winter break and immediately following graduation until Induction Day must be placed no earlier than ten months before the event date.

(3) An approved request for a wedding reception in Alumni Hall does not constitute availability and use of USNA Chapels for the wedding ceremony.

2. Policy and Procedures

a. Eligible groups with no scheduling priority who request use of facilities (except wedding parties) must:

(1) Tentatively reserve space with the Alumni Hall Manager, 410-293-2234.

(2) Verify with Naval Academy Catering that the function can or cannot be accommodated at the Naval Academy Club or other venues under the cognizance of NABSD.

(3) Submit request to the Director, Office of Special Events, via e-mail at specialevents@usna.edu for review and, when appropriate, approval by the Superintendent. Requester will receive written authorization by email from the Office of Special Events. (*Wedding receptions are exempted from review and approval by the Office of Special Events.*)

(4) Confirm reservation with the Alumni Hall Manager, 410-293-2234, and Naval Academy Catering at catering@usna.edu.

b. Auditorium Floor. Seated banquets are only authorized for the Alumni Class 50th reunion banquet and the Navy football banquet. Standup receptions are only authorized for VIP events approved by the Superintendent.

c. NABSD and Naval Academy Catering will provide a contract to the event sponsor for all non-appropriated fund support necessary to complete the event including setup, food service, and cleaning.

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NAVAL ACADEMY CHAPELS

1. The Command Chaplain is charged with overall responsibility for scheduling the use of the Naval Academy Chapels and the John Paul Jones Crypt as well as conduct of religious services in the same. Eligibility and precedence for groups using the chapels and related facilities is categorized as follows:

a. The Naval Academy Command Religious Program gives priority to the religious needs of Midshipmen. The Navy provides some of its best chaplain role models, preachers, and worship leaders to minister to the Brigade, faculty, and staff. These chaplains are the Midshipmen's pastors, priests, and rabbis who emphasize moral development to the Midshipmen. The Naval Academy chaplains and Midshipmen share a common bond of naval service that enables the chaplains to relate to Midshipmen in worship, in the classroom, in the Hall, at sporting events, and on the Yard. Therefore, only Naval Academy chaplains shall officiate at regularly scheduled religious services. On special occasions, by invitation of the Superintendent or Command Chaplain, other chaplains or clergy may be invited to participate in services when it is deemed in the best interest of the Brigade. Religious services for the Midshipmen shall be given priority over any other use of a chapel. Where preparations for these religious services must be made prior to the actual service, these preparations shall take priority over other uses of the Chapel.

b. There shall be no restrictions governing attendance at chapel worship services in the Main Chapel, St. Andrew's Chapel, All Faiths Chapel, and the Uriah P. Levy Center and Miller Chapel. However, visitors shall not be permitted to "come and go" during worship services. With very few exceptions, the Naval Academy Chapels, due to their sacred nature, are limited to religious services or events.

c. The following persons are eligible for use of Naval Academy Chapels for weddings, baptisms, funerals, memorial services, and other religious rites of passage:

(1) Weddings. See reference (e).

(2) Baptisms or Infant/Child Dedications

(a) Naval Academy Midshipmen.

(b) Naval Academy Alumni and their children.

(c) Uniformed staff assigned to the Annapolis complex and their dependents.

(d) Civilian staff and faculty members who are regular congregants of a Naval Academy Chapel. "Regular congregant" is defined by the respective chapel pastor.

(3) Funerals

(a) All Naval Academy graduates, their spouses and children. Sons and daughters who have completed college and who no longer domicile with parents in Annapolis and have established residences elsewhere, are not eligible.

(b) All military personnel currently assigned to the Annapolis Complex, their spouses, and children. Sons and daughters who have completed college and who no longer domicile with parents in Annapolis and have established residences elsewhere, are not eligible.

(c) Naval Academy civilian faculty members who have completed 20 years of service at the Naval Academy and are associate or honorary members of the Naval Academy Alumni Association.

(d) Persons to be interred in the Naval Academy Cemetery or inurnment at the Columbarium. Regulations regarding interment at the Cemetery and inurnment in the Columbarium are provided in reference (f). Eligibility for a funeral or memorial service in a chapel does not guarantee eligibility for burial or inurnment in the Naval Academy Cemetery/Columbarium. Catholic funeral services are normally

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conducted in the parish of the deceased. Since the Naval Academy Chapel is not a parish church, any exceptions to this policy are at the discretion of the senior Catholic chaplain.

(4) Memorial Services

(a) All persons eligible for funeral services are eligible for memorial services.

(b) Chapel memorial services may be conducted in connection with USNA class reunions and reunions for commissioned ships of the United States Navy that were engaged in action and suffered casualties in a war zone.

(5) Other Religious Rites of Passage. All persons eligible for baptisms and infant/child dedications are eligible for other religious rites, such as Bar/Bat Mitzvahs, circumcisions, and confirmations.

d. The Superintendent must authorize any exceptions to the above eligibility requirements.

2. Policy and Procedures

a. Requests for baptisms and infant/child dedications shall be made through the Chaplain's Center. The officiating chaplain shall reserve one of the chapels for the appointed date and time, conduct or facilitate appropriate instruction, and fulfill all the requirements of his/her particular religious faith group.

b. The Command Chaplain, in coordination with the Superintendent, is responsible for the Naval Academy Cemetery and Columbarium and all internments therein and shall schedule all funerals and memorial services in Naval Academy Chapels. Available times for funerals are Monday through Thursday from 0900 to 1400 and Friday from 0900 to 1100, except on holidays. Available times for memorial services are Monday through Thursday from 0900 to 1400, Friday from 0900 to 1100, and Sunday at 1300, except on holidays.

c. Eligibility for use of a Naval Academy Chapel does not obligate a Naval Academy chaplain to officiate at the service.

d. The Command Religious Program shall not be responsible for preparing, ordering, or printing programs or bulletins for weddings, funerals, memorial services, baptisms, or any other special chapel event other than regularly scheduled religious services. The Command Religious Program will advise families, as feasible, regarding programs or bulletins.

e. No ceremonies are authorized in the Crypt.

URIAH P. LEVY CENTER AND MILLER (JEWISH) CHAPEL

1. All activities at the Uriah P. Levy Center and Jewish Chapel should promote the primary mission of training Midshipmen. The Superintendent via the Director, Office of Special Events, is the final approval authority for requests for non-mission related activities at the Levy Center. Activities in the Miller Chapel in particular will be limited to Jewish Worship services, Jewish religious observances and ceremonies and other appropriate activities as determined by the Academy Jewish Chaplain in consultation with the Command Chaplain.

2. Eligibility. Due to the singular nature of the Uriah P. Levy Jewish Chapel and its inception through private funding, religious activities in the Miller Chapel will be limited to individuals of the Jewish faith. In addition to the faith requirement, the following persons are eligible to use the Uriah P. Levy Center and Jewish Chapel.

a. Bar and Bat Mitzvah, Funerals and other Religious Rites of Passage

(1) All Jewish Naval Academy Alumni, their Jewish spouses and children. Sons and daughters who have completed college and who no longer domicile with parents and have established residences elsewhere, are not eligible.

(2) All Jewish military personnel currently assigned to the Annapolis Complex, their Jewish spouses, and children. Sons and daughters who have completed college and who no longer domicile with parents in Annapolis and have established residences elsewhere, are not eligible.

(3) Naval Academy Jewish civilian faculty members who have completed 20 years of service at the Naval Academy and are associate or honorary members of the Naval Academy Alumni Association are eligible.

(4) The Command Chaplain must authorize any exceptions to the above eligibility requirements.

