



# Navy-Marine Corps Memorial Stadium

## Venue Rental Guidelines (Non Game-Day)\*

- ★ Reservations and Payment. All reservations for the venues at NMCMS are made by completing the “Venue Request Form” and submitting it by using one of three available methods:

- ✓ Mail to: Attn: Stadium Sales  
Naval Academy Athletic Association  
566 Brownson Road  
Annapolis, MD 21402-5040
- ✓ Email to: [navystadium@usna.edu](mailto:navystadium@usna.edu)
- ✓ Fax to: (410)293-8954

A non-refundable 50% deposit is required to confirm your reservation. A check made to “NAAA” is the only accepted method of payment. The remaining balance will be invoiced for payment due 30 days prior to the date of the event. If a reservation is submitted less than 60 days prior to the event date, payment in full is required at the time of reservation.

- ★ Scheduling and Class Precedence Policy. Reservations will be taken up to **five years** in advance of the event date for Naval Academy and Class Alumni functions and **two years** in advance of the event date for non-Naval Academy and non-Class Alumni functions. In accordance with USNA Superintendent’s guidance, the following alumni class precedence is assigned:

- ✓ 50<sup>th</sup> reunion
- ✓ 60<sup>th</sup>, 65<sup>th</sup>, or higher reunion
- ✓ 40<sup>th</sup> reunion
- ✓ 30<sup>th</sup> reunion
- ✓ 25<sup>th</sup> reunion
- ✓ 20<sup>th</sup> reunion
- ✓ Other classes on first-come, first-served basis

- ★ Catering/Event Set-up. NAAA has a catering agreement with the USNA Catering division of the Officer’s & Faculty Club for the N\* Room & Navy Lacrosse Hall of Fame. Their point of contact is Mrs. Barbara Duvall, Catering Sales Manager, at

[duvall@usna.edu](mailto:duvall@usna.edu) or (410)293-2897/2899. All other areas at NMCMS are catered through one of our NAAA Preferred Caterers (listed separately). The facility site fee does not include catering.

- ★ **Parking.** All parking at NMCMS is on a paid basis only and managed by Pinnacle Parking. The fees of \$5/car and \$10/RV apply to all users of the NMCMS hospitality venues including the N\* Room, Navy Lacrosse Hall of Fame, Flag Bridge, Superintendent's Tent, Class of '53 Pavilion, etc. **No overnight parking is allowed. Vehicles remaining overnight are subject to towing at owners expense.**

Each event must be registered by visiting [www.pinnacleparking.com](http://www.pinnacleparking.com) where two payment options are provided. Payment can be arranged either by collecting from each vehicle as it enters the lot, or by counting the vehicles as they enter the lot for a specific event and sending a master bill to the event sponsor for that number of vehicles. All guests will typically enter the parking lot through Gate 5 off of Taylor Avenue. Pinnacle Parking can be reached at (410)263-7151 or [info@pinnacleparking.com](mailto:info@pinnacleparking.com).

- ★ **Audio-Visual.** Any A/V needs that are not met by the equipment provided in either the N\* Room or Navy Lacrosse Hall of Fame may be arranged through one of our "Preferred" A/V Companies. Groups are permitted to provide their own A/V equipment. The facility fee does not include additional equipment.
- ★ **Additional Questions.** Questions and concerns can be directed to [navystadium@usna.edu](mailto:navystadium@usna.edu) or (410)293-8709.

\* For all Game-Day hospitality questions please contact:

Kris Whitacre – (410)293-8712  
[whitacre@usna.edu](mailto:whitacre@usna.edu)