



DEPARTMENT OF THE NAVY
OFFICE OF THE PROVOST
UNITED STATES NAVAL ACADEMY
589 MCNAIR ROAD
ANNAPOLIS MARYLAND 21402-1300

PROVOSTINST 5293.1
PRO
2 Feb 2022

PROVOST INSTRUCTION 5293.1

From: Provost, U.S. Naval Academy

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 and served as the Naval Academy's library and auditorium. The Hart Room was officially named after Admiral Thomas C. Hart, upon completion of the Mahan Hall renovations in 1975. ADM Hart was a 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 2. The Hart Room was originally used for hosting major events but it has advanced into a cultured location with historic portraits and models. Use of the Hart Room is intended for the midshipmen as a quiet place to study or for casual meetings.

3. Policy. The Hart Room is to be used exclusively in support of midshipmen as a study area or for casual meetings. It is a room, away from Bancroft Hall and the Nimitz Library, for midshipmen to support their academic development. This policy exists to preserve this academically focused room to support the Brigade.

a. Any request for use of the Hart Room, which falls outside the intent of this policy, shall follow the request process outlined below in paragraph 4.a.

b. Midshipmen who submit a reservation request for use of the Hart Room will be given priority on a first come, first serve basis.

c. Request for usage during the periods of time when the midshipmen are on breaks or training, will be more favorable as the impact to their use of the Hart Room will be less likely. However, requesting use during these times should not infer the request will be approved.

4. Requesting and Usage Procedures

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.

2) The requester shall prepare an official request for use of the Hart Room in writing and elaborate why an exception to this policy should be considered. The request should be from the individual and/or requesting organization, and sent via email to the Provost Executive Assistant. 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) 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 Provost Office staff for action.

b. Approved and Disapproved Requests. Confirmation of approval or disapproval by the Provost will be provided at the earliest opportunity, typically within 14 days of submission. The Executive Assistant to the 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 requestor. The Hart Room should be returned in the same, or better, condition than it was received in.

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 historical areas on the Yard that may be visited or reserved by guests or members of the command, the Hart Room is reserved 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 Provost's Office Staff.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the DON Assistant for Administration, Directives and Records Management Division portal page <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local record custodian or the USNA Records Manager.

7. Review and Effective Date. Per OPNAVINST 5215.17A, the Associate Provost for Planning and Assessment will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.


A. T. PHILLIPS

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the Provost Instructions website: <https://www.usna.edu/Academics/Provost/Rules-Regulations/Instructions.php>