

**Community Meeting Room,  
Program Shelter,  
Resource Room, and  
Staff Program/Speaker Policies,  
Fernald Preserve, Fernald, Ohio**

**April 2015**



U.S. DEPARTMENT OF  
**ENERGY**

Legacy  
Management

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Resource Room, and Staff Program/Speaker Policies,  
Fernald Preserve, Fernald, Ohio**

**Document History**

<b>Version No./ Revision No.</b>	<b>Revised</b>	<b>Description of Change</b>
5.0	April 2015	Performed a comprehensive review as required by contractor-controlled document procedure.
4.0	June 2013	Comprehensive review and update.
3.0	February 2010	Policy was expanded to cover speaker requests and visitor usage safety expectations.
2.0	July 2009	Policy was expanded to cover guided tours and educational field trips.
1.0	April 2009	Instructions and a signature line were added to obtain the DOE Site Manager's approval to use the meeting room.
0.0	March 2009	Initial issue.

Approved:



William A. Hertel

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Bill Hertel

Fernald Preserve Site Manager  
Stoller Newport News Nuclear, Inc., a wholly owned  
subsidiary of Huntington Ingalls Industries, Inc.

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Effective Date

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## **1.0 Purpose**

As a community asset, the Fernald, Ohio, Site (also known as the Fernald Preserve) fosters wildlife habitat and provides educational opportunities through environmental stewardship. The Visitors Center Community Meeting Room, Resource Room, and Program Shelter, and programs/speakers from the Fernald Preserve staff, offer unique and diverse ways to explore the site's history and learn about the environmental transformation that continues at the site. These facilities and services are available to the public. This policy describes the application process and use requirements for the meeting rooms, Program Shelter, and staff programs/speakers.

The U.S. Department of Energy (DOE) Office of Legacy Management (LM) is the steward of the Fernald Preserve. The Legacy Management Support contractor is responsible for operating the Fernald Preserve.

## **2.0 General Use Policies, Procedures, and Terms of Use**

Organizations that wish to use the Visitors Center meeting rooms or Program Shelter, or wish to schedule a staff program/speaker, must agree to abide by the following general use policies, procedures, and terms of use:

- The facilities and services are available only to persons or organizations that (1) do not discriminate against any persons based on race, color, religion, age, sex, disability, genetic information, or national origin and (2) 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 meeting rooms or Program Shelter, or to schedule a staff program/speaker, require LM permission and approval. LM reserves the right to limit or prohibit any use that represents a threat to (1) the health or safety of employees or visitors or (2) 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.
- LM will not charge any fee for use of the meeting rooms or the Program Shelter, or for services by the staff programs/speakers.
- **Americans with Disabilities Act:** Any group using the facilities must comply with the provisions of the Americans with Disabilities Act (ADA), 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 its support contractor, and they may 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 or illicit drugs.
  - Carry or possess firearms or other dangerous weapons, explosives, or incendiary devices.
  - Use open flames, grills, or smoke.
  - Bring pets to the facilities or programs except as specifically approved in advance. The no-pets-allowed policy does not apply to service animals.
- Unless LM has approved sponsorship, all meeting and staff 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 or distribution. The address “7400 Willey Road, Hamilton, Ohio 45013” should be included on announcements for the meeting rooms, Program Shelter, 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, Program Shelter, or staff speaker, any person or organization using same hereby agrees to indemnify and hold harmless LM and their agents, employees, contractors, 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 for all costs for repair of all damage as may be caused directly or indirectly 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.

## **2.1 Hours**

The Visitors Center is open to the public Wednesday through Saturday 9:00 a.m. to 5:00 p.m., excluding federal holidays. Pre-scheduled facility use and programs are available Tuesday through Saturday, 9:00 a.m. to 9:00 p.m. The Visitors Center is closed on Sunday and Monday. Visitors Center use and programs outside these hours are available under special circumstances.

### **3.0 Application**

To use the Community Meeting Room, Resource Room, or Program Shelter, or to schedule a staff program or speaker, one of the following applications must be completed. Applications are filled out and submitted electronically using the following webpages:

- *Fernald Preserve Community Meeting Room/Resource Room/Program Shelter Application* (LMS 3029FER)  
<http://www.lm.doe.gov/WorkArea/linkit.aspx?LinkIdentifier=ekfrm&ItemID=1403>
- *Fernald Preserve Program/Speaker Application* (LMS 3030FER)  
<http://www.lm.doe.gov/WorkArea/linkit.aspx?LinkIdentifier=ekfrm&ItemID=6781>

The completed application must be submitted by the contact person. The contact person, also known as the “authorized representative,” is responsible for supervising the group and must be present at all times during the requested event.

Fernald Preserve staff will review the completed applications, and the contact person will receive acknowledgement by email within 3 business days after LM receives the completed application. The meeting rooms, Program Shelter, or staff program/speaker requests will not be considered scheduled until approved by LM and confirmation is sent to the applicant.

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

Applications can 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.