Note: Eligibility for a funeral or memorial service in a chapel does not guarantee eligibility for burial or inurnment in the Naval Academy Cemetery/Columbarium.

b. Memorial Services

(1) Only persons eligible for funeral services are eligible for memorial services.

(2) Chapel memorial services may be conducted in connection with USNA class reunions and reunions for commissioned ships of the United States Navy that were engaged in action and suffered casualties in a war zone. These memorial services are to be conducted by the Naval Academy Jewish Chaplain.

c. Weddings

(1) Only Jewish weddings will be permitted in the Miller Chapel.

(2) If previously married, must have kosher Get (Jewish writ of divorce) in-hand.

(3) Only a duly ordained rabbi can officiate at weddings in the Miller Chapel.

(4) No weddings can take place on the Sabbath or during Jewish holy days.

5. Policy

a. The Naval Academy Command Religious Program gives priority to the religious needs of the Midshipmen. Only Naval Academy chaplains shall officiate at regularly scheduled religious services. On special occasions, by invitation of the Superintendent or Command Chaplain, other chaplains or clergy

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may be invited to participate in services when deemed in the best interest of the Brigade. Religious services for the Midshipmen shall be given priority over any other use of a chapel. Preparations for these religious services shall take priority over other uses of the Chapel. The Naval Academy will give priority for scheduling and use of the Fred Stein Fellowship Hall to Jewish Midshipmen and their guests.

b. There shall be no restrictions governing attendance at chapel worship services in the Uriah P. Levy Center and Jewish Chapel. However, visitors shall not be permitted to "come and go" during worship services.

c. All rooms on the 2nd floor of the Uriah P. Levy Center and Jewish Chapel have unrestricted use except for the Miller Jewish Chapel, the Fred Stein Fellowship Hall, the Class of 1963 Media Room and the Kosher Galley. The kosher kitchen in the Fellowship Hall is intended specifically to be a kosher kitchen and it should not be used by anyone for any purpose that would violate that principle. The Jewish Chaplain will provide guidance for the range of activities that will be acceptable in these four spaces.

d. Use of the Miller Chapel and Fred Stein Fellowship Hall shall be limited to Jewish religious practices and as a center for Jewish based learning, respectively.

6. Action

a. Facility Requests by USNA Personnel for the use of the Miller Chapel, Fred Stein Fellowship Hall and Class of 1963 Media room will be made through the Chaplains Center for approval by the Jewish Chaplain and the Command Chaplain.

b. All non-mission related requests for use of the Miller Chapel, Fred Stein Fellowship Hall and Class of 1963 Media room must be submitted via e-mail to the Director, Office of Special Events, at specialevents@usna.edu for review and, when appropriate, approval by the Superintendent. The Chaplain Center will schedule and tentatively approve prior to submittal to the Director, Office of Special Events.

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MEMORIAL HALL

1. Background. Memorial Hall is accorded special status at the Naval Academy. Dedicated to the virtues of "Service, Sacrifice, and Valor," Memorial Hall is the "sanctuary of sanctuaries" where our honored dead and the unique contributions Naval Academy alumni have made to the nation are remembered.

2. Policy

a. State of Reverence. Memorial Hall is hallowed ground to alumni, Midshipmen and the nation and as such, will be held in appropriate reverence. All actions and activities, whether scheduled or unscheduled, by groups and individuals in Memorial Hall will be conducted with the degree of dignity and respect that venerates the men and women memorialized therein.

b. Eligibility to Use Memorial Hall. The unique nature of Memorial Hall and the need to strengthen the veneration in which it is held narrows eligibility for its use beyond that which applies to other sites on the Academy. Specifically, any event or function that, by its nature, celebrates the virtues of "Service, Sacrifice and Valor" will be given prime consideration. Additionally, any event held in Memorial Hall presupposes that the participants have a direct link to the Academy by virtue of alumni status, unique contributions they made to the Academy or exceptional achievement in supporting the development of the Brigade of Midshipmen. This dual test of eligibility shall be strictly enforced through the chain of command.

(1) Authorized Events in Memorial Hall. Observances, ceremonies and functions in Memorial Hall shall be limited to those that celebrate the virtues of "Service, Sacrifice and Valor." These include ceremonies for all active duty assigned to the Naval Academy complex including oaths of office, reenlistments, promotions and retirements. In general, active duty personnel assigned to USNA will be provided the standard setup for a retirement from the Superintendent's cost center. This particular honor is conferred in recognition of the unique contributions these professionals make to the development of Midshipmen. Examples of unauthorized events include retirement and promotion ceremonies for non-alumni not assigned to USNA, routine meetings of Midshipmen Extracurricular Activities (ECA's), group business meetings, team/club/company dinings-in, banquets and wedding photographs.

(2) Midshipmen Access. Memorial Hall serves as an ideal venue for reinforcing formal and informal moral and ethical development of Midshipmen. Accordingly, Midshipmen are encouraged to spend time in Memorial Hall not only as part of formal instruction, but also for personal inspiration and reflection on the actions, lives and service of those alumni who have gone before them. Moreover, Midshipmen are encouraged to share the experience of Memorial Hall with their families and friends in order to better appreciate the sacrifices and contributions of Naval Academy alumni to the nation.

(3) Alumni Access. Alumni of the U.S. Naval Academy are encouraged to spend time in Memorial Hall for personal inspiration and reflection on the actions, lives and service of those memorialized. Alumni are encouraged to share the experience of Memorial Hall with their families and friends in order to better appreciate the sacrifices and contributions of Naval Academy alumni to the nation. Schedule permitting, alumni will be provided the standard setup for a retirement from the Superintendent's cost center. Alumni who are not assigned to the USNA complex may conduct retirement ceremonies only as approved by the Superintendent via the Director, Office of Special Events. In addition, all class reunions will be allowed the standard setup for Class Memorials.

(4) Access for Families, Relatives and Friends. Families, relatives and friends of those memorialized within are encouraged to spend time in Memorial Hall for personal inspiration and reflection on the actions, lives and service of their loved ones. Access to Memorial Hall shall be granted as outlined in paragraph 3b below.

(5) Access by the General Public. Visits to Memorial Hall by the general public are encouraged in conjunction with an authorized tour group organized through the Naval Academy Visitor Center. Such visits should broaden the understanding of the sacrifices and contributions of Naval Academy alumni to

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the nation. In order to reinforce the reverence accorded Memorial Hall, tour groups will not visit Memorial Hall during preparation/set-up, conduct and clean-up of special events or functions.

c. Announcements to Set a Proper Atmosphere. At the beginning of ceremonies authorized to be held in Memorial Hall and when appropriate, the organization's Master of Ceremonies, or equivalent, should state to the attendees the following: "Memorial Hall, where we are presently located, is a place of sanctity and deep reverence for all Naval Academy alumni and those who serve here. Please bear this in mind during this event."

d. Scheduling of Ceremonies. Ceremonies may be held in Memorial Hall, Monday through Friday, 0800 to 1600. Outdoor noon meal formations are military evolutions of high interest to the visiting public. To prevent interference with outdoor noon meal formations, Memorial Hall will not be used for ceremonies or other special functions from 1130 until 1330 on days when noon meal formation is scheduled to occur outside (typically every academic day and during plebe summer). All scheduled morning functions on such days must conclude by 1130. Afternoon functions must commence no earlier than 1330 and conclude by 1600. Only rare exceptions will be made to this policy and must be approved by the Superintendent.

e. Covers. All personnel shall remove head coverings, except religious ones, in Memorial Hall.

f. Set-Up and Clean-Up. To maintain a continuous atmosphere of reverence within Memorial Hall, all special events will be planned and executed to minimize the duration and interruption caused by the event. In particular, set-up time will be limited to that reasonably required just prior to the event. Clean-up will be executed immediately following an event. The requester must contact the Bancroft Hall First Lieutenant at 410-293-7700/7701/7702, at least 30 days prior to the scheduled event to confirm exact set-up requirements. A diagram of the Memorial Hall standard set-up is included below.

g. Food Service in Memorial Hall is strictly prohibited. Events requiring food service will be scheduled in other venues at the Naval Academy. An exception is granted for the USNA Marine Birthday Cake-Cutting Ceremony with the stipulation that the cake will be served and eaten outside of Memorial Hall.

