



POLICY STATEMENT

Policy Statement 5400
Policy Area: Facilities - Property Management
Effective Date: **AUG 15 2003**
Approved: *Paul A. Quander, Jr.*
Paul A. Quander, Jr., Director

OCCASIONAL USE OF AGENCY FACILITIES

I. COVERAGE

This Policy Statement applies to all permanent, temporary, and part-time employees of Court Services and Offender Supervision Agency ("CSOSA" or "agency") and the respective use of CSOSA facilities by non-CSOSA entities.

Agency Contractors are specifically excluded from this Policy Statement and should contact their Contracting Officer's Technical Representative (COTR) to coordinate any use of CSOSA facilities outside the terms of their contracted agreement.

This Policy Statement does not apply to the Pretrial Services Agency for the District of Columbia.

II. BACKGROUND

This policy ensures that the general public has appropriate access to CSOSA facilities and prescribes the policies and procedures for outside individuals or organizations to use CSOSA facilities. This policy closely parallels the General Services Administration's regulations on Occasional Use of Public Buildings.

III. POLICY

It shall be the policy of the agency to allow non-CSOSA entities to use CSOSA facilities as long as:

- A CSOSA employee (hereafter referred to as "sponsoring employee") sponsors the outside organization, which includes supervising the activity, and;
- The request has been approved on the basis that the usage facilitates a relationship between the agency and the outside entity that will further the mission or program of the agency.

The sponsoring employee, or another CSOSA employee designated by the sponsoring employee, must be present throughout the duration of the event.

Notwithstanding a request to use agency facilities, CSOSA's need to conduct official Government business in its office space takes precedence over any outside request.

IV. AUTHORITIES, SUPERSEDURES, REFERENCES, AND ATTACHMENTS

A. Authorities

41 C.F.R. Subpart 101-20.4 Occasional Use of Public Buildings
H. R. Directive 410.2, Training Center Utilization

B. Supersedures

None

C. Procedural References

None

D. Attachments

Appendix A. General Procedures
Appendix B. Occasional Use of Facility Application

**APPENDIX A
GENERAL PROCEDURES**

A. Application Procedures

The Director of Facilities must officially approve the use of CSOSA facilities. The individual or organization desiring to use the CSOSA facility must complete an Occasional Use of Facility Application (Appendix B) provided by the sponsoring employee. The sponsoring employee must submit the completed application to:

Director of Facilities, Management and Administration
633 Indiana Avenue, N.W., 7th Floor
Washington, D.C. 20004.

A copy of this application must be forwarded through his or her immediate supervisory chain of command to the Associate Director of the CSOSA component in which the sponsoring employee works. For example, if a Community Supervision Services (hereinafter referred to as "CSS") employee submits an application, through their supervisor, the Associate Director of CSS must also receive a copy of the application. The Director of Facilities will consult with the appropriate Associate Director prior to approving the application. The Director of Facilities must receive the application not later than 20 business days before the intended use.

The application form requires the following information:

1. Name, address and telephone number of the applicant, the applicant's organization, and the sponsoring CSOSA employee;
2. Facility address and room number
3. A description of the proposed activity;
4. The purpose of the event;
5. Date of the event;
6. Starting and ending time for the event;
7. Number of people expected to attend;
8. Statement regarding how the event facilitates a relationship between the agency and the outside entity that will further the program or mission of the agency; and
9. Statement assuring that the sponsoring employee will be responsible for performing general cleanup of the area so as to restore it to the same condition it was in prior to the function or meeting.

All requests for the use of the John A. Carver Training and Career Development Center (TCDC), must also be submitted through the immediate supervisory chain of command, Associate Director, then to the Director of Facilities for initial review of eligibility. Upon review, the Director of Facilities will forward the application to the Director of Training to determine availability and scheduling. The Director of Training will then notify the Director of

Facilities of space availability. The Director of Facilities will notify all other entities of the approval or disapproval, as required in Appendix A, Section B.

The space provided under this Policy Statement will be free of charge. However, the outside organization may be requested to reimburse the agency for any services beyond those that are normally provided, such as costs for extended security hours or additional cleaning.

The sponsoring CSOSA employee is responsible for coordinating the set up and/or breakdown of the facility as required for the intended use. The sponsoring CSOSA employee is also responsible for restoring the facility to its original condition.

The outside organization is not allowed to make alterations to the agency facilities except with prior approval of the Director of Facilities.

The outside organization is responsible for providing equipment such as audio-visual equipment, etc., that is necessary for the proposed use.

The outside organization is subject to the rules and regulations governing conduct on Federal Property set forth in 41 C.F.R. §§ 101-20.3 and 101-20.408, as well as in Human Resources Directive 410.2, Training Center Utilization as applicable.

B. Decisions

The Director of Facilities shall review applications to use agency facilities and respond within five (5) business days. Where there is more than one request for the same area, applications will be reviewed on a first-come, first-served basis. Upon review, applications may be disapproved for various reasons that may include but are not limited to the following:

1. The applicant has failed to submit all information required or has falsified information;
2. The proposed use is a commercial activity;
3. The proposed use interferes with access to public areas, disrupts official Government business, adversely impacts the training center operations, interferes with approved uses of the property by tenants, employees or offenders or damages any property;
4. The proposed use is intended to influence or impede any judicial proceeding;
5. The usage does not facilitate a relationship between the agency and the outside entity that furthers the program or mission of the agency; or
6. In the judgment of the deciding official, such usage may not be in the agency's best interest or may violate the law.
7. CSOSA does not have the authority under the lease to approve occasional use by the public.
8. The space is unavailable for the date or time requested.

The Director of Facilities shall promptly notify the applicant of the decision to approve or disapprove the application. If the application is approved, the Director of Facilities shall also inform the Associate Directors for Management & Administration, Community Justice Programs, the Office of Legislative, Intergovernmental and Public Affairs and the Directors of

Security and Training and Career Development as applicable. If the application is disapproved, the Director of Facilities shall notify the applicant of the reasons for the action and shall inform the applicant of the right to appeal the decision.

C. Appeals

If the applicant wishes to appeal the denial of a request to use agency facilities, he or she may submit an appeal to the Associate Director, Management and Administration (hereinafter referred to as "Associate Director") within 5 calendar days of the notification of disapproval. Notices of appeal must be in writing. The Associate Director shall review the appeal and give the applicant an opportunity to state his or her position orally or in writing. The Associate Director shall make a decision within 10 calendar days of receipt of the appeal and promptly notify the applicant of the decision and the reasons therefor.