



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS, MARYLAND 21402-5000

COMDTMIDNINST 11100.1D  
18 July 1996

COMDTMIDN INSTRUCTION 11100.1D

From: Commandant of Midshipmen  
To: Distribution

Subj: PREPARATION FOR GUEST SPEAKERS AND LECTURES IN MITSCHER  
HALL/MAHAN HALL

Ref: (a) COMDTMIDNINST 5721.1B

1. Purpose. To issue instructions and guidelines for the preparation of Mitscher or Mahan Hall for guest speakers/lecturers.
2. Cancellation. COMDTMIDNINST 11100.1C
3. Background. Reference (a) issued instructions for inviting guest speakers and lecturers. This instruction sets forth guidelines for preparation of Mitscher or Mahan Hall for use by invited guest speakers/lecturers.
4. Information. To assure the availability of support services required in the presentation of speeches/lectures, the following will be implemented:
  - a. The cognizant sponsor or officer representative will reserve Mitscher or Mahan Hall with the Commandant's Schedules Officer, who will notify the appropriate First Lieutenant.
  - b. The Public Works Department has responsibility for control of lighting in Mitscher Hall and Mahan Hall. The sponsor or officer representative must personally ensure that the proper personnel are scheduled and actually present to control the auditorium lighting.
  - c. Key control for Mahan Hall rests with the Mahan Hall First Lieutenant, Maury Hall, Room 324e. Keys must be checked in and out during normal working hours.
  - d. Costs incurred in the preparation for speakers or lecturers will be borne by sponsoring cost center or activity.

  
G. M. FARRELL  
By direction

Distribution:  
C-1  
Public Works Officer