

FEDERAL COMMUNICATIONS COMMISSION Washington, D.C. 20554 FCC DIRECTIVE	FCC DIRECTIVE	
	FCCINST 1187.1	
	Effective Date: June 2006	Expiration Date: June 2011

TO: Commissioners, Bureau and Office Chiefs

SUBJECT: Use of Commission Meeting Room by Outside Organizations

1. Purpose. To establish policies and standard operating procedures for use of the FCC Commission Meeting Room by other federal government, state, local and tribal (“government”) agencies and non-federal entities.
2. Scope and Applicability. This directive applies to use of the Commission Meeting Room by other government agencies and non-federal entities. All government and non-federal entities who request use of the Commission Meeting Room must adhere to the federal property management regulations found in: (1) Title 47 C.F.R. §§ 102-74.365 – 74.455, Subpart C – Conduct on Federal Property; and (2) Title 47 C.F.R. §§ 102-74.460 – 74.560, Subpart D – Occasional Use of Public Building.
3. Policy.
 - (a) The Federal Communication Commission’s main meeting room (Commission Meeting Room) is primarily for use by Commission staff conducting official Commission activities. If the Commission Meeting Room, however, is not engaged for official Commission purposes, then the Commission will occasionally allow other government agencies and non-federal entities to use the Commission Meeting Room when such usage does not interfere with Commission needs or effective, secure facility operations. Such usage must conform to federal property management regulations and the requirements contained in this directive.
 - (b) The Commission has the right to disapprove any request without explanation. The Commission also can cancel the use of the Commission Meeting Room, with one week’s notice, if there is a conflict with official Commission activities or effective Commission operations. Use of the room can also be cancelled with one-hour notice if issues of security or safety arise.
 - (c) Non-federal entities requesting the use of the Commission Meeting Room must have a Commission employee or organizational unit who will act as a “sponsor” for their meeting prior to submitting their request to use the room.

DISTRIBUTION:

ORIGINATOR:

(d) The Commission Meeting Room will be available for use by other government agencies and non-federal entities during the Commission business hours (8:00 a.m. to 5:30 p.m., Monday thru Friday, excluding legal holidays). All meeting set-up and clean-up, as well as the actual meeting, must be COMPLETED and all visitors out of the building within these hours.

(e) When granting a request to use the Commission Meeting Room, the Commission only provides a basic set-up - chairs, tables, podium, and a single stationary microphone - for the room unless a separate request for additional support is made and accepted. Therefore, requesters should routinely understand that they are responsible for providing and operating any other equipment necessary for their meeting. Requesters should also be aware they cannot affix any items to the walls of the Commission Meeting Room.

4. Responsibilities:

The Office of Media Relations (OMR) is responsible for scheduling the Commission Meeting Room.

(a) Requests - For all requests, OMR's Audio Visual Center (AVC) will:

- receive all basic use and secondary support requests from other government agencies and non-federal entities for use of the Commission Meeting Room;
- determine the availability of Commission Meeting Room;
- review requests to ensure the Commission has a complete understanding of the meeting's purposes, participants, and timing;
- in the case of a request from a non-federal entity, coordinate the event with the FCC contact person sponsoring the event; and
- if there is a secondary support request, assess whether the request is for a meeting whose purpose is in close alignment with the Commission's mission and goals and, if so, whether the requested resources are available to support the request without compromising or conflicting with official Commission activities.

(b) Decision process - after preliminary decision(s) are made about both basic use and secondary support requests, AVC will:

- forward complete requests to appropriate approval authorities; and
- notify the requester of decision(s) on basic use requests and any secondary support requests.

(c) Approved requests - for requests that are approved, AVC will:

- schedule the Commission meeting room;
- notify Security Operations Center (SOC) of approved requests and provide SOC with a list of participants;
- provide the Commission's Administrative Services Center with any specifications for the layout of the meeting room;
- provide basic set-up (chairs, tables, podium, and a single stationary microphone) and coordinate the provision of any additional secondary support that has been separately requested and approved; and
- remain in communication with the requester until the meeting is completed.

