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

Distribution:
Non-Mids (Electronically)