3. Action

a. State of Reverence. It is incumbent upon all Alumni, Midshipmen and personnel assigned to the Naval Academy in any capacity, by their example and action, to venerate the virtues of "Service, Sacrifice and Valor" exhibited by those men and women remembered within Memorial Hall. Accordingly, the Commandant of Midshipmen will establish procedures that ensure all authorized visitors to Memorial Hall, whether individuals or groups, are made aware of the reasons and requirements to conduct themselves in a manner commensurate with the reverence accorded such hallowed ground. The Brigade of Midshipmen watch section, the Security Office and Naval Academy security forces, as appropriate, shall ensure compliance. The Commandant's Scheduling Officer shall ensure that no events are scheduled in the Rotunda, Smoke Hall and/or Tecumseh Court that disrupt special observances, ceremonies and functions in Memorial Hall.

b. Scheduling Special Events. Scheduling of special events and functions in Memorial Hall:

(1) Naval Academy Staff and Faculty. Submit requests directly to the Commandant's Scheduling Officer at skeds@usna.edu for approval at least 30 days in advance of the desired date.

(2) U.S. Naval Academy Alumni Association and Foundation. The USNA Alumni Association and Foundation are granted permission to use Memorial Hall for authorized USNA alumni events on a not-to-interfere basis. Requests for Class Memorials should be coordinated and submitted by the Alumni Association Reunion Coordinator. All requests to use Memorial Hall should be submitted via e-mail to the Director, Office of Special Events, at specialevents@usna.edu for approval by Superintendent. The application should be submitted at least 30 days prior to event.

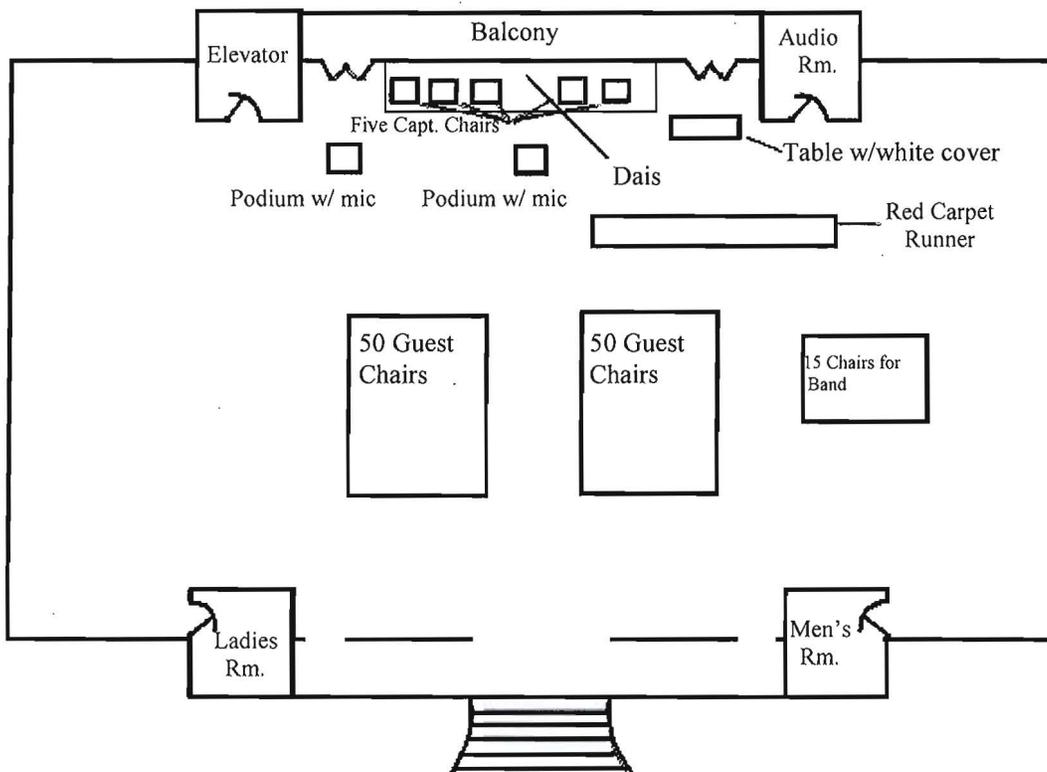
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(3) Non-USNA Complex Personnel Requests. All requests to use Memorial Hall must meet eligibility requirements delineated in this instruction. Requests for USNA Class Memorials should be submitted by the Alumni Association Reunion Coordinator. All requests should be submitted via e-mail to the Director, Office of Special Events at specialevents@usna.edu for approval by the Superintendent.

(4) When considering requests to schedule events in Memorial Hall, the Director, Office of Special Events, will follow both the policy and intent of this instruction. Where specific authorization for exceptions by the Superintendent is required by this instruction, such approval will be obtained through the Office of Special Events per reference (a).

c. Arrangement of Support. Individuals or organizations will make independent arrangements for event support to include music, Color Guard, piping ashore, photographers, etc. Any such arrangements will be done in accordance with the intent of this instruction as it pertains to the reverence and dignity required for the use of Memorial Hall. Assistance in planning military ceremonies may be obtained from the Office of Special Events via email request to specialevents@usna.edu.

MEMORIAL HALL STANDARD EVENT SETUP



Note: 50 Guest Chairs can increase to 100.

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SMOKE HALL

1. Smoke Hall is reserved for use by the Commandant and the Brigade of Midshipmen. All events in Smoke Hall must be scheduled and approved by the Commandant's Scheduling Officer and in accordance with Midshipmen Regulations.
2. Events must be set up to allow for the transit of Midshipmen to meals in King Hall. The center section of Smoke Hall must remain clear to allow transit during meal periods. All set-up requests must be forwarded to and confirmed by the Bancroft Hall First LT at 410-293-7700/7701/7702 prior to the event.
3. Either MFSD or Naval Academy Catering may cater Midshipmen events in Smoke Hall. For questions, contact the MFSD staff at 410-293-7150.
4. Only rare exceptions will be made to the policy governing Smoke Hall and must be approved by the Commandant's Operations Officer and the Director, Office of Special Events.

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CHESAPEAKE AND SEVERN ROOMS

1. Background. The Chesapeake and Severn Rooms were designed and built to be used as the premier banquet facilities for MFSD in support of the mission of the Naval Academy. Reference (g) pertains to the policy and instructions governing the use of the Chesapeake and Severn Rooms.

2. Responsibility. The Commandant of Midshipmen, through the Midshipmen Supply Officer, is charged with overall responsibility for approving use of the facility.

3. Scheduling Priority. The Chesapeake and Severn Rooms are reserved for use by the Superintendent, Commandant, and the Brigade of Midshipmen in support of the Naval Academy's mission. The Superintendent and Commandant have scheduling priority. Midshipmen, faculty, and staff of the Naval Academy may schedule activities on a not-to-interfere basis. In most instances, unique Midshipmen functions (dinings-in, award ceremonies, etc.) that require MFSD catering support will be accommodated within the Chesapeake and Severn Rooms. Requests to use the Chesapeake and Severn Rooms for events not directly involving the Brigade will be considered on a case-by-case basis and should be referred to the Director, MFSD, at 410-293-7146.

