

Meeting Space and Program Request Policy Fernald Preserve, Ohio, Site

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U.S. DEPARTMENT OF
ENERGY

Legacy
Management

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**Meeting Space and Program Request Policy
Fernald Preserve, Ohio, Site**

Document History

Version No./ Revision No.	Revised	Description of Change
6.0	January 2020	Performed a comprehensive review as required by contractor-controlled document procedure.
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:



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2020.01.07 14:08:32 -05'00'

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Fernald Preserve Site Manager
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Date

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Abbreviations

ADA	Americans with Disabilities Act
DOE	U.S. Department of Energy
LM	Office of Legacy Management

1.0 Purpose

As a community asset, the Fernald Preserve, Ohio, Site fosters wildlife habitat and provides community engagement opportunities. The Visitors Center meeting spaces—as well as programs and speakers from the Fernald Preserve staff—offer members of the public unique and diverse ways to utilize the Fernald Preserve, to explore the site’s history, and to learn about the environmental transformation that continues at the site. The facilities and services are available to the public. This policy describes the application process and use requirements for the meeting spaces and program requests.

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 Terms and Conditions

Organizations and members of the public that wish to use reservable meeting spaces or wish to schedule a program must agree to abide by the following general use terms and conditions:

- The facilities and services are available only to organizations or persons 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.
- The meeting rooms may be used for cultural, educational, or recreational activities such as exhibits, seminars, lectures, conferences, training sessions, music recitals and performances, and public meetings. Fundraising events may be held by tax-exempt 501(c)(3) nonprofit organizations with the specific advance permission of LM.
- Users may not conduct activities involving the sale, advertising, or promotion of commercial products or services, and no admission fee, registration fee, donations, or other funding may be solicited from attendees, except by tax-exempt 501(c)(3) nonprofit organizations with advance permission of LM.
- Users agree to abide by all regulations, terms, and conditions relating to the use of the public amenities and accept responsibility for all damages caused to the trails, buildings, or equipment beyond normal wear.
- LM will not charge a fee for use of the meeting spaces or for services provided by the staff.
- **Americans with Disabilities Act (ADA):** Any group using the facilities must comply with the provisions of the 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 reserved meeting space at their scheduled time, and staff may attend any meeting or program.

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- The opinions expressed by users of the meeting spaces 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.
- LM reserves the right to 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.
- LM or site staff may cancel programs or facility use at any time due to weather or other conditions to ensure the safety of the participants.
- Users may *not*:
 - Destroy, damage, or steal 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 or grills.
 - Smoke or use e-cigarettes.
 - Interfere with the regular operation of the Visitors Center or site.
 - Use amplified sound or generators, except as specifically approved in advance.
 - Conduct private social events.
 - Bring pets onsite to the facilities or programs except as specifically approved in advance by LM. The no-pets-allowed policy does not apply to service dogs.
- Unless LM has approved sponsorship, all meeting space and program advertisements and announcements 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 is 7400 Willey Road, Hamilton, Ohio 45013.
- A minimum ratio of 1 adult to every 12 minors is required.
- For, and in consideration of, the use of the meeting spaces and program services, 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. Visitors Center use and programs outside these hours are available. The site is open to the public seven days a week from 7:00 a.m. to dusk.

3.0 Application

Applications for the use of the meeting spaces, or to schedule a program, require advance LM permission and approval. To use a meeting space or to schedule a program, an application must be filled out and submitted.

- *Fernald Preserve Meeting Space Application* (LMS 3029FER)
https://www.lm.doe.gov/Fernald/Visitors_Center/Fernald_Preserve_Community_Meeting_Room_Application-8589933068.pdf
- *Fernald Preserve Program Application* (LMS 3030FER)
https://www.lm.doe.gov/Fernald/Visitors_Center/Fernald_Preserve_Program/Speaker_Application.pdf

A completed application must be submitted by an authorized representative of the requesting group; this person is responsible for sharing this policy with other members of the group as needed, supervising the group, and being present during the requested event.

Applications will be reviewed, and email acknowledgement will be sent within 3 business days. After the request is approved by LM, a final confirmation will be emailed.

Applications should be submitted at least 21 calendar days prior to the requested date. Reservations can be made up to 1 year in advance.

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

Applications may be denied if the meeting space or staff is unavailable, the application is incomplete, or the proposed use is contrary to the general use terms and conditions stated above. If an application is denied, the applicant will be informed of the denial and why the application was denied.

4.0 Meeting Space Details

4.1 Emergency

The authorized representative of the group will ensure that each person using the meeting spaces knows the locations of all emergency exits, the severe weather shelter, and exterior assembly area.

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) 648-3330 if there is an urgent, nonemergency need to contact a facility representative.

4.2 General Considerations

Any equipment needed must be requested on the application. Users unfamiliar with the equipment should meet with staff before their reservation date. Notify staff 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 inspection. Personal extension cords and power strips are not allowed. Easels, extension cords, and power strips are available upon request. Please recycle using receptacles located throughout the building.

- Displays, posters, and literature may not be placed anywhere in the Visitors Center or onsite except in the meeting spaces during the reservation hours. Displays may not be affixed directly to the walls.
- Meeting room users are responsible for operating any equipment they use. The Fernald Preserve is not responsible for equipment or materials owned by a group.
- Users must remove their materials at the end of the meeting.
- No storage space is available.

4.3 Community Meeting Room

The 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 are available for users. Users can reconfigure the room under the supervision of staff if alternate layouts are requested on the application and approved by LM. Prior to departure, the room must be returned to its original configuration under the supervision of staff.

A kitchen equipped with a sink, dishwasher, refrigerator, microwave, and coffeepots is available with the Community Meeting Room. Supplies are not provided. Users must return the kitchen and meeting room to the conditions found prior to use. Users will be billed for any additional cleaning required beyond normal use.

Approval for use of Lobby space for registration tables and the like will be considered upon request.

The Community Meeting Room is equipped with the following:

- Computer with Internet access
- Computer/video projector
- Teleconference system
- Videoconference system
- Audio address system with wireless microphones
- Audio output for video recording

4.4 Resource Room

The Resource Room maximum capacity is eight at a conference table. The room has one computer workstation and may not be reconfigured.

The Resource Room is equipped with the following:

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

4.5 Program Shelter

The Program Shelter maximum capacity is 58 at four standard 8-foot tables with benches and two standard 8-foot ADA-compliant tables with benches. Users may not reconfigure the tables. Restrooms are available inside the Visitors Center.

The Program Shelter has no equipment.

No storage space is available.

5.0 Programs and Speakers

5.1 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) 648-3330 if there is an urgent, non-emergency need to contact a facility representative.

5.2 Private Programs

- Fernald Preserve staff offer a wide variety of programs, many of which are open to the public. Private programs are available upon request. Site trails and the Visitors Center provide an opportunity to learn about the site's ecological restoration, wildlife communities, Cold-War-era history and production, and certification by the U.S. Green Building Council's Leadership in Energy and Environmental Design and to enjoy the unique features of the nature preserve.
- Program length varies according to content and needs of the group.
- Off-trail walks require a short safety briefing, and they are permitted only while accompanied by staff.

- Escorted driving tours of the site with stops at points of interest are available.
- 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.

5.3 Staff Speakers

- Staff speakers are available to address local clubs or organizations at offsite locations. 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.