



DEPARTMENT OF THE NAVY
COMMANDANT OF MIDSHIPMEN
UNITED STATES NAVAL ACADEMY
101 BUCHANAN ROAD
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1710.15A

MAY 06 2008

COMMANDANT OF MIDSHIPMEN INSTRUCTION 1710.15A

Subj: POLICY AND INSTRUCTIONS GOVERNING THE USE OF THE
CHEASAPEAKE/SEVERN ROOMS

Ref: (a) USNINST 1710.4
(b) SECNAVINST 5720.44
(c) SECNAVINST 5370.2
(d) DOD Directive 5410.18 (NOTAL)
(e) USNA/AACINST 1700.7

Encl: (1) Rules of the Mess
(2) Chesapeake/Severn Room Fee Schedule

1. Purpose. To publish the policy and instructions governing the use of the Chesapeake/Severn Room.
2. Background. The potential number of requests for use of the Chesapeake/Severn Room, the normal wear and tear of facility plant and equipment, and the subsequent demands upon the time and resources of Naval Academy personnel that these requests will enjoin make it necessary to set forth criteria for determining eligibility for the use of the Chesapeake/Severn Room. All requests will be considered pursuant to the criteria established by this instruction and references (a) through (e).
3. Cancellation. COMDTMIDNINST 1710.15.
4. Assignment Policy. The Chesapeake/Severn Room was designed and built to be used as the premier banquet facility for the Midshipmen Food Service Division (MFSD). As such, the only authorized users of this facility shall be Members of the Mess utilizing the services of MFSD. Member status in the Mess is reserved for the Brigade of Midshipmen and the Commandant's Staff.
5. Appropriate Behavior. Members who sponsor events shall keep in mind that these rooms serve as the Commandant of Midshipmen's Flag Mess, and as such, they shall ensure that all Members of the Mess and their guests maintain appropriate decorum and comportment and that they observe at all times, the customs and traditions reserved for a facility of this stature. Enclosure (1) is provided as a guideline.

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6. Scheduling Priority. The Commandant of Midshipmen, through the Midshipmen Food Service Officer, is charged with overall responsibility for scheduling use of the facility. The Commandant of Midshipmen will have scheduling priority. Midshipmen Groups, officers, faculty and staff of the Naval Academy may schedule activities on a not-to-interfere basis as outlined in succeeding paragraphs.

a. Naval Academy Alumni Class Reunions/Class Functions. Assignments for class reunions will be made by the Alumni Association via the Special Events department at the Naval Academy.

b. Midshipmen, Staff and Faculty. Requests must be made by contacting the Midshipmen Food Service Officer using the proper procedures outlined below:

(1) Eligible groups, having no scheduling priority, who request use of the Chesapeake/Severn room must first receive authorization from Commandant Operations.

(2) Once authorized by Commandant Operations, the group may contact the Food Service Officer via the MFSD Scheduling Officer utilizing the proper MFSD request form available by email to the scheduling officer, or on the MFSD website.

(3) Once a request is approved, groups utilizing the Chesapeake/Severn Room must:

(a) Work with the Food Service Officer or designated catering representative to ensure the proper level of service and menu details as well as discuss all applicable costs and charges associated with level of services.

(b) Pay usage fees if applicable, per the rate schedule as addressed in enclosure (1) for use of this facility to offset maintenance, labor, utilities, and clean-up costs. Provide payment to MFSD not later than the date specified in enclosure (2).

(c) Comply with guidelines for possession, furnishings and consumption of alcoholic beverages at the Naval Academy. Sponsors will comply with local laws relating to the minimum age for possession and consumption of alcoholic beverages. Approval of a request to use the Chesapeake/Severn Room will not imply approval to serve alcoholic beverages for a specific event. Permission to serve alcoholic beverages in the

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Chesapeake/Severn Room is specifically addressed in paragraph 2 of reference (e).

(d) Midshipmen Food Service Division will be the sole caterer for all Chesapeake/Severn Room functions. Outside catering services will not be engaged unless the demands exceed the capability of MFSD and are approved in advance and in writing by the Food Service Officer.

(e) The requesting group assumes responsibility for any damage that might occur during the period of use. If anything other than normal wear occurs, an assessment of damages will be made and the sponsor will compensate the Naval Academy for whatever expenses are incurred in restoring the Chesapeake/Severn Room to its normal state.


C. T. HANFT
By direction

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Rules of the Mess

1. Members of the Mess will not sit in the Commandant's chair.
2. Members of the Mess will not smoke in the Mess.
3. Members of the Mess shall refrain from swearing.
4. Members of the Mess shall remove their covers before entering the Mess.
5. Members of the Mess will refrain from loud and boisterous conduct.
6. Members of the Mess will always wear clean and appropriate uniforms or appropriate civilian attire while in the Mess.
7. Members of the Mess will conduct themselves in a professional and courteous manner and they shall treat the service staff with respect and dignity.

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Chesapeake/Severn Room Fee Schedule

1. The following fees to offset maintenance, utilities, labor and clean-up costs will be observed. Any deviation from this policy must be approved by the Food Service Officer in writing.
2. For Naval Academy approved events in the Chesapeake/Severn room, fees are for 3 hours of use. For each additional hour or portion of hour, add 50% of the rate listed. If the group is utilizing MFSD catered services that require the use of the dining room contractor (full service events with servers and/or support staff), the group will only have to pay the difference between the Service Provider fee and the fees listed below (plus food/drink costs).
 - a. Category I. Users of groups whose numbers equal or exceed 180 people will pay \$500.00.
 - b. Category II. Users of groups whose numbers are less than 180 people will pay \$300.00.
3. The above fees are minimum fees and subject to additional charges based on extraordinary circumstances, such as the relocation of furniture, high attendance numbers, and prior to event access. This includes any other circumstances that may require the presence of the dining room contractor.
 - a. An "access fee per hour of building access" required in addition to actual scheduled hours, such as might be needed for decorators, florists, and such prior to or after the event itself in the amount of \$25 per hour.
 - b. The groups is subject to any other fees that may surround overtime or other Naval Academy employee payroll expenses reimbursed through the appropriate account that would be additionally disclosed and discussed if the event is categorized as a special event and would fall under guidelines in reference (a).