



**Court Services and Offender Supervision Agency**  
**For the District of Columbia**  
Office of Administration - Facilities

# **POLICY STATEMENT**

Occasional Use of Agency Facilities  
Number: 5400  
Effective Date: 6/25/2020  
Review Due Date: 6/25/2022

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Richard Tischner  
Director

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## Overview

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**Background** This policy statement ensures that the general public has appropriate access to the Court Services and Offender Supervision Agency (CSOSA or Agency) facilities and prescribes the process for outside individuals or organizations (non-CSOSA entity) to use CSOSA facilities. This policy statement parallels the General Services Administration's (GSA) regulations on Occasional Use of Public Buildings.

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**Summary of Changes**

- Update on the application process.
- Adds roles and responsibilities.
- Adds definitions.

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**Coverage** This Policy Statement applies to all permanent, temporary, and part-time employees of Court Services and Offender Supervision Agency (CSOSA or Agency).

Agency contractors are specifically excluded from this policy statement. Contractors are to coordinate with their assigned Contracting Officer's Representative (COR) to request the use of CSOSA facilities outside the terms of their contracted agreement.

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**Authorities** 41 C.F.R. Subpart 101-20.4 Occasional Use of Public Buildings

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**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.

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**Supersedes** This Policy Statement supersedes Policy Statement 5400, *Occasional Use of Agency Facilities*, dated August 15, 2003.

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## Overview, Continued

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### References

- [41 CFR Subpart D - Occasional Use of Public Buildings](#)
  - H. R. Directive 410.2, Training Center Utilization
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### Administrator

The Office of Administration, Office of Facilities (OA-F) is responsible for the contents of this policy.

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## Policy

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### Policy

- The Agency allows non-CSOSA entities to use CSOSA facilities as long as:
    - A CSOSA employee (sponsoring employee) sponsors the outside non-CSOSA entity; and
    - The request is approved by the required offices and the Office of the Director (OD), 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 non-CSOSA entity is subject to the rules and regulations governing conduct on Federal Property outlined in 41 C.F.R. §§ 101-20.3 and 101-20.408.
  - CSOSA's official government business in its office space takes precedence over any outside request.
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## Definitions

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**CSOSA Facility** Space that is leased for Agency employee use. This space can be occupied exclusively by Agency employees or within a shared facility that also houses other tenants. In the event the Agency controlled space is in a shared facility, access to the CSOSA space is restricted via the access control system to Agency employees only.

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**John A. Carver Training and Career Development Center (TCDC)** TCDC is the training center under the Office of the Director. It manages the scheduling of the training rooms and other multi-use spaces within their purview and responds to requests for space usage.

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**Non-CSOSA entity** A person or organization not related to CSOSA as an employee.

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## Roles and Responsibilities

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### Sponsoring Employee

- Provides the non-CSOSA entity with the Occasional Use of Facility application.
- Forwards a copy of the application via email through his/her chain of command to the Associate Director. The application is then submitted to the Director of Facilities.
- The sponsoring employee, or their designee, must be present throughout the event.
- Sets up and/or breaks down the facility as required for the intended use.
- Restores the facility to its original condition.
- Appeals a denial of the request to the Associate Director, Office of Administration within five (5) business days of the notification of disapproval.

**Note:** The notice of appeal must be in writing and can be sent via email to [facilities.helpdesk@csosa.gov](mailto:facilities.helpdesk@csosa.gov) or mailed to:

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

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### Non-CSOSA entity

- Submits the Occasional Use of Facility application not less than twenty (20) business days before the intended use.
  - Provides necessary equipment for the proposed use, such as audio-visual equipment, etc.
  - Complies with all requirements and restrictions of the application.
  - Requests permission to bring in refreshments. Participants will be required to sign a CSOSA waiver.
  - Assumes responsibility and reimburses the Agency for any services beyond those that are typically provided, such as costs for extended security hours or additional cleaning.
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## Roles and Responsibilities, Continued

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**Director, Office of Facilities**

- Reviews and processes the application within five (5) business days of receipt via email.
  - Processes received applications on a first-come, first-served basis.
  - Consults with the appropriate Associate Director(s) before sending the application for final approval to OD.
  - Reviews the application and provides a recommendation before sending it to the OD for final approval.
  - Determines if the application is for space located in TCDC. If so, forwards the OD approved application to the Director of TCDC.
  - Notifies the sponsoring employee and the non-CSOSA entity, the Associate Directors of the Office of Administration, and the Office of Legislative, Intergovernmental, and Public Affairs (OLIPA), and the Directors of Security and TCDC, as applicable, of the approved application.
  - Determines and calculates any costs for after-hour usage of facilities or security, and includes all identified costs in the approval notification.
  - Notifies the non-CSOSA entity and the sponsoring employee of the reasons if the application is disapproved.
  - Determines space availability using the Facilities Space Management system.
  - Enters space request into the Facilities Space Management system.
  - Tracks and monitors non-CSOSA space usage via data in the Space Management system.
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**Director, John A. Carver  
Training and Career  
Development  
Center (TCDC)**

- Reviews approved request to ensure availability for space located in TCDC and schedule for the intended use.
  - Notifies the Director of OA-F of conflicts in space availability.
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**Associate  
Director (AD),  
Office of  
Administration  
(OA)**

- Reviews the appeal, and provides a recommendation before sending it to the OD for final approval.
  - Notifies the sponsoring employee and the non-CSOSA entity in writing of the decision and the reasons for disapproval, if appeal is denied.
  - Forwards a copy of the decision to the Director of OA-F.
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## Roles and Responsibilities, Continued

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**Office of  
Security**

- Reviews approved application for security needs.
  - Notifies the Director of Facilities of any security needs or costs outside of CSOSA provided services.
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**Office of  
Legislative,  
Intergovernmental, and Public  
Affairs**

- Receives approved applications for events related to CSOSA public affairs and partnerships.
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**Office of the  
Director**

- Approves or denies an application for the use of an Agency facility.
  - Forwards the approval or denial of the application to the Director of OA-F.
  - Reviews the appeal, makes and provides a decision to AD of OA within five (5) business days of receipt of the appeal.
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