### **4.0 Community Meeting Room and Resource Room Specifics**

The Community Meeting Room and the Resource Room in the Visitors Center may be used by the public when not needed for Fernald Preserve activities. The rooms are available free of charge for noncommercial purposes.

- Use of the meeting rooms is scheduled on a first-come, first-served basis. LM reserves the right to preempt an approved meeting to conduct business, maintenance, repair, construction, or as needed to ensure the safety of staff and visitors.
- The meeting rooms 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 rooms may *not* be used for the following:
  - Any purpose that may interfere with the regular operation of the Visitors Center
  - Programs involving the sale, advertising, or promotion of commercial products or services
  - Private social events

## **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.

## **4.2 Equipment**

Any 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 all damage caused to the equipment while in the possession of the user. Any additional equipment brought into the Visitors Center is subject to a safety inspection by staff. Personal extension cords and power strips are not allowed. Staff will provide easels, extension cords, and power strips upon request.

The Community Meeting Room is equipped with the following equipment:

- Computer with Internet access and projector
- Computer/video projector
- Teleconference system
- Videoconference systemAudio address system with wireless microphones
- Audio output for video recording
- VCR/DVD player
- Registration table

The Resource Room is equipped with the following equipment:

- Teleconference system
- Videoconference system
- Internet access
- Site reference material

## **4.3 Capacity and Facilities**

### **4.3.1 Community Meeting Room**

Maximum capacity is 120 for theater seating, 80 for classroom seating, and 40 for conference room 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

requested on the application and approved by LM. Users can reconfigure the room under the direct supervision of Visitors Center staff. At the end of the meeting, the room must be returned to its original configuration under the direct supervision of Visitors Center staff prior to departure.

A kitchen is available for use with the Community Meeting Room and 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 kitchen and meeting room to the condition of the rooms before the meeting started. Users will be billed for any additional cleaning required beyond normal use.

#### **4.3.2 Resource Room**

Maximum capacity is eight at a conference table. The room may not be reconfigured. The Community Meeting Room kitchen is not included with the use of the Resource Room.

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

#### **4.4 Meeting Materials**

Displays, posters, and literature may not be placed anywhere in the Visitors Center except in the Community Meeting Room while the meeting is taking place. Displays may not be affixed directly to the walls.

Requests for use of the Lobby for registration tables, etc., will be considered upon request for Community Meeting Room users only.

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 rooms.

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

No storage space is available.

### **5.0 Program Shelter Specifics**

The Program Shelter located on the west side of the Visitors Center may be used by the public when it is not needed for Fernald Preserve activities. It is available free of charge for noncommercial purposes. The following conditions apply:

- Use of the Program Shelter is scheduled on a first-come, first-served basis. LM reserves the right to preempt an approved meeting to conduct business, maintenance, repair, construction, or as needed to ensure the safety of staff and visitors.

- The Program Shelter 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 Program Shelter may *not* be used for the following:
  - Any purpose that may interfere with the regular operation of the Visitors Center or site
  - Grilling or any activity with open flames
  - Amplified sound or generators, except as specifically approved in advance
  - Programs involving the sale, advertising, or promotion of commercial products or services
  - Private social events

## **5.1 Emergency**

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

If an emergency occurs in the Program Shelter, pull the nearest fire alarm or **DIAL 911** from the nearest phone in the Visitors Center 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.

## **5.2 Equipment**

The Program Shelter is equipped as follows:

- Four standard 8-foot tables
- Two standard 8-foot ADA-compliant tables

Easels are available upon request. Electricity and lighting are not available. Kitchen facilities are not included with the Program Shelter.

## **5.3 Capacity and Facilities**

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

Restrooms are available inside the Visitors Center.

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

## **5.4 Meeting Materials**

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

Program Shelter 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 Program Shelter.

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

No storage space is available.

## **6.0 Staff Programs/Speakers**

Fernald Preserve staff programs/speakers are available at no cost. Program length varies according to content and needs of the group. Available programs are described below.

### **Tours**

- Guided tours of the site trails and Visitors Center provide an opportunity to learn about the site's Cold-War-era history, to enjoy the unique features of the nature preserve, and to learn about the ecological restoration in progress.
- Off-trail walks require a short safety briefing, and they are permitted only while accompanied by Fernald Preserve staff.
- Escorted driving tours of the site with stops at points of interest are available.
- Guided tours of the Visitors Center are available. These tours highlight the building's Platinum certification by the U.S. Green Building Council's Leadership in Energy and Environmental Design, including the ground-source heating and cooling system and the biowetland used to treat wastewater from the building.
- Educational field trips can be designed to meet requirements on both natural and cultural history for elementary through college-level classes. Programs are available to match required Scouting badge work.
- Guided tours may be cancelled at any time to ensure the safety of staff and visitors.

### **Staff Speakers**

- Staff speakers are available to address local clubs or organizations. Subject matter experts are selected according to the level of topic detail required and are subject to change according to availability. Offsite programs require a minimum of 30 minutes.

Requests are scheduled on a first-come, first-served basis. LM reserves the right to cancel the program.

## **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 and other onsite facilities. 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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