4. Policy and Procedures

a. Midshipmen, Staff and Faculty. Requests must be made by contacting the Director, MFSD, following the procedures outlined below:

(1) Eligible groups, having no scheduling priority, may request to use the Chesapeake and Severn Rooms, but must first receive authorization from the Director, MFSD.

(2) Groups utilizing either the Chesapeake or Severn Rooms must:

(a) Be aware that MFSD will provide the menu of the day according to the approved monthly cycle menu issued by the Food Services Officer.

(b) Pay the standard meal ticket price for non-members if meals are provided. Payment should be made to MFSD not later than 5 days after receiving an invoice from the MFSD accounting branch.

(c) Comply with guidelines for possession, furnishings and consumption of alcoholic beverages at the Naval Academy in accordance with reference (c).

MITSCHER HALL

1. Mitscher Hall is reserved for use by the Commandant and the Brigade of Midshipmen. All events in Mitscher Hall must be scheduled and approved by the Commandant's Scheduling Officer and in accordance with Midshipmen Regulations.
2. Only rare exceptions will be made to the policy governing Mitscher Hall and must be approved by the Commandant's Operations Officer and the Director, Office of Special Events.
3. Set up requirements must be forwarded to the Bancroft Hall 1st LT Office at 7700/7701/7702.

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KING HALL

1. Background. King Hall serves as the official Wardroom for the Brigade of Midshipmen in support of the United States Naval Academy mission.
2. Policies and procedures. Details regarding usage and fees are provided in reference (h).

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ROBERT CROWN SAILING CENTER

1. Background. The Robert Crown Sailing Center (RSCS) is co-located with the "*United States Intercollegiate Hall of Fame*" museum, and is used primarily for the mission of developing and training Midshipmen involved in the Naval Academy Sailing Program. RCSC has an outdoor deck available for receptions that can accommodate approximately 50 people.

2. Responsibility. The Director, Naval Academy Sailing is charged with overall responsibility for approving use of the facility.

3. Policies and Procedures for Use

a. Facility Use

(1) Requests for use of the RCSC deck for receptions should be made to Director, Naval Academy Sailing at 410-293-5600. Use by groups external to USNA should be coordinated with the Office of Special Events.

(2) Requested events will be scheduled and approved only on a not to interfere basis with the Naval Academy Sailing Program.

b. Catering and Setup. NABSD and Naval Academy Catering will provide a contract to the event sponsor for all support necessary to complete the events including setup, food service, and cleaning.

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DAHLGREN HALL

1. General Information on Dahlgren Usage

The Director, Naval Academy Business Services Division (NABSD), is charged with overall responsibility for Dahlgren Hall. The Dahlgren Hall Facility Manager reports to the Director, NABSD, and is responsible for the daily scheduling of various events. Precedence for groups using Dahlgren Hall is categorized as follows:

a. Priority Use. The Superintendent, Commandant of Midshipmen, Brigade of Midshipmen, faculty and staff, and other organizations and groups sponsored by one of the previous, in that order, will have scheduling priority. Midshipmen may use Dahlgren Hall in accordance with Midshipmen Regulations. Midshipmen may schedule events with the Dahlgren Hall Facility Manager once the event has been pre-approved by the Commandant's Scheduling Officer. Other groups eligible for the use of the facility may schedule activities on a not-to-interfere basis. Requests for facility use should be submitted directly to the Dahlgren Hall Facility Manager.

b. Naval Academy Alumni Classes. Alumni classes may request Dahlgren Hall for events in accordance with reference (a). Requests must be received at least 30 days in advance of the event.

c. Non-Naval Academy Groups and Organizations. Requests should be submitted to the Office of Special Events at specialevents@usna.edu or 410-293-1526 at least 30 days in advance of the event.

2. Dahlgren Hall Areas

a. Class of '53 Reception Area. The Class of '53 Reception Area (landward end second deck of Dahlgren Hall) is a designated area that is not for general public use. This reception area is primarily used for events and ceremonies of a formal and semi-formal nature, including formal evening receptions associated with special events on the Yard, retirement ceremonies, and alumni class reunions. Specially outfitted to support such functions, no food outside of official functions is allowed in this area. Furniture in this area may only be moved by Dahlgren Hall Staff or Public Works personnel. The Dahlgren Hall Facility Manager is responsible for coordinating with Public Works the specific setup and breakdown required for each scheduled event. Requests for food and beverage service in the Class of '53 Reception Area must be specifically approved by the Dahlgren Hall Facility Manager. In all cases, food set up must be on the hardwood floor and not the carpeted area. Only food and beverages provided by Naval Academy sources such as, the Superintendent's Staff, King Hall, Naval Academy Catering, or the Drydock Restaurant are to be consumed in the Class of '53 Reception Area.

b. Fremd Room. The Fremd Room (located on the second deck, landward side, left corner) is a designated formal room specifically used by the Brigade Honor Staff, the Character Development Officer, and the NABSD. As such, the Fremd Room is not normally available for use as an informal meeting area; however, the room may be scheduled for special events by the Dahlgren Hall Facility Manager at 410-293-2886 on a not-to-interfere basis. The serving and consumption of food and beverages in the Fremd Room is prohibited unless approved by the Director, NABSD, or the Dahlgren Hall Facility Manager.

c. Seaward Lounge Area. The lounge area (second deck, at the seaward end) is an informal area primarily for use by Midshipmen for meetings and working lunches. All working lunches and/or meetings involving Midshipmen must be approved by the Commandant's Scheduling Officer. Once approved, the event must be scheduled with the Dahlgren Hall Facility Manager. Non-Midshipmen meetings and working lunches may be scheduled on a not-to-interfere basis; Midshipmen have first priority up to 24 hours before the scheduled event. Food and beverage consumption is authorized in this area. In all cases, food and beverages for Midshipmen working lunches must be provided by Drydock Restaurant. Patrons are responsible for all clean up.

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d. Assembly Hall. The Assembly Hall (first deck) is available for general use by Midshipmen on a scheduled basis. In addition, it may be offered to other groups on a not-to-interfere basis. In all cases, Midshipmen activities have priority use of the floor. Assembly Hall patrons are not permitted within the Class of '53 Reception Area. Children under the age of 12 must be under adult supervision at all times.

e. Midshipmen Activities Center. For scheduling and usage eligibility, contact the Commandant's Operations Office at 410-293-7127.

3. Policy and Procedures for Use of Dahlgren Hall

a. Banquets. Banquet-type events should be scheduled at least 3 months in advance with the Office of Special Events and the Dahlgren Hall Facility Manager. The Dahlgren Hall Facility Manager will be responsible for coordinating the event setup and arranging any additional custodial requirements. The event will be catered in compliance with paragraph 6b of this instruction.

b. Eligible Groups. Eligible groups having no scheduling priority that request use of Dahlgren Hall for catered events must:

- (1) Request and receive authorization through the Office of Special Events to use Dahlgren Hall.
- (2) Schedule with the Dahlgren Hall Facility Manager.
- (3) Verify the Naval Academy Club can cater the event.

4. Procedures for Catering Events in Dahlgren Hall

a. Midshipmen. All Midshipmen events will be approved by the Commandant's Operations Office via the proper chain of command before the Midshipmen schedule the event with the Dahlgren Hall Facility Manager. During scheduling, the Midshipmen will present the approval chit.

b. Naval Academy Faculty or Staff. All are authorized to schedule events on their own and therefore should work directly with the Dahlgren Hall Facility Manager and Naval Academy Catering as appropriate. In addition, the requester and Dahlgren Hall Facility Manager should jointly ensure the event is scheduled in the WebEvents system in order for it to be properly placed on the Master Calendar.

c. Outside Groups. Once the event is approved, an outside group must coordinate catering via one of the following methods:

(1) The Office of Special Events will contact the Dahlgren Hall Facility Manager to check for space availability. Once the date is decided, the event will be scheduled on the Dahlgren calendar, Master Schedule (as applicable) and WebEvents calendar.

