



**National Business Center
Administrative Operations Directorate
Conference and Special Events Office**

**Policy and Procedures
For Use of the South Penthouse and Roof Terrace, Main Interior Building**

Background: The south penthouse is a historically significant space. It served as an employee lounge in the 1940's and contains a large collection of murals painted by Native American artists. The room and murals have recently been restored at great expense and effort. The south penthouse has strict climate controls (temperature and humidity) to maintain a stable environment for the protection of the murals. Through the addition of an elevator and ramp, the space is fully accessible. The roof terrace, (2nd wing, east side) has pavers, a protective railing around the perimeter and has been furnished with weather proof tables and benches.

Authorized Use: All functions in the south penthouse and/or on the roof terrace must be sponsored by either the Secretary, Deputy Secretary, Chief of Staff, Deputy Chief of Staff, an Assistant Secretary, or Head of a Bureau or Office. Requests for use of the space must be in writing and signed by the sponsoring official who accepts responsibility for the event and proper care of the space and furnishings. The request should be addressed to the National Business Center, Conference and Special Events Office, Mail Stop 1346-MIB and include date, time, nature of the event, the specific space being requested (i.e., south penthouse, roof terrace, or both) and number of attendees. Some services such as audio-visual and labor support are reimbursable and if these are needed, a DI-1 form with account number should be attached to the request. The area will be inspected by the user and NBC representative prior to and after the function. In the event of damage, the sponsoring official will bear all costs for restoration.

Non-Departmental Organizations: Use of the space by non-Departmental organizations must be approved by the Director of the National Business Center. Users will be charged rent for the space and for other support services. Payment must be received in advance of the event.

Fire Safety: Maximum number of persons allowed in the South Penthouse is 50 and 200 persons are permitted on the roof terrace.

Steward: An experienced NBC steward must be present during all functions and will oversee the event. Reimbursement by the requesting office for the steward's overtime is required for functions after normal working hours.

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Food and Drink: Food is permitted, but heating and cooking methods are restricted. Cooking, open flames, steam tables and candles are not allowed in the south penthouse. Cold menus are highly recommended. Users are cautioned to keep food and beverages a safe distance from the murals. If alcohol is to be consumed, a separate alcohol waiver request must be submitted to the Chief, Division of Facilities Management Services, for approval in advance of the event.

Furnishings: To minimize the movement and transportation of furniture which increases the potential for damage to the elevator, stairway, murals and furniture, there are 50 stacking chairs, 14 rectangular tables (60" x 30"), 4 corner tables, and 6 round tables (60" diameter) stored in the south penthouse and available for use. The room can be set up using three basic configurations: conference, training, or luncheon style.

Additional Rules:

- Windows and doors must be kept closed to maintain a stable environment.
- Smoking is prohibited in the penthouse and on the roof terrace.
- Do not lean against or touch the murals.
- Do not tape or hang decorations or other items on the walls and ceilings.

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