



POLICY STATEMENT

Policy Statement PS 5400
Policy Area: Facilities - Property Management
Effective Date: 2/28/2020
Review Due Date: 2/28/2022

Approved: 
Richard Tischner, Director

OCCASIONAL USE OF AGENCY FACILITIES

1. SUMMARY

The Court Court Services and Offender Supervision Agency (CSOSA) will permit non-CSOSA entities to access its facilities in accordance with General Services Administration regulations.

2. BACKGROUND

This policy ensures that the general public has appropriate access to CSOSA facilities and prescribes the policies and procedures for outside individuals or organization, hereby referred to as a non-CSOSA entity, to use CSOSA facilities. This policy closely parallels the General Services Administration's regulations on Occasional Use of Public Buildings.

3. DISCLAIMER

The contents of this document do not have the force and effect of law and are not meant to bind the public in any way. This document is intended only to provide clarity to the public regarding existing requirements under the law or agency policies.

4. COVERAGE

This Policy Statement applies to all 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 Representative (COR) to coordinate any use of CSOSA facilities outside the terms of their contracted agreement.

5. ROLES & RESPONSIBILITIES

The Office of Administration is in charge of the application of this 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 non-CSOSA entity, which includes supervising the activity, and;
- The request has been approved by the required offices, 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.

6. AUTHORITIES 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. Attachments

Appendix A. General Procedures
Appendix B. Occasional Use of Facility Application –
https://intranet.csosa.gov/Forms/fac_0006a_occ_use_app.pdf

**APPENDIX A
GENERAL PROCEDURES**

A. Application Procedures

The Director of Facilities must officially approve the use of CSOSA facilities for non-CSOSA entities. The non-CSOSA entity desiring to use the CSOSA facility must complete an Occasional Use of Facility Application (Appendix B) provided by the sponsoring employee. The sponsoring employee can submit the completed application via email to facilities.helpdesk@csosa.gov or mailed to:

Director of Facilities, Office of Administration
800 North Capitol Street, N.W., 6th Floor, Suite 6418
Washington, D.C. 20002.

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. 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, and /or the applicant's non-CSOSA entity, and the sponsoring CSOSA employee;
2. If the non-CSOSA entity is a corporation, a Certificate of Good Standing must accompany the application;
3. Facility address and room number;
4. A description of the proposed activity;
5. The purpose of the event;
6. Date of the event;
7. Starting and ending time for the event;
8. Number of people expected to attend;
9. 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
10. 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 non-CSOSA entity 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 non-CSOSA entity is not allowed to make alterations to the agency facilities except with prior approval of the Director of Facilities.

The non-CSOSA entity is responsible for providing equipment such as audio-visual equipment, etc., that is necessary for the proposed use.

The non-CSOSA entity 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 of receipt of the application. 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 notify the applicant of the decision to approve or disapprove the application within five (5) business days of receipt of the application. If the application is approved, the Director of Facilities shall also inform the Associate Directors for the Office of Administration, the Office of Legislative, Intergovernmental and Public Affairs and the Directors of Security and Training and Career Development Center, 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, Office of Administration (hereinafter referred to as "Associate Director") within 5 calendar days of the notification of disapproval. Notices of appeal must be in writing and can be sent via email to facilities.helpdesk@csosa.gov or mailed to:

Associate Director, Office of Administration
800 North Capitol Street, N.W., 6th Floor, Suite 6100
Washington, D.C. 20002.

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 five (5) business days of receipt of the appeal and promptly notify the applicant of the decision and the reasons therefor.

APPENDIX Occasional Use of Facility Application

1. Requested Facility Information			
Address of Facility			
Room Number		<input type="checkbox"/> Check box if located in the Training and Career Development Center	
2. Employee/Sponsor Information			
Name		Telephone Number	
Office Address			
<input type="checkbox"/> If sponsoring an Outside Non-CSOSA entity, check box and complete Item 3 information			
3. Outside Non-CSOSA entity Information (If Applicable)			
Non-CSOSA entity Name and Address			
Representative Name		Telephone Number	
How will the sponsored event further the mission of the Agency?*			
4. Event Information			
Date(s) of Event		Start Time	End Time
Estimated Attendance		Requestor-Supplied Equipment*	
Purpose of Event*			

* Additional space provided on the back of this page

As the sponsoring employee, I understand and agree to the following:

- I am 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.
- I am responsible for coordinating any facility set up and/or breakdown as required for the intended use.
- The non-CSOSA entity is not allowed to make alterations to the Agency facilities.
- The non-CSOSA entity is responsible for providing equipment such as audio-visual equipment, etc., that is necessary for the proposed use.
- The non-CSOSA entity is subject to the rules and regulations governing conduct on Federal Property (41 C.F.R. Part 102-74).
- The space provided under this Policy Statement will be free of charge. Services that are normally provided include security, heating, ventilation and air-conditioning. The non-CSOSA entity will be requested to reimburse the Agency for any services beyond those that are normally provided.
- If denied, I have five (5) calendar days from the date of notification to submit a written appeal to the Associate Director of the Office of Administration.

Employee Signature _____ Date _____

OFFICIAL USE ONLY		
Date Received: Approved: Yes ___ No ___ Date Applicant Notified: _____	TCDC Referral: Yes ___ No ___ Date TCDC Approved: _____	Date Appeal Received: Appeal Approved: Yes ___ No ___ _____
Director of Facilities	Director of Training	Associate Director, OA