(2) The Office of Special Events will confirm a sponsor for the group and that sponsor will contact the Dahlgren Hall Facility Manager and Naval Academy Catering to work out the details of the event. At that time, the sponsor, Naval Academy Catering, and Dahlgren Hall Facility Manager can work together to coordinate the set-up and break-down.

d. Additional Guidance and Requirements

(1) NABSD and Naval Academy Catering will provide a contract to the event sponsor for all non-appropriated fund support necessary to complete the event, including setup, food service and cleaning.

(2) The Dahlgren Hall Facility Manager will be informed of all plans concerning Dahlgren Hall including scheduled deliveries and set-up schematics.

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(3) Under no circumstances will outside caterers be allowed to cater events within any part of the facility unless approved by the NABSD.

(4) Under no circumstances will patrons be allowed to bring outside food or beverages into the facility.

(5) Furniture will be moved only with permission and under the guidance of the Dahlgren Hall Facility Manager.

(6) Nothing will be stored in the building without the approval of the Dahlgren Hall Facility Manager.

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NAVAL ACADEMY CLUB

1. Background. The Naval Academy Club is an exclusive membership club providing a restaurant facility, banquet space and catering services for various types of events to include meetings, lunches, dinners, receptions, conferences, and Naval Academy mission-related activities. Membership inquiries, requests, and applications should be forwarded to the Naval Academy Club Membership Coordinator at 410-293-2633. Prospective members must meet the following eligibility criteria:

- a. Category 1 – All Graduates of the United States Naval Academy.
- b. Category 2 – All active duty military personnel of all services in the grade and rank of E-7 and above currently stationed at the United States Naval Academy or Naval Support Activity, Annapolis.
- c. Category 3 – All active duty military personnel of all services in the grade and rank of E-7 and above residing in the greater Annapolis-Baltimore area.
- d. Category 4 – All retired military personnel of all services in the grade and rank of E-7 and above residing in the greater Annapolis-Baltimore area.
- e. Category 5 – All active and retired civilian members of the Naval Academy Faculty.
- f. Category 6 – Civilian personnel in the graded rating of GS-07 and above for appropriated fund personnel and NF-4 and above for non-appropriated fund personnel employed by the United States Naval Academy or Naval Support Activity, Annapolis.
- g. Category 7 – Retired civilian personnel of the United States Naval Academy or Naval Support Activity, Annapolis, both appropriated fund and non-appropriated fund personnel, who were members of the Naval Academy Club (or formerly the Naval Academy Officers' and Faculty Club) upon retirement.
- h. Category 8 – Designated employees of the Naval Academy Alumni Association and Foundation and the Naval Academy Athletic Association.
- i. Category 9 – Spouses of deceased members of the Naval Academy Club (or formerly the Naval Academy Officers' and Faculty Club) may retain Club membership.
- j. Category 10 – All members of the Naval Academy Golf Association.
- k. Category 11 – Midshipmen First Class.
- l. Category 12 – Parents of Midshipmen and personnel approved as active sponsors of Midshipmen under the Naval Academy Sponsor Program.
- m. Category 13 – Others as approved by the Superintendent on a case-by-case basis when such membership is deemed in the best interest of the United States Naval Academy.
- n. Special Categories

(1) Inactive Membership. Active members who transfer out of the Annapolis area with the anticipation that they will return at some later date may retain membership even if they no longer meet one of the membership categories above. A small annual fee will be charged to retain inactive membership. Inactive members may use the club up to three times per year when visiting Annapolis. Upon return to the Annapolis area they will be required to reactivate their membership at the full membership dues rate in effect at the time.

(2) Membership Eligibility for the Club at Greenbury Point. The Club at Greenbury Point is managed and operated by the Naval Academy Club exclusively for club members. Members of the Naval Academy

Club may use the Club at Greenbury Point whenever it is open for business and may reserve the facility for private functions as outlined in the Naval Academy Club Catering Guide.

2. Policy and Procedures for Use of Naval Academy Club Facilities

a. All parties must meet the Naval Academy Club membership eligibility criteria detailed in Section 1 above, must be active Naval Academy Club members or must be sponsored by a Naval Academy Club member meeting said eligibility criteria.

b. All event requests must be scheduled through Naval Academy Catering and are subject to availability, catering contract terms and conditions, and approval as required. Naval Academy Catering can be reached at 410-293-2897/2899 or via e-mail at catering@usna.edu.

c. Naval Academy Club and Naval Academy Catering provide exclusive catering services to the Naval Academy as well as organizations and individuals authorized to use Naval Academy facilities for catered functions. All Naval Academy events will be catered in compliance with section 6b of this instruction.

d. Naval Academy Catering will be responsible for coordinating event details and setup in accordance with the catering contract.

3. Naval Academy Club Facilities and Areas of Use. The following is representative of available Naval Academy Club facilities and banquet accommodations:

a. The Midway Room. The Midway Room, named for the Battle of Midway, is ideal for small lunches, dinners, receptions and conferences. The Midway Room can accommodate up to 64 guests for a seated reception or 75 guests for a stand up reception.

b. The Coral Sea Room. The Coral Sea Room, named for the Battle of the Coral Sea, is ideal for small to medium lunches, dinners, conferences and small wedding receptions. The room features a dance floor, gas fireplace and access to the South Porch and accommodates up to 64 guests for seated events or 75 guests for a stand up reception.

c. Combined Midway and Coral Sea Rooms. By opening the doors between the two rooms, the Midway and Coral Sea rooms may be used together for medium to large lunches, dinners, receptions, and conferences. The combined rooms accommodate up to 128 guests for a seated event or 150 guests for a standup reception.

d. The Blue Room. The Blue Room is a small, intimate room adjacent to both the Midway and Coral Sea Rooms. The Blue Room may be open for events in either the Midway or Coral Sea rooms, however, the room may only be used in conjunction with those events. The Blue Room may be reserved, on rare occasions, for small (not to exceed twelve people) intimate events. Use of the Blue Room requires approval of the Director, NABSD.

e. The Leyte Gulf Room. The Leyte Gulf Room, named for the Battle of Leyte Gulf, is ideal for medium to large lunches, dinners, receptions, and conferences. The Leyte Gulf Room features a dance floor and working gas fireplace and can accommodate up to 64 seated guests. With the addition of the wrap-around North Porch, up to 103 seated guests may be accommodated or 140 for a standup reception.

f. The Blue and Gold Lounge. The Blue and Gold Lounge is a small bar/lounge featuring a high definition large screen television and DVD player. This room may be used in conjunction with other events in the Midway, Coral Sea and Leyte Gulf rooms. Use of the lounge during an event requires an additional room usage fee where applicable. The Blue and Gold Lounge may be reserved for small, private events (not to exceed twelve people) on a case by case basis.

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g. The Alley Restaurant. The Alley provides lunch and appetizer service Monday through Friday and dinner service Tuesday through Friday. Reservations can be made for parties up to 20. Other arrangements may be made with Naval Academy Catering to accommodate larger parties with alternative catering options. The Alley is available for after-hours or weekend private events and is subject to applicable minimum food and beverage revenue requirements and approval of the Director, NABSD.

h. The Club at Greenbury Point. The Club at Greenbury Point, located next to the Naval Academy Golf Course, offers amenities including a full bar, large screen televisions, a sound system, game tables and shuffle board. Greenbury Point can accommodate 60 guests for a seated reception and 100 guests for a standup reception.

