

FEDERAL COMMUNICATIONS COMMISSION Washington, D.C. 20554 FCC POLICIES AND PROCEDURES	Effective Date: September 2014
	Use of Commission Meeting Room by Outside Organizations

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1. **PURPOSE**: To establish policies and standard operating procedures for use of the Federal Communications Commission’s (“FCC” or “Commission”) Commission Meeting Room by other federal government, state, local and tribal (“government”) agencies and non-governmental entities.
2. **CANCELLATION**: This Statement of FCC Policies and Procedures governs the Use of the FCC Commission Meeting Room by Outside Organizations
3. **SCOPE AND APPLICABILITY**: This Statement of Policies and Procedures applies to use of the Commission Meeting Room by other government agencies and non-governmental entities. All government and non-governmental entities who request use of the Commission Meeting Room must adhere to the federal property management regulations found in 47 C.F.R. §§ 102-74.365 – 74.455, Subpart C – Conduct on Federal Property; and 47 C.F.R. §§ 102-74.460 – 74.560, Subpart D – Occasional Use of Public Building.
4. **POLICY**:

The following points are FCC policy:

- (a) The FCC’s main meeting room (Commission Meeting Room) is primarily for use by Commission staff conducting official Commission activities. If, however, the Commission Meeting Room is not engaged for official Commission purposes, then the Commission may occasionally allow other government agencies and non-governmental 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 policies, procedures and requirements contained in this document.
- (b) The Commission has the right to deny any request for use of the Commission Meeting Room without explanation. Furthermore, the Commission also can cancel the scheduled use of the Commission Meeting Room by an outside organization with a minimum of one week’s notice

if such use would create a conflict with official Commission activities or effective Commission operations. Use of the Commission Meeting Room can also be cancelled with one hour notice due to security or safety-related issues.

- (c) Prior to submitting a request to use the Commission Meeting Room, a Commission employee or organizational unit must agree to act as a “sponsor” for any planned meeting organized by a non-governmental entity.
- (d) The Commission Meeting Room will be available for use by other government agencies and non-governmental entities from 9:00 a.m. to 4:30 p.m. Monday through Friday, excluding legal holidays. All meeting set-up and clean-up, as well as the actual meeting, must be conducted and completed within these hours. Furthermore, visitors are not permitted in the building outside of Commission business hours, and therefore must depart the building no later than 5:30 p.m.
- (e) When granting a request to use the Commission Meeting Room, unless a separate request for additional support is made and accepted, the Commission shall only provide chairs, tables, podium, and a single stationary microphone for the meeting. Therefore, requesters are responsible for providing and operating any other equipment necessary for their meeting and should act accordingly. It is not permitted to affix any items to the walls of the Commission Meeting Room under any circumstances.

4. RESPONSIBILITIES:

- (a) The Office of Media Relation’s (OMR) Audio Visual Center (AVC) is responsible for scheduling the Commission Meeting Room.

(1) *Preliminary Decision on Requests to Use the Commission Meeting Room.* For all requests, AVC will:

- a. Receive all basic use and secondary support requests from other government agencies and non-governmental entities for use of the Commission Meeting Room;
- b. Determine the availability of the Commission Meeting Room;
- c. Review requests to ensure the Commission has a complete understanding of the meeting’s purposes, participants, and timing;
- d. In the case of a request from a non-governmental entity, coordinate the event with the FCC contact person sponsoring the event; and
- e. 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.

(2) *After preliminary decision(s) are made about both basic use and secondary support requests, AVC will:*

- a. Forward complete requests to appropriate approval authorities; and
- b. Notify the requester of decision(s) on basic use requests and any secondary support requests.

(3) *For requests that are approved, AVC will:*

- a. Schedule the Commission meeting room;
- b. Receive a list of participants from the requester;
- c. Notify Security Operations Center (SOC) of approved requests and provide SOC with a list of participants;
- d. Provide the Commission's Administrative Services Center with any specifications for the layout of the meeting room;
- e. 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
- f. Remain in communication with the requester until the meeting is completed.

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

- (1) Ensure the safety of the building and employees;
- (2) Monitor the event as necessary;
- (3) Oversee the delivery of equipment and other materials needed for the event; and
- (4) Oversee the admittance of event participants in the building.

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

- (1) Provide set-up and layout (arrangement of room) of the Commission Meeting Room (chairs, tables, reception area) as specified in the request;
- (2) Assist in the movement of equipment into the Commission Meeting Room by the external entity; and
- (3) Oversee the movement of equipment from the loading dock to the Commission meeting room, if necessary.

5. PROCEDURES:

(a) Requests for use of the Commission Meeting Room:

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

Audio Visual Center
Office of Media Relations
445 12th Street, S.W. – Room TW-C206
Washington, D.C. 20554

202/418-0460 (phone)

- (2) Secondary support requests (i.e., any request for support in the room beyond a basic set-up, which consists of chairs, tables, podium, and a single stationary microphone) must be submitted separately to the address indicated above. Both basic use requests and secondary support requests may be forwarded via e-mail or regular mail.
- (3) All basic use and secondary support requests will be assessed on how closely the stated purpose of the meeting aligns with the Commission’s mission and goals, and whether requested resources are available without conflicting with or compromising official Commission activities.
- (4) All basic use and secondary support requests will be handled on a “first-come, first-served” basis.
- (5) All requests must be submitted no less than 30 days prior to the desired date for using the Commission Meeting Room. It will take up to five working business days for the Commission to review the request and make a determination as to whether the room will be available for the intended use.
- (6) Requesters must submit the following information to AVC for a basic use request:
- Primary and back-up contacts - names, mailing addresses, telephone numbers, and e-mail addresses.
 - For a government entity: the name of the government agency sponsoring the proposed meeting.
 - For a non-governmental entity: the name of the Commission sponsor for the meeting and a brief description of the non-governmental entity requesting the proposed meeting.
 - Desired date and time of the meeting.

- e. Expected number and affiliation(s) of persons attending the meeting.
 - f. Description of the proposed meeting, including room arrangement needs for the basic chairs, tables, podium, and single stationary microphone.
 - g. 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).
 - h. 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 hand/courier-delivered packages at its front desk. The Commission's loading docks and entry doors are also blocked for security reasons and arrangements have to be made in advance (at least 24 hours) for the delivery and installation of any large pieces of equipment that need to come in through the loading dock.
 - i. Any refreshments, food, or snacks being provided by the requestor for the meeting.
- (7) Requests for secondary support must include the information above as well as 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.

(b) 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 sent to the FCC Mail & Distribution Center, 9300 East Hampton Drive, Capitol Heights, MD 20743 (8:00 AM to 5:30 PM) Requesters must arrange with AVC for the delivery of these materials because security precautions do not allow packages to be left at the Commission.

6. EFFECTIVE DATE AND IMPLEMENTATION:

These Policies and Procedures are effective immediately and shall be implemented promptly.



Mindy J. Ginsburg
Deputy Managing Director