

FAA Center for Management and Executive Leadership Policies and Procedures

Alcoholic Beverages

Alcohol is prohibited in the main training building, including classrooms, administrative areas, dining facilities, and the pool area, unless authorized in writing by the CMEL Director. Alcohol is allowed in the guest rooms, student lounges, and the outside volleyball recreational area.

-- A Word of Caution --

In Florida, neither drivers nor passengers are allowed to have an open container of alcohol in a vehicle, whether moving or parked.

(See Florida Statute §316.1936.)

And, although the law varies among cities and counties, in many public places, you are not allowed to carry an open container of any alcoholic beverage, even an empty container.

Check-In

You should check in to CMEL **no earlier than the day prior** for classes or training sessions that have a start time of 12:00 noon or earlier. For sessions that begin with an evening function, you should check in to CMEL **no earlier than the day** of the scheduled event.

Upon check-in, you are issued a **room key** that also provides access to the exterior doors of the facility. If needed, a **parking permit** is also issued, allowing you to park your vehicle in the facility's permit-only lots. Please be aware of the safety and security of yourself and others. Keep your room key secure and do not provide entrance to unauthorized individuals.

Check-Out

Check-out time is **12:00 noon the day of departure**. For special circumstances, please direct requests for extended stay to an FAA staff member at CMEL.

At the conclusion of your stay, return your room key, parking permit, and meal ticket (if it has not already been picked up in the cafeteria) to the receptionist at the Front Desk. If you have a VISITOR PASS or any additional CMEL equipment or computer cables, these must also be returned prior to your departure.

If you have been instructed by your office to pay for your own meals and lodging, the Front Desk will accept your payment prior to your departure from CMEL.

**If you should misplace or lose your key,
you may be assessed a fine upon your departure.**

FAA Center for Management and Executive Leadership Policies and Procedures

Clothing and Classroom Attire

Attire at CMEL is generally considered casual business attire during class hours. T-shirts and shorts are not permitted in the classroom. Depending on the function you are attending, you may be asked to have more formal business dress clothing available for certain segments of your training. Precourse communication will alert you to this situation so that you may bring appropriate items. Your course instructors or meeting facilitators will advise you when special clothing is required for the day's activities.

The classroom climate is air conditioned, sometimes beyond some people's taste, so jackets or sweaters may be needed for classes. We do expect that you be neatly and appropriately attired while at the facility.

Family or Guests

Your family or guests may visit you during non-class hours at CMEL. However, they are not permitted to use CMEL recreational facilities, such as the exercise room or swimming pool. Only personnel on official business at CMEL can remain at the Center overnight. All guests, not officially assigned to CMEL residential lodging, must leave the facility by 12:00 a.m. (midnight). A list of area lodging can be found on our website under **Student Resources** -- Travel Information.

Identification Badge

All FAA employees, contractors, and guests who are involved in a function at CMEL are required to prominently and appropriately display an official photo identification badge at all times while on the premises. Non-FAA guests who are employees of other Federal agencies may use their organization's official photo identification badge.

Other non-FAA guests, facility visitors, and family members must obtain a VISITOR pass by registering at the Front Desk. Appropriate identification is required to receive a VISITOR pass and the pass must be displayed while at the facility.

Parking

Parking at CMEL is in permit-only lots. During the registration process, you will receive a permit, authorizing parking for one vehicle. This permit must be properly displayed in your vehicle while it is on the CMEL premises.

On-site parking at CMEL is limited during certain peak periods. When possible, we do ask attendees to car pool or take a shuttle/taxi service from area airports to minimize use of parking spaces.

FAA Center for Management and Executive Leadership Policies and Procedures

Pets

Pets are **not** allowed at the Center. However, service animals used to guide or assist those with special needs are welcomed. If you plan to visit with a service animal, please notify us in order that we may assist you in making arrangements for its care.

RV and Towed Vehicles

Oversized vehicles, RVs, campers, boats, utility trailers, and other towed or secondary vehicles are NOT allowed on CMEL property. You will **not be permitted** to park these vehicles at CMEL at any time.

General Security Procedures

The Center utilizes a roving security patrol, with officers on 24-hour duty throughout the year, and are always available via two-way radio communication with the Front Desk.

Due to heightened security at Federal facilities throughout the country, the Center for Management and Executive Leadership has instituted the following procedures. In this regard, all students and participants visiting CMEL should take note and be aware of the new measures.

- The number of parking spaces at CMEL has been reduced. When possible, attendees should car pool or take a shuttle/taxi service from area airports to minimize use of parking spaces. CMEL security will be patrolling the grounds to ensure that all vehicles have a visitor's parking permit, which must be clearly displayed. Parking permits will be provided at check-in.
- All FAA employees, contractors, and visitors are required to prominently display a photo ID badge **at all times** while on the premises.
- The main entrance doors are opened 24 hours per day and monitored by CMEL security. All other doors are locked, but can be accessed with a key issued at check-in.

FAA Center for Management and Executive Leadership Policies and Procedures

Smoking

Effective May 1, 2006, smoking is not permitted inside any building at CMEL, including guest rooms. This policy is established to provide fair and equitable treatment for all employees in the implementation of a smoke free work environment in and around the FAA Center for Management and Executive Leadership (CMEL). CMEL has a vital interest in maintaining a healthy and safe environment for its students, guests, and employees while respecting individual choice.

**Smoking is not permitted
inside any CMEL buildings, including guest rooms.**

1. No smoking is allowed in any interior portion of CMEL, including the residence guest wings, at any time.
2. Smoking is allowed in specified outside areas. The designated smoking areas are the outdoor patio behind the cafeteria, covered Guest Wing A entryway (A-147), and covered Guest Wing B entryway (B-147).
3. The main facility entrance and the other facility entrances from the parking lot are designated as "smoke-free" entrances to CMEL.
4. Appropriate signs indicating "designated smoking area" will be posted to clarify the policy for all students, guests, and employees.
5. No smoking is allowed in the Government Owned Vehicle (GOV).

Effective implementation of the smoking policy depends upon the courtesy, respect, and cooperation of all members of the CMEL community. Questions or concerns regarding the implementation of this policy should be referred to John Leuth at (386) 446-7258.