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ARMEL-LEFTWICH VISITOR CENTER

1. Background. On the seaward end of Halsey Field House, the Armel-Leftwich Visitor Center houses exhibits, including *John Paul Jones* and *Graduates in Space*, a tour-guide service, a 4,500-square-foot gift shop, a galley with vending machines and an 84-seat theater where visitors view a film on the life of a Midshipman. Armel-Leftwich Visitor Center is named for Captain Lyle O. Armel and Colonel William G. Leftwich, both graduates of the Class of 1953, who served in the Vietnam War where Leftwich was killed in action.

2. Hours of Operation. The Armel-Leftwich Visitor Center is open to the public from 0900 to 1700 March through December and from 0900 to 1600 January and February. The first floor is available for receptions after 1800 March through December or after 1700 January and February. The second floor is available after 0900. The Visitor Center is unavailable on Thanksgiving Day, Christmas Eve and Day, New Year's Eve and Day, and Easter Sunday.

3. Policies and Procedures for Use

a. Facility Use. A request for use of the Visitor Center for receptions must be made in writing to Mianna Jopp, Manager, Armel-Leftwich Visitor Center, 52 King George St., Annapolis, MD 21402 or by e-mail to jopp@usna.edu at least one month prior to the event. Applications are subject to approval by the Naval Academy Superintendent through the Deputy Director of NABSD.

b. Catering and Setup. NABSD and Naval Academy Catering will provide a contract to the event sponsor for all non-appropriated fund support necessary to complete the event including setup, food service and cleaning.

c. Function Day/Hours. The Visitor Center lobby is available for use, if approved, Monday through Sunday, 1800 to 2000. Small receptions may be held on the second deck from 0900 to 2200 Monday through Sunday.

d. Signage/Displays/Printed Materials. Signs may be put on easels; displays must be self-standing. A covered 8-foot table can be provided for printed materials. Delivery of materials, through special arrangement, must be completed between the hours of 0900 and 1500. Contact the Facilities Manager at 410-293-8111 for details.

e. Parking and Access. Vehicles without DOD stickers or handicapped tags may not enter Naval Academy grounds. Guests must have a photo ID and must enter and exit through Gate 1 (King George Street). If organizers plan to carry any materials to the Visitor Center on the evening of the function, a description must be received at least 48 hours in advance. All packages and pocketbooks are subject to a search.

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PREBLE HALL (USNA MUSEUM)

1. Background. The U. S. Naval Academy Museum serves as an educational and inspirational resource for the Brigade of Midshipmen at the U. S. Naval Academy, other students of American naval history, and thousands of visitors each year. Through its collections and exhibits, the Museum contributes to the recognition of history as a basic source of knowledge in advancing the theory and practice of sea power. The Museum is charged with collecting, preserving, and using in exhibitions and in study programs, the objects, documents, and works of art which relate the history and traditions of the United States Navy. Emphasis is given to objects illustrative of the roles of the naval officer and, in particular, that of alumni of the U. S. Naval Academy in the events of our past.

2. Policy. In addition to the public spaces in Preble Hall dedicated to viewing the collection, the theater and conference room may be used in support of the mission of the Museum or the Naval Academy for briefs, lectures, and meetings on a first-come, first-serve basis. Non-Naval Academy groups and organizations desiring to use the Museum must obtain Superintendent Approval through the Office of Special Events. The Museum may be used for official Naval Academy receptions (standing only) as authorized by the Museum Director on a case-by-case basis. All receptions must be catered through Naval Academy Catering.

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NAVAL ACADEMY PHYSICAL MISSION (ATHLETIC) FACILITIES

1. The Senior Associate Athletic Director for Facilities is charged with overall responsibility for scheduling the use of Naval Academy athletic facilities. Precedence for groups using athletic facilities is categorized below:

a. Midshipmen, Physical Education (PE) Instructors, and Coaches. Naval Academy athletic facilities exist for exclusive use by Midshipmen involved in training through PE classes, intercollegiate athletics, contests and recreation. Approved Midshipmen activities have priority at all times. This includes sport venues (indoor and outdoor) and associated available equipment.

b. Navy Youth Programs and Navy Supported Youth Organizations. Support of organized youth sports/recreation organizations will be administered through this instruction.

c. Group Use

(1) Midshipmen, Staff, Faculty, and NAAA. Submit requests to the Physical Education Department Scheduling Officer via the USNA WebEvents Intranet scheduling system at <https://webevent.usna.edu/webevent/scripts/webevent.plx> followed by a courtesy e-mail or phone call to the Physical Mission (PM) Scheduling Officer (410-293-5239). Permission will be granted based upon facility availability, noninterference with scheduled activities and/or events, and appropriateness of the activity to the venue requested. Midshipmen requests must be approved by the Midshipmen's chain of command prior to scheduling.

(2) Non-Naval Academy Groups and Organizations. Submit requests to the PM Department Scheduling Officer via the USNA WebEvents Intranet scheduling system at <https://webevent.usna.edu/webevent/scripts/webevent.plx> followed by a courtesy e-mail or phone call to the PE Dept Scheduling Officer (410-293-5239). Permission will be granted based upon facility availability, noninterference with scheduled activities and/or events, and appropriateness of the activity to the venue requested. Requests for non-athletic events should be submitted by the Senior Associate Athletic Director for Facilities to the Director, Office of Special Events, via e-mail to specialevents@usna.edu for review and, when appropriate, approval by the Superintendent. Requester will receive written authorization from the Senior Associate Athletic Director for Facilities. Both non-athletic and athletic events that are approved should also be entered into the WebEvents schedule so they can be included in the USNA Master Schedule. Any questions can be referred to the Event Coordinator via email to masterschedule@usna.edu.

d. Individual Use. Individuals other than Midshipmen who are eligible to use the athletic facilities must obtain an access button/wristband from the PM Security Office located in Macdonough Hall. Qualified applicants must be 16 years or older to receive a button for unescorted access. Qualified dependents under 16 years of age may use facilities but must be escorted by a button holder. No one under 16 years of age is permitted to use free weight equipment, circuit training equipment (Nautilus, Cybex), or aerobic equipment (treadmills, stair steppers, elliptical machines, rowing machines, etc.). Verification of employment or retirement at USNA or NSA Annapolis will be required for all button applicants. Categories of personnel eligible for individual use of facilities are:

(1) USNA, Naval Support Activity Annapolis, NAVFAC Public Works Annapolis, Naval Health Clinic, Branch Dental, and Customer Service Desk, Annapolis active duty personnel. Active duty personnel not meeting these requirements will be referred to the NSA Annapolis MWR fitness facilities.

(2) USNA civilian faculty and staff. These employees must be assigned or employed by USNA and those federal organizations working in direct support of and reporting directly to the Superintendent. Government contract employees are not eligible to use Physical Mission Facilities.

(3) Dependents, under the age of 23, of categories (1) and (2).

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(4) Military retirees (including spouses) and USNA civilian employees retired with 20 years or more service (including spouses). Both categories must reside in the Annapolis area. Retirees residing outside the Annapolis area will be referred to the NSA Annapolis MWR fitness facilities.

(5) Special category. Individuals not qualifying in the above categories may submit the form (Appendix A to this enclosure) available from the Button Coordinator to the Senior Associate Athletic Director for Facilities. Applications will be reviewed and forwarded for approval by the Chief of Staff.

