

6 FAM 1720

***USE OF* AUDITORIUMS, CONFERENCE ROOMS, AND OTHER MEETING PLACES**

(TL:GS-124; 04-16-2004)
(Office of Origin: A/OPR/GSM)

6 FAM 1721 GENERAL

(TL:GS-124; 04-16-2004)
(State Only)

Auditoriums, conference rooms, and other meeting places such as the international conference area in the Department of State building, are available for use by any agency of the Federal Government or the Government of the District of Columbia when such facilities are not required by the Department of State. Consumption of food and beverages is prohibited in all auditoriums and conference rooms; smoking *is also prohibited*. The Delegates Lounge, *generally* reserved with the Loy Henderson Conference Room, may be used for morning and afternoon breaks. Beverage and food items appropriate for those breaks may be served in this area only; *however*, breakfasts, luncheons, and dinners are prohibited within this area. *If the Delegates Lounge is reserved for a separate function, the reservation will be cancelled if a meeting is scheduled in the Loy Henderson Conference Room that requires use of the Delegates Lounge.*

6 FAM 1722 ELIGIBLE FUNCTIONS

(TL:GS-124; 04-16-2004)
(State Only)

The Department's facilities may be used, upon written confirmation, for the following purposes:

- (1) A function attended by the President, the Vice President, or the Secretary of State;
- (2) International conferences in which the U.S. Government participates, as host or delegate, coordinated by the Office of International Conferences (*IO/OIC*);
- (3) An official function hosted by an Assistant Secretary of State (or equivalent or higher rank in *USAID*);

- (4) Meetings to carry out the assigned functions of Federal agencies, and meetings and performances *that* are closely related to or support those functions;
- (5) Meetings and performances by recognized Federal employee groups, including retired Federal employee groups, as part of a group activity; and
- (6) Meetings and performances sponsored by accredited representatives of foreign governments when supported by an Assistant Secretary of State, or an official of Assistant Secretary-level rank or higher of an applying agency.

6 FAM 1723 INELIGIBLE FUNCTIONS

(TL:GS-124; 04-16-2004)
(State Only)

The Department's facilities are not available for the following uses:

- (1) Meetings or performances sponsored by profit-making organizations which promote commercial enterprises or commodities, unless such meetings or performances contribute substantially to the efficient and economic performance of assigned functions of Federal agencies;
- (2) Meetings or performances that have a partisan, political, sectarian, or similar nature or purpose;
- (3) *Meetings* by or for any organization practicing discrimination based upon race, creed, color, age, sex, physical handicap, or national origin;
- (4) Meetings held to discuss or conduct personal business and the holding of private parties or social events; and
- (5) In addition to functions described in *subparagraphs (1) through (4) of this section*, the Department reserves the right to deny use of its facilities if, in its opinion, the nature of the meeting or performance is not in keeping with the type of function which properly should be held on *U.S.* Government property. *Functions* include open meetings, public hearings, gatherings, discussions, or presentations concerning subjects not associated with official *Department* business that would reflect unfavorably on the Department or the U.S. Government.

6 FAM 1724 SECURITY

(TL:GS-124; 04-16-2004)

(State Only)

The sponsoring agency must adhere to security requirements as prescribed by the Bureau of Diplomatic Security *(DS)*.

6 FAM 1725 EXPENSES

(TL:GS-1; 08-22-1991)

(State Only)

All expenses incurred in connection with the assignment of these facilities, such as those for uniformed security officer services, translators, electronic technicians, and any other required services, are to be borne by the sponsoring organization.

6 FAM 1726 CANCELLATIONS OF RESERVATIONS

6 FAM 1726.1 By Department

(TL:GS-124; 04-16-2004)

(State Only)

All reservations or assignments are subject to preemption if the facilities are needed for activities of the President, Vice President, or Secretary of State or an international conference hosted by the *U.S.* Government. The Deputy Assistant Secretary for Operations *(A/OPR)* reserves the right to cancel or preempt any previously scheduled reservation if it is determined that this course of action is in the best interest of the Department or the *U.S.* Government.

6 FAM 1726.2 By Sponsoring Agency or Office

(TL:GS-124; 04-16-2004)

(State Only)

If meetings or performances are cancelled for any reason, the facilities reserved must be released *immediately* by calling the *Operations Support Branch, Special Services Division, Office of General Services Management (A/OPR/GSM/SS)*, which will permit the assignment of the room to other eligible programs.

6 FAM 1727 ADMISSION FEES AND COLLECTIONS

(TL:GS-1094; 06-30-1982)
(State Only)

No admission fee is to be charged for the use of these facilities. No indirect assessment is to be made for admission nor collections or solicitation made for any purpose on the premises.

6 FAM 1728 COMPLIANCE WITH PUBLIC BUILDINGS' RULES AND REGULATIONS

(TL:GS-124; 04-16-2004)
(State Only)

All personnel hosting, attending, and participating in meetings and performances on the premises are required to adhere to the General Services Administration's (*GSA*) rules and regulations governing public buildings and grounds which are posted at the building entrances.

6 FAM 1729 APPLICATION FOR USE

(TL:GS-124; 04-16-2004)
(State Only)

Each application for use of these facilities by an agency including the Department of State should be directed in writing to the Chief, *Operations Support Branch, Special Services Division, Office of General Services Management (A/OPR/GSM/SS)*, Department of State, Washington, DC 20520. Department employees may reserve these facilities for a short duration prior to submitting written confirmation, by calling the number listed for conference room reservations in the Directory of Services section of the Department Telephone Directory, *or by submitting a request via email to ConfRmGSM@state.gov*. All requests should include the following information:

- (1) Name of organization and purpose for which the facility is to be used;
- (2) Date and hours of contemplated use; and
- (3) Approximate number of persons *attending* the meeting or performance.

All reservations shall be confirmed in writing by the Office of General Services Management.