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Community Meeting Room, Program Shelter, and Program/Speaker Policy Fernald Preserve, Fernald, Ohio

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1.0 Community Meeting Room, Program Shelter, and Program/Speaker Policy

1.1 Purpose

As a community asset, the Fernald Preserve fosters wildlife habitat and provides educational opportunities through environmental stewardship. The Visitors Center community meeting room, the Program Shelter (PS), and the programs/speakers offer unique and diverse ways to explore the site's history and learn of the environmental transformation that continues at the site. These facilities and services are available for use by the public. This policy describes the application process and use requirements for the community meeting room, PS, and programs/speakers.

The U.S. Department of Energy (DOE) Office of Legacy Management (LM) is the steward of the Fernald Preserve. The S.M. Stoller Corporation, a wholly owned subsidiary of Huntington Ingalls Industries (Stoller), is the Legacy Management Support contractor responsible for operating the Fernald Preserve.

1.2 General Use Policies, Procedures, and Terms of Use

Organizations that wish to use the Visitors Center meeting rooms or PS or wish to schedule a program/speaker agree to abide by the General Use Policies, Procedures, and Terms of Use:

- The facilities and services are available only to persons or organizations that do not discriminate against any persons based on race, color, religion, age, sex, disability, genetic information, or national origin and have not advocated and do not advocate the overthrow of the federal government.
- Facilities and services are not available for activities that are intended to influence or impede any pending judicial or political proceedings; nor are they available to support any political fundraising events.
- Applications for the use of the community meeting room or PS or to schedule a program/speaker require LM permission and approval. LM reserves the right to limit or prohibit any use that represents a threat to the health or safety of employees or visitors, or to the orderly use of the site and Visitors Center.
- Users agree to abide by all regulations relating to the use of the facilities and accept responsibility for all damages caused to the trails, buildings, or equipment beyond normal wear.
- No admission fee, registration fee, donations, or other funding may be solicited from attendees, except by tax-exempt 501(c)(3) nonprofit organizations with the specific permission of LM.
- No charge will be made for use of the meeting rooms, PS, or for programs/speakers.
- **Americans with Disabilities Act:** Any group using the facilities must comply with the provisions of the Americans with Disabilities Act, which states that a meeting or materials at a meeting be provided in an accessible format in response to a reasonable request.
- **Scheduling and Observation:** Users will be admitted to, and must vacate, the room at their scheduled time, and Fernald Preserve staff may attend any meeting or program.

- The opinions expressed by users of the meeting rooms or participants in a program do not necessarily reflect those of LM or Stoller, and they reserve the right to advise meeting attendees that the user is not affiliated with them.
- Users may **not**:
  - Destroy or damage government property;
  - Engage in any loud, disruptive, or obscene conduct;
  - Consume or be under the influence of alcoholic beverages;
  - Consume or be under the influence of illicit drugs;
  - Carry or possess firearms or other dangerous weapons, explosives, or incendiary devices;
  - Use open flames, grills, or smoke; or
  - Bring pets to the facilities or programs except as specifically approved in advance.
- Unless LM has approved sponsorship, all meeting and program/speaker advertisements, announcements, news releases, and flyers must clearly state that the Fernald Preserve does not sponsor the event. LM reserves the right to review the content prior to publication. The address "7400 Willey Road, Hamilton, Ohio 45013" should be included on announcements for the meeting rooms or programs. A minimum ratio of 1 adult to every 12 minors is required.
- For, and in consideration of, the use of the meeting rooms or PS or speaker, any person or organization using same hereby agrees to indemnify and hold harmless LM or Stoller and their agents, employees, subcontractors, and successors, and assigns from any and all actions or lawsuits relating to the use of such rooms and facilities. Further, such person or organization agrees to reimburse LM and Stoller for any and all costs for repair of any and all damage as may be caused directly or indirectly to the room or to facilities by such use thereof. If any organization refuses to pay for the damage, the matter will be referred to the DOE Office of the General Counsel for legal action. The applicants may be responsible for all or a percentage of any legal fees incurred as a result of such action.

1.2.1 Hours

Facilities and programs are available Tuesday through Saturday, 9:00 a.m. to 9:00 p.m. The facilities are closed on Sunday and Monday. Facility use and programs outside these hours are available under special circumstances.

