

CHAPTER 13-20
USE OF DEPARTMENT FACILITIES FOR
NONOFFICIAL PURPOSES

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13-20-00 PURPOSE

This chapter establishes the Department's policy on the public use of conference rooms, auditoriums, classrooms, and similar space within buildings assigned to HEW by the General Services Administration (GSA) and in buildings for which **the** Department has custody and responsibility.

13-20-10 BACKGROUND

With the implementation of the Public Buildings Cooperative Use Act of 1976, Public Law 94-541 **dated October** 18, 1976, GSA's goals have been broadened to make "public buildings"* (as the term is used in that Act) accessible to the general public wherever and whenever possible. The "occasional use" part of the Act encourages use of Federally-occupied buildings by a variety of cultural, educational or recreational groups. The buildings in question are all Federally occupied buildings in both large and small cities. Occasional use is defined as temporary use, 48 hours or less, on a one-time or intermittent basis.

13-20-20 POLICY

- A. In all buildings assigned to HEW by GSA, the following policies will **apply**:
1. The Department's official who has been designated the HEW facilities manager in the Office of the Secretary (OS), Regional Office (RO), Principal Operating Component (POC), Agencies within the POCs, bureaus, installations, etc., shall ensure that assignments of "**occasional**" use space are not adverse to HEW's mission, and are consistent with the public interest.
 2. Other HEW officials who receive requests from public groups for use of conference rooms, classrooms, auditoriums, or similar facilities should refer such requests to their respective HEW facilities manager. The HEW facilities manager will review each request with the appropriate GSA buildings manager to assure that there will be minimal interference with the conduct of Government business. The GSA buildings manager is responsible for approving the request and for the administration and management of each request.
 3. No costs will be borne by HEW. This applies to costs for physical protection, cleaning, overtime for labor, utilities, and similar purposes.

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4. All persons attending meetings or performances will be subject to GSA's rules and *regulations* governing conduct in public buildings and grounds. Such rules and regulations shall be stipulated to the prospective user by GSA prior to an agreement for use of the facilities.
 5. There will be no alterations to space in a public building solely for occasional use unless the Regional GSA Administrator determines that such alterations are necessary to encourage and facilitate occasional use. Costs of such alterations will be borne by GSA and not HEW.
 6. Floor space made available for occasional use shall be as isolated as possible from the working office area of the building.
- B. In the Social Security Administration and Public Health Service, buildings for which the Department has custody and responsibility, the following policies will apply to approving requests for "occasional use" of space by employee groups, community *service* organizations or similar organizations engaged in cultural, educational, or recreational activities. Authority to approve such requests has been delegated from the Assistant Secretary for Management and Budget to the heads of the POCs. (See Memorandum, Subject-- Delegation of Authority for Approving the Temporary Use of HEW Facilities for Nonofficial Purposes dated Way 16, 1979.)
1. Upon approval by the POC official, conference rooms, auditoriums, cafeterias, etc., may be used by employee groups and community service organizations or similar type activities for meetings and related activities on an occasional use basis.
 2. It shall be the duty of the approving official in the Social Security Administration and Public Health Service to ensure that such assignments are not adverse to HEW's mission, and are consistent with the interests of the Government.
 3. Generally, such use shall not be scheduled beyond normal building operating hours such as Saturdays, Sundays, holidays or other times when the facility is normally closed.
 4. Organizations using such property on an occasional use basis are to reimburse HEW for the use of the space at a rate comparable to the SLUC charge that would be applied if it were a building under the control of GSA, including any costs for utilities, maintenance, protection, and other provided services expected to be incurred as a result of the organization's use of the property.
 5. Unless otherwise provided by law, revenues collected from nonfederal activities for the occasional use of HEW-owned or leased property shall be deposited in the miscellaneous receipts of the Treasury. The responsible official may at his discretion, take into consideration any benefits which may occur to HEW and the community from such occasional use of space and reduce or waive all charges.

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6. **All** persons attending meetings and performances will be subject to the rules and regulations of conduct governing such buildings and grounds, including those instituted by the responsible official of the HEW activity. Such rules and regulations shall be stipulated to the prospective users by the responsible official prior to an agreement to use the facility.