2. Policy and Procedures

a. Buttons

(1) The Physical Mission Button Coordinator issues buttons/wristbands at the Security Desk in Macdonough Hall on Mondays, Wednesdays, and Thursdays between 1100 and 1300, unless other times are posted or published. Verification of employment/retirement at USNA or NSA Annapolis for all applicants must be shown at the time of registration. Those with access to the USNA Intranet may register online for PE buttons at <http://intranet.usna.edu/PEdept/pebutton/>.

(2) Button holders are not permitted to use the facilities unless they visibly wear their button on their athletic attire. Individuals using the swimming pools must have their buttons poolside. Repeated violators are subject to suspension of privileges.

(3) A lost button/wristband must be reported, in writing, to the Head, Physical Education Department, for reissue.

(4) A button is for individual use only and is nontransferable. Violation of this policy will result in suspension of privileges.

(5) Midshipmen have priority at all times. Authorized users will be alert to arriving Midshipmen and will relinquish facilities for Midshipmen use. Physical Education instructors and coaches shall also be given priority when providing instruction to Midshipmen.

(6) Buttons/wristbands will be reissued for eligibility verification every two years. New button issue will occur in January of even years according to posted instructions. Individuals failing to verify their button will be subject to loss of button-holder privileges. Please return your button to the PE Button Coordinator before you transfer.

b. Facility Information. Off-limits areas for all facilities include administrative offices, Sports Medicine/Athletic Training spaces, mechanical rooms, storerooms, and team and coaches' locker rooms.

(1) Designated facilities open to Midshipmen and button holders:

(a) Sport Fields. Hospital Point is available for general use by all Midshipmen and button holders. To schedule space call the Commandant's Intramural Director at 410-293-7126. All other fields are available on a limited basis for general Midshipmen and button holder use and must be scheduled through the Physical Mission Scheduling Officer at 410-293-5239.

(b) Bancroft Hall Tennis Courts. The courts behind Bancroft Hall 8th Wing are primarily for the use of Midshipmen. Button holders or qualified dependents under escort are eligible to use these courts on a not-to-interfere basis during button holder hours. Midshipmen have priority on these courts at all times.

(c) Halsey Field House

(1) Main arena

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- (2) Multi-purpose gymnasium
- (3) Main locker room
- (4) Squash courts
- (5) Climbing Wall (certification required)

(6) 2nd deck weight room. Available 0800-1800 Monday-Friday for general use when not scheduled for varsity athletics or physical education class. A Strength & Conditioning Staff Member must be present.

(d) Lejeune Hall. All qualified button holders may use the Lejeune Hall indoor pool. A button holder in swimming attire must accompany qualified dependents under age 16 and must be present on the pool deck while the dependent is swimming. The following pool regulations apply:

- (1) No individual will be permitted in either pool unless a properly approved/certified lifeguard is present.
- (2) Street shoes are not permitted on the pool deck.
- (3) Showers must be taken before entering the pool.
- (4) Persons with infections, open sores, skin diseases, or bandages are not permitted to use the pool.

(e) Macdonough Hall

- (1) Multi-purpose gymnasium
- (2) Weight room
- (3) Cardio room
- (4) Racquetball courts
- (5) Main locker rooms
- (6) Gymnastics and boxing areas are strictly off limits.
- (7) Instructional Pool

- i. No individual will be permitted in either pool unless a properly approved/certified lifeguard is present.
- ii. Street shoes are not permitted on the pool deck.
- iii. Showers must be taken before entering the pool.
- iv. Persons with infections, open sores, skin diseases, or bandages are not permitted to use the pool.

v. Midshipmen stand lifeguard duty in the Macdonough Instructional Pool. All certified Midshipmen lifeguards must be qualified and registered with the Brigade Lifeguard Coordinator. No open swimming will be available in Macdonough Hall when the Brigade is away from the Naval Academy (summer, winter, and spring breaks, etc.).

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(f) Scott Natatorium.

(1) Available primarily to Midshipmen. No individual will be permitted in either pool unless a properly approved/certified lifeguard is present.

(2) Street shoes are not permitted on the pool deck.

(3) Showers must be taken before entering the pool.

(4) Persons with infections, open sores, skin diseases, or bandages are not permitted to use the pool.

(g) Wesley A. Brown Field House

(1) Basketball and Volleyball courts. Available when Indoor Varsity Track is not in season.

(2) Track. Group activities on the track surface must be scheduled through the Physical Mission Scheduling Officer at 410-293-5239.

(3) Weight Room. Available Monday-Friday for general use when not scheduled for varsity athletics or physical education class. A Strength & Conditioning Staff Member must be present.

(2) Facilities available for Midshipmen use only:

(a) Obstacle, Endurance, and Confidence Courses. Available only to Midshipmen and must be scheduled through the PM Scheduling Officer 410-293-5239. The Obstacle and Confidence Courses must be supervised by a Physical Mission, Company Officer, or Company Senior Enlisted Leader certified instructor. Outside group scheduling of the Obstacle Course will be considered on a case-by-case basis. Submit requests via e-mail to the Senior Associate Athletic Director for Facilities who will work with the Director, Office of Special Events to consider the request.

(b) Dyer Tennis Center. These courts along Porter Road are off-limits to button holders. Use of these courts is restricted to the Varsity and JV Tennis Teams and special guests of the Superintendent.

c. Guest Policy. Button holders will be granted the privilege of one escorted guest each. All guests must be preauthorized and issued a guest pass for access to any athletic facility designated for button holder use. Guest passes must be picked up by the button holder in the PE Marking Office in Macdonough Hall during regular button issuing hours.

d. Scheduled Hours of Operation. The hours are posted on the USNA Intranet at http://intranet.usna.edu/PEdept/docs/Building_hours.doc and on the exterior doors of all athletic facilities. Operating hours will be updated for each academic semester and for the summer. NOTE: During the academic year, 1530 to 1830, Monday-Friday is designated physical mission time for Midshipmen. Button holders are prohibited from use of the facilities from 1530 to 1830.

e. Aquatic Facility Hours of Operation. The aquatic facilities are open to Midshipmen and button holders (on a not to interfere basis) according to the following schedule and only when a lifeguard is on duty. Any group request for aquatic facility use must be submitted for approval to the Director of Aquatic Programs, at 410-293-3012.

Lejeune Hall: Mon-Fri 1145-1345 (Contract Lifeguard must be present)

Macdonough Hall (Academic Year; hours subject to change):

Mon-Fri 0530-0700 (Midshipmen only)

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Mon-Fri	1630-1830 (Midshipmen only)
Mon-Fri	1830-2130 (Midshipmen and Button Holders)
Sat-Sun &Holidays	1100-2000 (Midshipmen and Button Holders)

When the Brigade is away from the Naval Academy (leave periods, etc.), swimming will only take place Monday through Friday, 1145 to 1345 in Lejeune Hall. Hours are subject to change based on lifeguard availability and to facilitate other events or required maintenance.

f. Individuals using USNA athletic facilities do so at their own risk. Employees or agencies of the U.S. Government or the Naval Academy are not responsible for loss of life, personal articles, or injuries.

3. Use of Navy-Marine Corps Memorial Stadium. Navy-Marine Corps Memorial Stadium is wholly owned and operated by the Naval Academy Athletic Association (NAAA), a 501(C)3 organization. All requests for use of the Stadium facilities should be made to the NAAA. Stadium facility and rental information can be found at: <http://www.navysports.com/facilities/facilities-rentals.html>.