1.3 Application

To use the community meeting room or PS, or to schedule a program or speaker, one of the following worksheets must be completed. The worksheets are located at http://www.lm.doe.gov/Fernald/Visitors_Center/Community_Meeting_Room.pdf.

- *Fernald Preserve Community Meeting Room Application/Fernald Preserve Program Shelter Application* (LMS 3029FER)
- *Fernald Preserve Program/Speaker Application* (LMS 3030FER)

Submit the completed worksheet online, or to the Visitors Center reception desk by fax to (513) 738-2137, or by email to fernald@lm.doe.gov. The application must be signed by an authorized representative of the group who will be attending the event and will be responsible for those attending the meeting or program.

Fernald staff will review the completed applications, and the authorized representative will receive acknowledgement by email, fax, or mail within 3 working days that the application was received. The meeting rooms, PS, or program/speaker requests will not be considered scheduled until approved by LM and confirmation is sent to the applicant.

Applications are requested at least 21 calendar days prior to the desired meeting or program/ speaker date. Reservations can be made no more than 1 year in advance.

Applications may be denied if they are incomplete or if the proposed use is contrary to the use policy stated above. If an application is denied, the applicant will be informed of the denial and why the application was denied.

1.4 Community Meeting Room Specifics

The community meeting room in the Visitors Center was designed to be used by the public when it is not needed for Fernald Preserve activities and is available free of charge for noncommercial purposes.

- Use of the meeting room is scheduled on a first-come, first-served basis. LM and Stoller reserve the right to preempt an approved meeting to conduct official business, maintenance, repair, or construction.
- The meeting room may be used for cultural, educational, or recreational activities such as exhibits, seminars, lectures, conferences, training sessions, music recitals and performances, public meetings, and fundraising events held by tax-exempt 501(c)(3) nonprofit organizations with the specific permission of LM. The meeting room may **not** be used for:
  - Any purpose that may interfere with the regular operation of the Fernald Preserve Visitors Center;
  - Programs involving the sale, advertising, or promotion of commercial products or services; or
  - Private social events.

1.4.1 Emergency

The authorized representative of the group must ensure that each person using the Visitors Center knows the location of all emergency exits and the location of the severe weather shelter and exterior rally point.

If an emergency occurs in the Visitors Center, pull the nearest fire alarm or **DIAL 911** from the nearest phone if it is safe to do so. You are at the Fernald Preserve Visitors Center, 7400 Willey Road, Crosby Township. Dial (513) 648-3334 if there is an urgent, non-emergency need to contact a facility representative.

1.4.2 Equipment

The meeting room is equipped with the following audio-visual equipment:

- Presentation computer with Internet access
- Computer/video projector
- Teleconference system
- Videoconference system
- VCR/DVD player
- Audio address system with wireless microphones
- Audio output for video recording

The equipment needed must be requested on the application. Users unfamiliar with the equipment should meet with Visitors Center staff before their reservation date. Users should notify a staff member if any equipment does not work correctly. Users will be held responsible for any and all damage caused to the equipment while in the possession of the user. Any additional equipment brought into the facility by the meeting room users is subject to a safety inspection by Fernald Preserve staff. Personal extension cords and power strips are not allowed. Visitors Center staff will provide easels, extension cords and power strips upon request.

1.4.3 Capacity and Facilities

Maximum seated room capacity is 120 for auditorium seating and 80 for conference seating. Chairs and up to 18 tables, depending on the needs of individual groups, are available for users. Visitors Center staff will set up the meeting room if alternative layouts are noted on the application and approved by LM. Users can reconfigure the meeting room under the supervision of Visitors Center staff. The room must be returned to its original configuration under the supervision of Visitors Center staff prior to departure.

The kitchenette is equipped with a sink, dishwasher, refrigerator, and coffeepots. Supplies are not provided, and the kitchen does not have an oven. Users must empty, clean, and turn off the coffeepots; and return the kitchenette and meeting room to the same condition as when the meeting started. Users will be billed for any additional cleaning required beyond normal cleaning.

Meeting room users should recycle waste materials whenever possible. A recycling center is available in the lobby for glass, paper, aluminum cans, and plastic.

1.4.4 Meeting Materials

Displays, posters, and literature pertaining to a meeting may not be placed anywhere in the Visitors Center except in the meeting room while the meeting is taking place. Displays may not be affixed directly to the walls of the meeting room.

