



National Aeronautics and
Space Administration

**John C. Stennis Space
Center**

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**SPD 1550.1 Rev. G-2
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**John C. Stennis Space Center
Use of SSC Government Buildings and Other
Property for Meetings and Non-Government Activities**

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Document History Log

Status/Change/ Revision	Change Date	Originator/Phone	Description
Rev D	12/5/96	CA00/Office of Chief Counsel	
Rev E	01/20/2003	CA00/Office of Chief Counsel	Complete revision for format requirements and expiration review. Supersedes Rev. D that expired on 12/5/2001
Rev F	10/12/2004	Center Operations Directorate	Revalidated per NASA rules review. Updated responsible organization
F-1	11/23/05	RDMO	Corrected Cancellation information Typo error from D to E
Rev G	12/11/2006	RA00/Center Operations Directorate and CA00/ Office of Chief Counsel	Revised paragraph 1.n (1) regarding screening and approval of requests. Revised paragraph 1.k regarding references for imposition of user charges. Other general editorial corrections.
Rev G-1	12/2012	RA00/Center Operations Directorate and CA00/Office of Chief Counsel	Administrative changes.
Rev G-2	04/2017	William Dribergen	Revalidated. Document will be revised upon release of the automated 629 system.

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1. POLICY

This directive establishes policy for the use of government buildings and other real property as meeting places for non-government activities at the John C. Stennis Space Center.

a. The following activities may be permitted subject to their cited stipulations and the terms and conditions of items 1.b through 1.n below:

- (1) Meetings to carry out the assigned functions of NASA/SSC resident departments, agencies, activities, and organizations;
- (2) Meetings of recognized resident federal and SSC contractor employee groups and organizations, including those of and for retired federal employees and labor organizations representing SSC employees under and in accordance with existing labor management agreements;
- (3) Meetings conducted by or actively participated in by resident federal or SSC contractor employees;
- (4) Presentations of lectures, concerts, or similar performances by SSC or other resident federal agencies, presentations in which federal employees participate in an official capacity, or presentations sponsored by a recognized SSC employee group; and
- (5) Meetings or performances not directly related to the functions of federal agencies resident at the SSC or activities of recognized SSC Employee groups when authorized by the SSC Director, or his/her designee, after a determination by that person that such meeting would not adversely affect the interests of the Government.

b. SSC facilities shall not be used for:

- (1) Meetings or activities sponsored or conducted by any organization, individual or activity practicing or advocating discrimination based on race, creed, color, sex, age, handicapped status, or national origin;
- (2) Meetings or activities having a partisan political, sectarian, or similar nature of purpose;
- (3) Meetings or activities for the purpose of advocating or influencing action on legislation;
- (4) Meetings, activities, or advertising sponsored or conducted by or for commercial enterprises for profit-making purposes through the sale of articles, charging of admission fees, the making of an indirect assessment for admission, or the taking of a collection; or

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(5) Any other improper or illegal activity.

c. Care shall be employed by all who use SSC facilities, whether approval is required or not, and whether during “duty” hours or not, to dress and comport in an appropriate fashion, especially during times and/or at places where such activity is readily visible to visiting officials and/or members of the public.

d. Demonstrations and/or informational picketing, by SSC employees or others, shall not be permitted within buildings or on other SSC property except for those locations specified in and as otherwise pursuant to the Reserve/Neutral Gate Procedures, SPR 5200.1.

e. Unofficial activities that interfere with, or are determined to reasonably threaten interference with, the mission operations of and on-going activities at the SSC will not be permitted.

f. Facilities should not be defaced by use of tape, pins, nails, etc. on wall surfaces; cutting or otherwise damaging floor coverings; installing equipment and electrical, plumbing, or communication devices without fire department, maintenance, and/or IT approval.

g. For the reason(s) listed in item 1.b., or for any activity not in accord with items 1.c through 1.f above, the approving official shall have the right, at any time, to revoke any permission granted under this policy.

h. If, in the course of an approved meeting or unofficial activity, conduct amounting to that prescribed in items 1.b through 1.f should transpire, such conduct shall serve as a basis for refusing future requests.

i. Generally, no unofficial meeting or activity should be scheduled beyond normal SSC operating hours or on days when the subject building or other facility is ordinarily closed.

j. Those individuals and groups participating in approved meetings or unofficial activities at SSC are subject to all applicable SSC rules and regulations concerning traffic, parking, compartment, safety and security matters, and other regulated practices.

k. Use of facilities is subject to payment or reimbursement to the government for incurred charges or costs arising out of meetings or activities subject to this policy. The payment of user charges will be in accordance with NPD 9080.1, Review, Approval and Imposition of User Charges; OMB Circular A-25, User Charges; and the Host-Tenant Agreement where applicable. Amounts owed to the Government, for example utilities or janitorial services, will be determined by the appropriate approving official on a case-by-case basis. Such amounts due will be paid in a manner and at times prescribed by the official.