The Office of Managing Director-Security Operations Center (SOC) will:

- ensure the safety of the building and employees;
- monitor the event as necessary;
- oversee the delivery of equipment and other materials needed for the event; and
- oversee the admittance of event participants in the building.

The Office of Managing Director, Administrative Services Center, Administrative Operations (ASC) will:

- provide set-up and layout (arrangement of room) of Commission Meeting Room (chairs, tables, reception area) as specified in the request;
- assist in the movement of equipment into the Commission Meeting Room by external entity; and
- oversee the movement of equipment from the loading dock to the Commission meeting room.

5. Procedures.

Requests –

- (a) All basic use and secondary support requests by government agencies and non-federal entities must be sent to:

Audio Visual Center
Office of Media Relations
445 12th Street, S.W. – Room TW-C206
Washington, D.C. 20554
202/418-0419 (fax)
Dann.Oliver@fcc.gov

Secondary support requests (any request for support in the room beyond a basic set-up - chairs, tables, podium, and a single stationary microphone) - must be submitted separately to this same address.

Both basic use requests and secondary support requests may be forwarded via e-mail, regular mail or fax.

- (b) All basic use and secondary support requests will be assessed on how closely the meeting purpose aligns with the Commission’s mission and goals and whether the requested resources are available without conflicting with or compromising official Commission activities.
- (c) All basic use and secondary support requests will be handled on a “first-come, first-served” basis.
- (d) All requests must be submitted no less than 30 days prior to the desired date for using the Commission Meeting Room. Requesters should be apprised that it will take 5 working business days for the Commission to review the request and make a determination as to whether the room will be available for use.

- (e) Requesters must submit the following information to AVC for a basic use request:
1. Primary and back-up contacts - names, mailing addresses, telephone numbers, and e-mail addresses.
 2. For a government entity - name of the government agency sponsoring the proposed meeting.
 3. For a non-federal entity - name of the Commission sponsor for the meeting and a brief description of the non-federal entity sponsoring the proposed meeting.
 4. Desired date and time of the meeting.
 5. Expected number and affiliation(s) of persons attending the meeting.
 6. Description of the proposed meeting, including room arrangement needs for the basic chairs, tables, podium, and single stationary microphone.
 7. Listing of any graphic or live-action displays or demonstrations that will be used within the meeting and any non-meeting type activities that are planned (for instance: selling of items, physical exercises, artistic expressions such as dancing and singing, or construction/assembly of models).
 8. The date and time desired for set-up and clean-up related to the meeting - particularly any delivery or pick-up of equipment/material that will occur in advance of or after the actual date of the meeting. Due to stringent security requirements, the Commission will not accept packages at its front desk without someone on-site to sign for those materials. The Commission's loading docks and entry doors are also blocked for security reasons and arrangements have to be made in advance for the delivery and installation of any large pieces of equipment that need to come in through the loading dock.
- (f) Requests for secondary support must include the information above as well as:
1. A list of all audiovisual equipment desired and any other types of support for the event that the requester wishes the Commission to provide beyond the basic set-up.

For approved requests:

1. Two weeks prior to a meeting, the requester must provide the Commission with a list of the names of all meeting participants. The requester must inform all attendees that they must check in at the Commission's 12th street security desk prior to the meeting. At the security desk they will have to show picture identification and proceed through security screening portals prior to accessing the Commission Meeting Room.
2. Two days prior to the meeting, the requester must provide CD, DVD, or videotape copies of any electronic materials that will be presented using the Commission's equipment. These materials cannot be sent electronically to the Commission - they must be delivered in CD, DVD, or videotape form to the Commission. Requesters must arrange with AVC for the delivery of these materials because security precautions do not allow packages to be left at the Commission unless they are signed for.

Anthony J. Dale
Acting Managing Director

Stocked:

Performance Evaluation and Records Management

On the Intranet – <http://intranet.fcc.gov/omd/perm/directives/index.html>