



DEPARTMENT OF THE NAVY  
OFFICE OF THE ACADEMIC DEAN AND PROVOST  
UNITED STATES NAVAL ACADEMY  
589 MCNAIR ROAD  
ANNAPOLIS MARYLAND 21402-1323

ACDEANINST 5293  
ADP  
1 Aug 16

ACADEMIC DEAN AND PROVOST INSTRUCTION 5293

From: Academic Dean and Provost

Subj: HART ROOM POLICY, REQUESTS, SCHEDULING, AND USAGE

1. Purpose. This instruction establishes the policy and procedures to manage requests as well as govern the use of the Hart Room located in Mahan Hall, building 106, of the United States Naval Academy in Annapolis, Maryland.

2. General Information. Mahan Hall was constructed in 1907 to serve as the Naval Academy's library and auditorium. The Mahan Hall space originally occupied by the library is now the Hart Room. The Hart Room was officially named after Admiral Thomas C. Hart upon completion of the Mahan Hall renovations in 1975. ADM Hart was a Naval Academy graduate in the Class of 1897 and the 29th Superintendent of USNA from May 1, 1931 through June 18, 1934. ADM Hart served with distinction in command and at numerous posts to include serving as the Commander-in-Chief, Asiatic Station, at the start of World War II. The Hart Room was originally used for hosting major events, but it has evolved into a cultured location with historic portraits and models, and is presently used as a quiet academic study and meeting space.

3. Policy. The primary function of the Hart Room is to provide academic support of midshipmen as a study area or for informal meetings. Situated away from Bancroft Hall and the Nimitz Library, it is a professional space designed for the academic development of midshipmen. This policy exists to preserve this academically-focused function of the Hart Room in support the Brigade.

a. Any request for use of the Hart Room which falls outside the intent of its primary function listed above shall follow the request process outlined below in paragraph 4.a and may take up to 14 days for a decision.

b. Midshipmen who submit a reservation request for use of the Hart Room will be given priority on a first-come, first-serve basis subject to the usage procedures listed in 4.c below. Midshipman may email, call, or visit any of the Academic Dean and Provost Office staff for assistance in creating an official request per paragraph 4.a.

c. Request for usage during the periods of time when the midshipmen are on breaks or involved in professional training may be more favorably reviewed since the potential conflict with the primary purpose of the Hart Room will be less likely. However, requesting use during these times does not imply that the request will be automatically approved.

4. Requesting and Usage Procedures.

**Subj: HART ROOM POLICY, REQUESTS, SCHEDULING, AND USAGE**

**a. Requesting Procedure.**

1) The requester should confirm that the Hart Room is available for reservation before completing the Hart Room Request. The Hart Room availability may be obtained in Ungerboeck, via the USNA internet page. If the requester doesn't have access to Ungerboeck, the requester must call their department/division leadership or the Academic Dean and Provost Office Staff.

2) The requester shall prepare an official request for use of the Hart Room in standard naval letter format and elaborate why an exception to this policy should be considered. The request should be from the individual and/or requesting organization, to the Academic Dean and Provost via the Associate Dean for Academic Affairs. The date and time of the Hart Room request must be indicated as well as significant or amplifying information that may be worthwhile in the consideration of the request. Detailed contact information, including phone and email, must be included to answer any questions regarding the request.

3) The requester shall submit the email or hard copy request to the Executive Assistant to the Academic Dean and Provost or any of the Academic Dean Office support staff. If the requester is not currently part of the Naval Academy Command, the request should be submitted to the Naval Academy's special events office for consideration. The special events office will vet the request and forward as appropriate to the Academic Dean and Provost Office staff for action.

**b. Approved and Disapproved Requests.** Confirmation of approval or disapproval by the Academic Dean and Provost will be provided at the earliest opportunity, typically within 14 days of submission. The Executive Assistant to the Academic Dean and Provost will notify the designated point of contact on the original request of the decision. Any changes from the original request through the actual event must be identified to the Executive Assistant.

**c. Usage Procedures.**

1) The Hart Room furniture is currently arranged in a layout to support the space's main function. Moving furniture for an approved event is authorized but must be identified in the original request and coordinated with the Mahan Hall First Lieutenant. Additionally, the furniture must be returned by the requester to its original placement and without damage to the room or the furniture at the event's conclusion.

2) Food and drink is permitted for consumption in the Hart Room, however it must be identified in the original request. Alcohol is not permitted in the Hart Room. No cooking, open flames, or electric burners are authorized in the Hart Room. All food and drink must be properly disposed of, removed from the Hart Room and Mahan Hall, and placed into the proper receptacles outside of the building. The responsibility to ensure all trash is removed is specifically on the requester. The Hart Room should be returned in the same, or better, condition than it was received.

Subj: HART ROOM POLICY, REQUESTS, SCHEDULING, AND USAGE

3) A walk-through by the requester and a member of the Academic Dean and Provost Office staff after the conclusion of the requester's event is required to officially complete the private use of the Hart Room. The Hart Room must be returned to the original condition by the requester. Responsibility and accountability for the room is relinquished by the requester when the walk-through inspection is approved.

5. Summary. The Hart Room is designated as a "midshipmen first" area. The Hart Room represents a piece of history and serves as an inspirational reminder of the monumental accomplishments forged by our predecessors in peacetime and war. Unlike most other memorials and historic areas on the Yard that may be visited or reserved by guests or members of the command, the Hart Room is reserved specifically for the midshipmen. Therefore, consideration of all event requests will be considered based upon the potential impact to midshipmen and their development.

Any questions regarding this policy or the request process should be directed to the Academic Dean and Provost's Office staff.



A. T. Phillips

Distribution:  
AC (electronically)