

**U.S. Department of Energy Office of Legacy Management**

**Fernald Preserve Program/Speaker Application**

Name of sponsoring organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Note: The contact person is responsible for supervising the group and must be present at all times.

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Alternate phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Requested date: \_\_\_\_\_ Alternate date: \_\_\_\_\_

Number of attendees: \_\_\_\_\_ (A minimum of 1 adult for every 12 minors is required.)

Age of attendees: Adults \_\_\_\_\_ Sr. Adults \_\_\_\_\_ Students \_\_\_\_\_ Grade level \_\_\_\_\_

Arrival time: \_\_\_\_\_ Departure time: \_\_\_\_\_

Requested Program/Speaker start time: \_\_\_\_\_ Length of program: \_\_\_\_\_

Type of program: (check as many boxes as are applicable)

- Bird Watching
- Driving tour
- Ecological Restoration
- Exhibits
- Fernald History
- Forest
- LEED
- Prairie
- Wetlands
- Wildlife
- Other: Include description of request:
- Offsite: Indicate location of program including address:

Special needs: \_\_\_\_\_

Additional comments: \_\_\_\_\_

Do you request the use of any additional facility space for your visit? *This is only required if your group will be conducting any activity OTHER THAN your scheduled program .Indicate which facility/ies you are requesting:*

- Community Meeting Room (seated occupancy is 120 with theater seating, 80 with classroom seating, or 40 with conference room seating. For set-up other than classroom seating, please call 648-3330)
- Program Shelter (seated occupancy is 58 at standard outdoor tables, restrooms are located inside adjacent Visitors Center, kitchen not included)
- None

Description of planned activity other than the program requested above:

Check equipment requested: (Complete for Community Meeting Room request only)

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

[Click here for policy](#) Type **yes** in following box stating you have read and agree to our policy:

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### Fernald Preserve Program/Speaker Application (continued)

By completing and submitting this Program/Speaker Application, the contact person agrees to all general usage policies, procedures, and terms of use.

Submit electronically or mail this application to: *Donna Metzler*  
*Fernald Preserve*  
*10995 Hamilton-Cleves Highway*  
*Harrison, OH 45030*  
*Phone: (513) 648-3330*  
*Email: [ferald@lm.doe.gov](mailto:ferald@lm.doe.gov)*

The Fernald Preserve Visitors Center is located at 7400 Willey Road, Hamilton, OH 45013.

***Notice: You will receive an electronic or phone confirmation that your application has been received; however, the request is not officially booked until it goes through an approval process that may take up to 2 weeks.***