4. Use of the Indoor Rifle/Pistol Range. The Naval Academy Athletic Association (NAAA) is charged with overall responsibility for scheduling the use of the facility. The varsity rifle team coach shall approve and coordinate the use of the indoor ranges. Precedence for groups using Indoor Rifle/Pistol Range is categorized as follows:

a. The Bancroft Hall Indoor Rifle/Pistol Range is reserved for the use of Naval Academy Varsity and Junior Varsity Rifle and Club Pistol Teams. Occasionally, other Naval Academy organizations will use the range on a not-to-interfere basis.

b. Military organizations. Submit requests via e-mail to the Senior Associate Athletic Director for Facilities Director who will liaison with the Director, Office of Special Events, to review the event and coordinate approval. In addition to eligibility requirements delineated in paragraph 5 of this instruction, the following requirements must be met for approval:

(1) Unit must provide own chief range safety officer.

(2) Unit must have sufficient range safety officers/instructors (one per four students) to afford proper handling of weapons and adequate instruction.

c. Civilian clubs/organizations. Submit requests to the Senior Associate Athletic Director for Facilities who will liaison with the Director, Office of Special Events to review the event and coordinate approval. In addition to eligibility requirements delineated in paragraph 5 of this instruction, the following requirements must be met for approval:

(1) A range safety officer representing the Naval Academy must be available and assigned.

(2) Unit must have a National Rifle Association (NRA) Certified Rifle Marksmanship Instructor or NRA Class (C) or Class (B) Rifle Coach on range at all times.

(3) In the case of a Boy Scout Unit, in addition to the above requirements, a Boy Scouts of America Rifle/Shotgun Merit Badge Counselor must be in attendance.

(4) If in an instruction status, one instructor to four students must be on line.

(5) If in a competition/match status, a chief range safety officer must be assigned plus one range safety officer per eight competitors.

(6) If there are minors participating in the event, they must provide their leader/match director with an executed Special Power of Attorney (Appendix A of this enclosure) empowering that leader/match director to authorize medical treatment for the minor in the event of injury. The Special Power of Attorney requires

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notarization, so it should be provided to the participants well in advance of the event. Before the event begins, the leader/match director must satisfy the Range Safety Officer that all of the participants have provided Special Powers of Attorney.

(7) All participants, regardless of age, must provide their leader/match director with an executed Release from Liability/Waiver of Claims (Appendix B of this enclosure). In the case of minors, the legal parent or guardian is the releasing authority. This document requires only a witness, not a notarization.

(8) In the event of a mishap, the group leader/match director must provide the Range Safety Officer with a written report of the individuals involved, and the circumstances, within 5 days.

d. Policy and Procedures

(1) The Varsity Rifle and Pistol Coaches and the Director of Athletics shall make the initial approval/disapproval recommendation. In addition to those factors discussed above, availability of both the range and a Naval Academy Range Safety Officer (for non-military organizations) on the requested dates shall be critical considerations. The Director of Athletics is responsible for assigning a Naval Academy Range Safety Officer.

(2) The Naval Academy Range Safety Officer is assigned as point of contact (POC) for the outside group. Before forwarding a recommendation for approval, the POC will ensure the requesting activity meets the minimum eligibility requirements addressed above.

(3) For approved requests, the Naval Academy POC is responsible for all liaisons with the requesting activity. This POC shall contact the Security Officer to coordinate transportation of firearms/ammunition on board the Naval Academy and shall personally make sure required legal forms are submitted, the Rifle Range checklist is completed, and Naval Academy interests are upheld during the entire evolution.

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FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE (When filled in.)

Any misuse of unauthorized disclosure can result in both civil and criminal penalties.

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that I, _____, a legal resident of the State of _____, and residing at _____, have made, constituted, and appointed, and by these presents do make, constitute, and appoint _____, whose present address is _____, my true and lawful attorney, to do and execute, or to concur with persons jointly interested with myself therein in the doing or execution of all or any of the acts, deeds, things, and purposes, which are hereinafter expressed: To authorize any and all medical and hospital care and treatment, either preventive or corrective, including major surgery deemed necessary by a duly licensed staff physician, at any hospital for my child/children listed below in order that his/her/their health and well being can be maintained or enhanced.

Name(s) of child/children:

GIVING AND GRANTING unto my said attorney full power and authority to perform every act, deed, matter, and thing whatsoever that shall be necessary, desirable, or convenient to accomplish the ends and purposes for which this Power of Attorney is granted as fully and effectually as I might or could do in my own proper person if personally present, and thereby ratifying all that my said attorney shall lawfully do or cause to be done by virtue of these presents. FURTHER, unless sooner revoked or terminated by me, this Special Power of Attorney shall become NULL and VOID from and after _____.

THIS POWER OF ATTORNEY SHALL NOT TERMINATE UPON THE DISABILITY OF THE PRINCIPAL. IN WITNESS THEREOF,

I have hereunto set my hand and seal this _____ day of _____, _____.

GRANTOR'S SIGNATURE

STATE OF _____
COUNTY OF _____

Acknowledged before me this _____ day of _____, _____.

My commission expires:

Notary Public

PRIVACY ACT STATEMENT

Purpose: To maintain a record of individuals requesting to use USNA Rifle/Pistol Range.

Use: To provide USNA with name of individual responsible for minor while using USNA Rifle/Pistol Range.

Disclosure: Disclosure is voluntary. Failure to provide information may result in not being able to use facility.

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FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE (When filled in.)

Any misuse of unauthorized disclosure can result in both civil and criminal penalties.

RELEASE FROM LIABILITY AND WAIVER OF CLAIMSRelease and waiver executed on _____, by _____ of
(DATE) (NAME)_____
(ADDRESS)_____
(CITY, STATE, ZIP) herein referred to as the Releasor,

to the United States of America, its agencies, departments, and instrumentalities, its officers, service members, and employees, their heirs, administrators, and executors, referred to as Releasees.

I, releasor, being of lawful age, in consideration of being permitted to participate in the _____ at the United States Naval Academy, Annapolis, MD, do for myself, my spouse, legal representatives, heirs and assigns, hereby release and forever discharge the United States Government, its agencies, departments and instrumentalities, its officers, service members, and employees in their official and personal capacities, their heirs, administrators and executors, from all liability, for any and all loss or damage, and from any and every claim, demand, action or right of action, of whatever kind or nature, either in law of equity, arising from or by reason of death, or any bodily injury or personal injuries known or unknown, or property damage resulting or to result from any incident which may occur as a result of my participation in the _____, whether caused in whole or in part by negligence of releasees or otherwise.

I hereby assume full responsibility for the risk of bodily injury, death, or property damage due to the negligence of releasees or otherwise while at the U.S. Naval Academy, and while competing, officiating, working, observing or for any other purpose participating in the _____.

I further specifically release the United States Government, and its officers, service members, and employees in their official and personal capacities, from any claim whatsoever on account of first aid, or other medical treatment or service rendered me during my attendance at the _____.

I further specifically waive any and all claims or demands for payment of compensation from the releasees for any services I may render in support of the _____ as a staff member, employee, or volunteer worker for the United States Naval Academy.

I agree that this release and waiver contracts the entire agreement between the United States of America and myself and the terms of this release and waiver are contractual and not a mere recital.

I agree that this release and waiver agreement is intended to be as broad and inclusive as permitted by law, and that if any portion of it is held invalid, the balance of it will, notwithstanding, continue in full legal force and effect.

I have carefully read this release and waiver and understand all its terms. I execute it voluntarily and with full knowledge of its significance.

In witness whereof, I have executed this release and waiver at

(CITY, STATE, ZIP)

on _____

(DATE)

(RELEASOR)_____
(WITNESS)**PRIVACY ACT STATEMENT**

Purpose: To maintain a record of individuals requesting to use USNA Rifle/Pistol Range.

Use: To provide USNA with release of liability for individuals using the USNA Rifle/Pistol Range.

Disclosure: Disclosure is voluntary. Failure to provide information may result in disapproval of your request.