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l. The approving official may determine that such items as insurance, waiver releases, hold-harmless agreements, etc., are required prior to a request for use of facilities being granted.

m. Use of SSC buildings and other property subject to this policy must be approved in advance. Requests for use of any SSC facility shall be furnished in writing to the appropriate approval authority in reasonable time prior to the proposed use. All requests shall contain sufficient information to allow for an informed decision to be made regarding the request. At a minimum, requests* should include the following information:

- (1) Time and date of meeting;
- (2) Place (building, room, etc.);
- (3) Purpose(s) as identified from paragraph 1.a;
- (4) Number of expected attendees;
- (5) Length of meeting/activity;
- (6) Special preparations required, if any; and
- (7) Identification of the SSC employee responsible for ensuring adherence to this policy and other applicable SSC instructions.

*Form SSC-629, Request for Use of SSC Facilities for Unofficial Activities may be used.

n. The following guidelines will be used to screen and approve requests for use of SSC facilities and services.

- (1) The use of Government facilities for club sponsored events by SSC-affiliated clubs, etc. is subject to availability. The only authorized solicitation of employees in the Federal workplace on behalf of charitable organizations is the Combined Federal Campaign (5 CFR Part 950). This however, is not meant to limit the ability of the NASA Exchange to engage in income generating activities and events whereby a vendor agreement is executed and a fee charged by the Exchange for its use and benefit. These events should only be conducted if a determination is made that it does not compete with local merchants and that the products offered are unique and of particular value to SSC employees. As necessary, non-government activities will be pre-empted without prior notice for official business purposes.

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(2) Common use corridors and lobbies will not be used to stage events. Events must be scheduled and conducted in rooms suited for public gatherings such as the conference facility and Building 1100 Atrium.

(3) The requesting group will be responsible for cleanup of the area following completion of the event.

2. APPLICABILITY

a. This Directive applies to recreational, social, educational, fundraising, and commercial enterprise activities as they relate to use of common-use facilities and areas and occupancy-type services. Common use areas are those areas in NASA or multi-agency occupied buildings that have not been assigned for occupancy to a specific agency. They include corridors, lobbies, restrooms, courtyards, conference rooms, cafeterias, the auditorium, etc.

b. The use of facilities or areas that have been assigned to a particular agency is to be administered as that agency determines appropriate.

3. AUTHORITY

a. Section 203(c)(1) and (3), National Aeronautics and Space Act of 1958, as amended (42 U.S.C. 2473(c)(1) and (3)).

b. Federal Property Management Regulations, 41 CFR, Part 101-20.

4. APPLICABLE DOCUMENTS

References are assumed to be the latest unless otherwise noted.

a. Section 203(c)(1) and (3), National Aeronautics and Space Act of 1958, as amended (42 U.S.C. 2473(c)(1) and (3)).

b. Federal Property Management Regulations, 41 CFR, Part 101-20.

c. User Charges, OMB Circular A-25

d. Review, Approval and Imposition of User Charges, NPD 9080.1.

e. John C. Stennis Space Center Security Requirements Handbook, SPR 1600.1.

f. Reserve/Neutral Gate Procedures, SPR 5200.1.

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g. Safety and Health Procedural Requirements, SPR 8715.1.

5. RESPONSIBILITY

a. The NASA/SSC Center Operations Directorate is the approval authority for all facility use requests except certain facilities under the control or cognizance of other functions or organizations. Exceptions include: the NASA Exchange (including Recreation Facilities), the Auditorium in Building 1200, the Video Teleconferencing Room, the Gainesville Room, the Conference Center in Building 1100, the Conference Room in Building S2425, and other conference rooms and facilities scheduled and controlled by other federal agencies or contractors such as those in Buildings 1100, 1000, and S2421.

b. The NASA Exchange Operations Manager is responsible for approving requests for meeting places and facilities under the control of the NASA Exchange. The NASA Exchange Operations Manager, as appropriate to the case, may refer requests to the SSC Recreation Association president for approval.

c. The appropriate function officials for the exceptions noted in 5.a above are responsible for approving or coordinating the approval of requests for the use of those facilities. The SSC Telephone Directory provides information for requesting use of certain SSC Conference Rooms.

d. Approving officials are responsible, as appropriate, for:

- (1) Screening requests for use of facilities in accordance with guidelines provided in items 1.a through 1.n;
- (2) Routing requests from labor organizations or other recognized collective bargaining representatives through the NASA/SSC Office of Chief Counsel;
- (3) Determining requirements for such items as insurance waiver releases, hold-harmless agreements, etc. prior to granting requests and routing such requirements for advice to the NASA/SSC Chief Counsel as necessary; and
- (4) Determining applicable user charges and other amounts owed to the Government for use of facilities and prescribing the manner and time of payment to the requesting party.

e. The NASA/SSC Office of Chief Counsel is responsible for:

- (1) Providing oversight and guidance for the preparation and maintenance of this Directive.

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(2) Accepting/approving requests for use of facilities from labor organizations or other recognized employee collective bargaining representatives; and

(3) Advising on matters such as insurance waiver releases, hold-harmless agreements, and other legal issues.

f. Requesting parties are responsible for adhering to all requirements and precepts prescribed by this Directive.

6. CANCELLATION

SPD 1550.1 G-1, dated December 2012

Signature on File

Richard J. Gilbrech, Ph.D.
Director

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