



## DEPARTMENT OF THE NAVY

COMMANDANT OF MIDSHIPMEN  
U.S. NAVAL ACADEMY  
101 BUCHANAN ROAD  
ANNAPOLIS, MARYLAND 21402-5100

COMDTMIDNINST 1710.15C

SUP

15 Oct 13

### COMMANDANT OF MIDSHIPMEN INSTRUCTION 1710.15C

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

Ref: (a) USNAINST 1746.1B

1. Purpose. To publish the policy and instructions governing the use of the Chesapeake/Severn Rooms.
2. Cancellation. COMDTMIDNINST 1710.15B.
3. Responsibility. The Midshipmen Supply Officer, in coordination with Midshipmen Food Service Division (MFSD) and the Operations Officer, is charged with overall responsibility for approving use of these facilities.
4. 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 of Midshipmen will have scheduling priority. Midshipmen, Staff, and Faculty of the Naval Academy may schedule activities on a not-to-interfere basis.
5. Policy and Procedures. 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 if sufficient funds to cover labor hours are available. Requests to use the Chesapeake and Severn Rooms for events not directly involving the Brigade should be referred to the MFSD Director at 410-293-7146, and will be considered on a case-by-case basis. If approved, such events will be priced to ensure government costs are reimbursed to account for food, labor, and equipment cost. In general, however, these rooms are primarily intended to support Midshipmen-related events.
  - a. Superintendent and Commandant Use. The Midshipmen Supply Officer will make arrangements for use of these rooms by the Superintendent and Commandant as directed.

b. Midshipmen, Staff, and Faculty Use. Requests must be made by contacting the MFSD Director, who will seek concurrence from the Midshipmen Supply Officer prior to scheduling an event. In general, requests should be made a minimum of at least two weeks prior to the date for which the facilities are being requested. Due to the contract labor costs associated with preparing these banquet rooms for use, approval of requests will typically be limited to events that are ceremonial in nature or directly support the USNA mission, e.g., awards ceremonies, Plebe etiquette training, First Class Capstone, etc. Use of these rooms by staff and faculty for events that do not include Midshipmen participation will typically be approved only if additional room set up is not required. Midshipmen, staff, and faculty using either the Chesapeake or Severn Rooms must:

(1) Be advised that food service support based on the menu of the day will only be provided in those instances where Midshipmen represent greater than 50% of those in attendance, or when MFSD support has been authorized separately by the Commandant per reference (a).

(2) Pay the standard meal ticket price if meals are provided for groups that are predominantly staff and/or faculty and event was authorized by the Commandant. Payment will be made to MFSD not later than five days after receiving an invoice from the MFSD accounting branch.

(3) Return the room(s) to their original state upon event completion unless corresponding meal service was provided by MFSD, in which case Food Service personnel will restore the room to the condition required to support the next scheduled event.

6. Review Responsibility. The Midshipmen Supply Officer is responsible for annual review of this instruction.



R. L. SHEA  
By direction

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