Requests for use of the lobby for registration tables, etc. will be considered upon request.

Meeting room users are responsible for carrying their own supplies and operating any equipment they use. The Fernald Preserve is not responsible for equipment or materials owned by a group and used in the meeting room.

Users must remove all their materials at the conclusion of the meeting.

No storage space is available.

1.5 Program Shelter Specifics

The PS located just west of the Visitors Center was designed to be used by the public when it is not needed for Fernald Preserve activities and is available free of charge for noncommercial purposes.

- Use of the PS is scheduled on a first-come, first-served basis. LM and Stoller reserve the right to preempt an approved meeting to conduct official business, maintenance, repair, or construction.
- The PS may be used for cultural, educational, or recreational activities such as lectures, music recitals and performances, public meetings, and fundraising events held by tax-exempt 501(c)(3) nonprofit organizations with the specific permission of LM.
- The PS may **not** be used for:
  - Any purpose that may interfere with the regular operation of the Fernald Preserve Visitors Center;
  - Open flames and/or grilling;
  - Amplified sound or generators, except as specifically approved in advance;
  - Programs involving the sale, advertising, or promotion of commercial products or services; or
  - Private social events.

1.5.1 Emergency

The authorized representative of the group must ensure that each person using the Visitors Center/PS knows the location of all emergency exits and the location of the severe weather shelter and rally point.

If an emergency occurs in the Visitors Center/PS, pull the nearest fire alarm or **DIAL 911** from the nearest phone if it is safe to do so. You are at the Fernald Preserve Visitors Center, 7400 Willey Road, Crosby Township. Dial (513) 648-3334 if there is an urgent, non-emergency need to contact a facility representative.

1.5.2 Equipment

The PS is equipped as follows:

- Four standard 8-foot recycled picnic tables;
- Two standard 8-foot ADA recycled picnic tables;
- Easels are available upon request;
- Electricity and/or lighting are not available;
- Kitchenette facilities are not included with the PS.

1.5.3 Capacity and Facilities

Maximum capacity is 58. Users may not reconfigure the picnic tables.

Restrooms are available inside the Visitors Center.

PS users should recycle waste materials whenever possible. Mixed-waste recycling containers are provided at the PS.

1.5.4 Meeting Materials

Displays, posters, and literature pertaining to a meeting may not be placed in the PS except while the meeting is taking place. Displays may not be affixed directly to the PS structure.

PS users are responsible for carrying their own supplies. The Fernald Preserve is not responsible for equipment or materials owned by a group and used in the PS.

Users must remove all their materials at the conclusion of the meeting.

No storage space is available.

1.6 Programs/Speakers

Fernald Preserve programs/speakers are available at no cost. Program length varies according to content and needs of the group. Programs may include the following:

- Guided tours of the Fernald Preserve trails and Visitors Center. These tours offer an opportunity to learn about the site's Cold War–era history, enjoy the unique features of the nature preserve, and to learn about the ecological restoration in progress. Off-trail walks are only permitted while accompanied by Fernald Preserve staff and require a short safety briefing. Escorted driving tours of the site with stops at points of interest are available. Guided tours of the Visitors Center highlighting the building's Platinum certification by the U.S. Green Building Council's Leadership in Energy and Environmental Design, including the geothermal heating and cooling system and the biowetland used to treat wastewater from the building, are available.

- Educational field trips for elementary through college level classes that meet required educational standards on both cultural and natural history may be scheduled. Programs are available to match required Scouting badge work.
- Speakers are available to address local clubs or organizations on a variety of topics relating to the site's Cold War–era history, present mission, groundwater remediation, ecological restoration and management, wildlife, and green building construction. Offsite programs require a minimum of 30 minutes.
- Subject matter experts will be selected according to the level of topic detail required and are subject to change according to availability.
- Requests are scheduled on a first-come, first-served basis. LM reserves the right to cancel the program.

1.6.1 Emergency

Your guide will ensure that all members of your group are aware of the building's emergency exits while touring the Visitors Center. If an emergency occurs in the Visitors Center, pull the nearest fire alarm or **DIAL 911** from the nearest phone if it is safe to do so. You are at the Fernald Preserve Visitors Center, 7400 Willey Road, Crosby Township. Dial (513) 648-3334 if there is an urgent, non-emergency need to contact a facility representative.

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