

Special Use Permission Policy Weldon Spring, Missouri, Site

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1.0 Purpose

The Weldon Spring, Missouri, Site preserves the legacy of lost towns, production plants from World War II and the Cold War, and site remediation. The site hosts an interpretive center, exhibit hall, educational programming, the Hamburg Trail, publicly accessible disposal cell, 150-acre native prairie, and the Jeannie Moe Memorial Garden. As an additional service to the community, the site may grant permission to use the site in a manner not typical for most public users. The following policy describes the process and use requirements, herein referred to as “Special Use Permission.”

The U.S. Department of Energy (DOE) Office of Legacy Management (LM) is the owner of the Weldon Spring site. A Legacy Management Support (LMS) contractor is responsible for the operation of the site.

2.0 Special Use Permission Activity Requirements

Special use permission is required for any individual or group planning to engage in activities not already approved for general use.

2.1 Activities Requiring Special Use Permission

The following activities require special use permission:

- Any visiting group larger than 15 attendees, except groups with scheduled and confirmed site hosted interpretive programming or tours
- Meeting room use
- Secondary parking area use
- Biking and trail running/walking events with attendance greater than 15
- Site access outside of posted public-use hours
- Scientific study and research projects
- Educational or interpretive programming hosted by external groups
- Posting and displaying of signs
- Collection of funds by organizations not registered under Internal Revenue Code section 501(c)(3)
- Any other intended use of the Weldon Spring site not expressly identified above or as an approved activity listed in the Visitor Information Fact Sheet:
https://www.lm.doe.gov/Weldon/Interpretive_Center/Visitor_and_Special_Use_Permission_Information.pdf

3.0 Special Use Requests

All persons and groups must detail, in writing, the nature of their intended Special Use Permission request. All special use activities require preapproval by the LMS contractor on a case-by-case basis. Additional approvals through LM may be necessary on a case-by-case basis. A Special Use Permission confirmation letter will be provided to groups with successfully approved activities. LM/LMS will notify groups of denied special use activities with a rejection letter.

1. Refer to the Special Use Permission Request online form to submit a request.
https://www.lm.doe.gov/Weldon/Interpretive_Center/Visitor_and_Special_Use_Permission_Information.pdf
2. LM/LMS will not charge any fee for use of the meeting rooms, outdoor spaces, or services hosted by site staff.

3.1 Requesting Special Use Permission

All requests must be submitted via the Special Use Permission Request online form at least 2 weeks prior to the intended use. Completed request forms may be submitted to:

WSInterperpretiveCenter@lm.doe.gov

-Or-

Weldon Spring Site Interpretive Center
7295 Highway 94 South
St. Charles, MO 63304

4.0 Special Use Permission Prohibited Activities and Terms of Use

4.1 Prohibited Activities at the Weldon Spring Site

A comprehensive listing of Prohibited Activities is posted on the grounds of the Weldon Spring site, at the Interpretive Center, and online. All visitors and Special Use Permission users are expected to comply.

- U.S. Department of Energy listing of Prohibited Activities
- Weldon Spring Site listing of Prohibited Activities
- https://www.lm.doe.gov/Weldon/Interpretive_Center/Visitor_and_Special_Use_Permission_Information.pdf

4.2 Special Use Permission Terms of Use

Individuals and organizations that wish to obtain special use permission to use the Weldon Spring site's meeting rooms and outdoor spaces must agree to the following terms of use.

1. The facilities and services are available only to persons or organizations with the following criteria. Approved persons and groups:
 - a. Must be community-based, nonprofit organizations. Note: 501(c)(3) credentials are not required.
 - b. Do not discriminate against any persons based on race, color, religion, age, sex, disability, genetic information, or national origin.
 - c. Have not advocated and do not advocate the overthrow of the federal government.
 - d. Will not engage in activities that are intended to influence or impede pending judicial proceedings.
 - e. Will not engage in political activities.
2. All Special Use Permission users must agree to abide by all regulations relating to the use of the facilities and accept responsibility for any and all damage caused to the trails, buildings, or equipment beyond normal wear.
3. In addition to DOE Prohibited Activities and Weldon Spring Site Prohibited Activities posted online, Special Use Permission users may not engage in the following:
https://www.lm.doe.gov/Weldon/Interpretive_Center/Visitor_and_Special_Use_Permission_Information.pdf
 - a. Destroy or damage government property.
 - b. Engage in any loud, disruptive, or obscene conduct.
 - c. Wash dishes in sink or dishwasher or dispose of waste into drains.
 - d. Penetrate soils or surfaces with signs, banners, stakes, screws, nails, etc. without prior approval.
 - e. Collect admission fee, registration fee, donations, or other funding solicited from attendees except by tax-exempt 501(c)(3) nonprofit organizations or by special use permission granted by LM or the LMS contractor.
4. Users will:
 - a. Dispose of all trash and recycling into proper receptacles.
 - b. Return all tables and chairs to original configuration.
 - c. Promptly arrive and depart at the agreed-upon times.
5. Portable restrooms for activities involving large groups may be required on a case-by-case basis and will be provided by the group at no cost to LM or the LMS contractor. This requirement will be communicated by site staff and included in the confirmation letter.

6. For, and in consideration of, the use of the Weldon Spring Site 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 damages as may be caused directly or indirectly to facilities, by such use thereof. If any organization refuses to pay for the damages, the matter will be referred to DOE Office of the General Counsel for legal action. The applicants may be responsible for all or percentage of any legal fees incurred as a result of such action.
7. LM or the LMS contractor reserves the right to refuse service, limit activities, or prohibit use.