

**Community Meeting Room,
Guided Tour, Educational Field
Trip, and Speaker Policy**

Fernald Preserve, Fernald, Ohio

June 2013



U.S. DEPARTMENT OF
ENERGY

Legacy
Management

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Document History

Version No./Revision No.	Date	Description of Change
4.0	06/13/2013	Comprehensive review and update
3.0	02/25/2010	Policy was expanded to cover speaker requests and visitor usage safety expectations.
2.0	07/31/2009	Policy was expanded to cover guided tours and educational field trips.
1.0	04/28/2009	Instructions and a signature line were added to obtain the DOE Site Manager's approval to use the meeting room.
0.0	03/09/2009	Initial issue.

Approved:

Bill Hertel
Fernald Preserve Site Manager
S.M. Stoller Corporation

Date

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Worksheets Referenced in This Manual

Fernald Preserve Community Meeting Room Application	LMS 3029FER
Fernald Preserve Educational Field Trip Application	LMS 3031FER
Fernald Preserve Guided Tour Application	LMS 3030FER
Fernald Preserve Speaker Request Application	LMS 3049FER

1.0 Community Meeting Room, Guided Tour, Educational Field Trip, and Speaker Policy

1.1 Purpose

As a community asset, the Fernald Preserve fosters wildlife habitat and provides educational opportunities through environmental stewardship. The community meeting room at the Visitors Center, guided tours, educational field trips, and speakers offer unique and diverse ways to explore the site's history and learn of the environmental transformation that continues at the site. The U.S. Department of Energy (DOE) Office of Legacy Management (LM) is the steward of the Fernald Preserve. The S.M. Stoller Corporation (Stoller) is the contractor responsible for the operation of the Fernald Preserve.

1.2 General Use Policies, Procedures, and Terms of Use

Organizations that wish to use the Visitors Center's meeting rooms, or schedule a guided tour or educational field trip, agree to abide by the General Use Policies, Procedures, and Terms of Use:

- Applications for the use of the community meeting room, guided tours, educational field trips, or speakers, requires 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, guided tours, educational field trips, or speakers.
- The opinions expressed by users of the meeting rooms or participants in a guided tour or educational field trip 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 or disruptive 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; or
 - Smoke.

- All meeting, guided tour, educational field trip, or speaker advertisements, announcements, news releases, flyers, etc. must clearly state that the event is not sponsored by the Fernald Preserve unless prior approval is received by LM, which reserves the right to review the content prior to publication.
- “7400 Willey Road, Hamilton, Ohio 45013” should be included on meeting announcements for the meeting rooms, guided tours, or educational field trips. Use of the name, address, or telephone number of the Fernald Preserve as the user’s address or headquarters is prohibited.
- A minimum ratio of 1 adult to every 12 minors is required.
- For, and in consideration of, the use of the meeting rooms, 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.

1.3 Application

An application form for the community meeting room, a guided tour, educational field trip, or speaker must be completed and submitted to the Visitors Center reception desk, faxed to (513) 738-2137, e-mailed to fernauld@lm.doe.gov, or submitted via the relevant online application. 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, guided tour, educational field trip, or speaking engagement.

Completed applications will be reviewed, and the authorized representative will receive confirmation by e-mail, fax, or mail within 3 working days that the application has been received. The meeting rooms, guided tour, educational field trip, or speaker requests will not be considered scheduled until approved by LM and confirmation is sent to the applicant.

Applications must be submitted at least 21 calendar days prior to the desired meeting, guided tour, educational field trip, or speaker date. Reservations can be made no more than 1 year in advance. Information regarding schedule availability will be shared with interested parties who inquire.

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

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.

- The meeting room is 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.
- 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, for 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, solicitation, or promotion of commercial products or services;
 - Programs that are intended to influence or impede any pending judicial or political proceedings;
 - Obscene purposes;
 - Private social events; or
 - Political fundraising events.

1.4.1 Hours

Meetings may be held Tuesday through Saturday, 9:00 a.m. to 9:00 p.m. The meeting room is closed on Monday and Sunday. Meeting room use outside these hours is available under special circumstances.

1.4.2 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) 648-4026 if there is an urgent non-emergency need to contact a facility representative.

1.4.3 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. If users are unfamiliar with the equipment, they should meet with Visitors Center staff before their meeting. 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. Extension cords and power strips will be provided by Visitors Center staff upon request.

1.4.4 Capacity and Facilities

Maximum room capacity is 250 for auditorium seating and 120 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. Users are required to remove any materials that were brought with them.

The kitchen is equipped with a sink, refrigerator, and coffeepots. Supplies are not provided, and the kitchen does not have an oven. Users must clean the kitchen and meeting room; empty, clean, and turn off the coffeepots; and return the kitchen 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 for glass, paper, aluminum cans, and plastic in the Lobby.

1.4.5 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. Flyers, posters, displays, and other literature must be removed from the premises at the conclusion of the meeting.

Material and equipment needed for use in the Lobby 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. All equipment must be removed at the conclusion of the meeting. No storage space is available.

1.4.6 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.

1.4.7 Americans with Disabilities Act

It is mandatory that any group using the community meeting room 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.

1.5 Guided Tour

Guided tours of the Fernald Preserve trails and Visitors Center are available at no cost. These tours offer an opportunity to learn about the site's history and enjoy the unique features of this nature preserve. Off-trail walks are only permitted while accompanied by Fernald Preserve staff and require a short safety briefing. A vehicle is available for escorted driving tours of the site with stops at points of interest. 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

1.5.1 Hours

Guided tours are available at any time, subject to the availability of Fernald Preserve staff. The length of guided tours varies based on the type of tour.

1.5.2 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) 648-4026 if there is an urgent non-emergency need to contact a facility representative. If an emergency occurs while on a trail, notify your guide so they can notify the appropriate response personnel.

1.6 Educational Field Trip

Educational field trips of the Fernald Preserve trails and Visitors Center are available at no cost. Curricula that meet Ohio Achievement Standards have been developed to incorporate the diverse ecosystems that flourish at the Fernald Preserve. Curricula may be selected to match standards for the 2nd to 12th grades.

1.6.1 Hours

Educational field trips are available at any time, subject to the availability of Fernald Preserve staff. The length of educational field trips vary based on the curricula.

1.6.2 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) 648-4026 if there is an urgent non-emergency need to contact a facility representative. If an emergency occurs while on a trail, notify your guide so they can notify the appropriate response personnel.

1.7 Speaker

Fernald Preserve speakers are available at no cost to address local clubs or organizations on a variety of topics relating to the site's history, present mission, groundwater restoration, ecological restoration and management, wildlife, and green building construction.

- Speakers are available only to organizations that do not discriminate against any persons based on race, creed, religion, age, sex, disability, or national origin and that have not advocated and do not advocate the overthrow of the federal government.
- Subject matter experts will be selected based on the level of topic detail required and are subject to change based on availability.
- Requests are scheduled on a first-come, first-served basis. LM reserves the right to cancel the speaking engagement.
- Speakers will not discuss any issues:
 - Involving the sale, advertising, solicitation, or promotion of commercial products or services;
 - Intended to influence or impede any pending judicial or political proceedings; or
 - Related to political fundraising events.

1.7.1 Hours

Speakers are available Monday through Saturday 9 a.m. to 9 p.m. for a maximum of a two-hour presentation excluding travel time subject to the availability of Fernald Preserve staff. Speaking engagements outside these hours are available under special circumstances. Presentation lengths vary based on content.