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Contents: Use of BNL Facilities and Grounds

Effective Date: **March 2003**Point of Contact: [Facility Operations Management System POC](#)

Section	Overview of Content (see section for full process)
Introduction 1. Using Staff Services Meeting and Conference Rooms	<ul style="list-style-type: none"> • Determine whether requestor is associated with the Laboratory (if yes, use room). • Complete and submit form for approval. • Assess request. • Arrange for use of space and make notifications.
2. Ground Area Use	<ul style="list-style-type: none"> • Send form to requesting organization. • Identify Sponsor/Host. • Review request. • Determine Laboratory and user requirement compatibility. • Determine "conditions for use." • Obtain Director's Office approval. • Obtain approval by DOE-BHSO. • Make notifications. • Use area.
3. Facility Use	<ul style="list-style-type: none"> • Send form to requesting organization. • Identify Sponsor/host. • Review request. • Determine Laboratory and user requirement compatibility • Determine "conditions for use." • Obtain Directors Office and Budget Office approval. • Prepare Budget Office Documentation. • Obtain approval by DOE-BHSO. • Use facility.
Definitions	
Exhibits Events Sponsored by BNL/BSA	

[Ground Area Use Flowchart](#)

[Facility Use Request Flowchart](#)

[Staff Services Room Use Flowchart](#)

Forms

[Attachment to Ground Use Request Form](#)

[Attachment to Facility Use Request Form](#)

[Ground Use Request Form](#)

[Request for Facility Use Form](#)

[Request Form for Use of Staff Services' Rooms](#)

Training Requirements and Reporting Obligations

This subject area does not contain training requirements.

This subject area does not contain reporting obligations.

References

[Conference Services](#), [Staff Services Division](#) Web site

[Operational Readiness Evaluation](#) Subject Area

[Work Planning and Control for Experiments and Operations](#) Subject Area

Standards of Performance

All staff and guests shall comply with applicable Laboratory policies, standards, and procedures, unless a formal variance is obtained.

Provide effective and efficient stewardship of the Laboratory's physical plant and assets through the following:

- Each facility shall have a defined business mission and defined operating boundaries to govern work assignments.
- Facility configurations, operating envelopes, and the design basis shall be documented and controlled.
- The Financial Management System shall provide timely and accurate information on projects and business, and assure proper management and protection of BNL and customer assets.
- Making strategic investments in BNL's physical plant and assets necessary to support current and future Laboratory missions.

Management System

This subject area belongs to the **Facility Operations** management system.

This subject area belongs to the Facility Operations management system.

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Introduction: Use of BNL Facilities and Grounds

Effective Date: **March 2003**

Point of Contact: [Facility Operations Management System POC](#)

As a means to control the use of BNL facilities and grounds by outside organizations, this subject area contains the procedures for the use of 1) Staff Service Rooms, 2) Use of BNL Ground or Site Areas, and 3) Use of a Facility.

The criterion for any of the above is as follows:

- The organization or proposed function must be related to the Laboratory's mission or mission of another Federal entity.

Examples of some acceptable and unacceptable uses of the Staff Service Rooms can be found in the exhibit [Events Sponsored by BNL/BSA](#).

An example of a ground or site area use could be a National Guard Unit training in the Laboratory firebreaks.

An example of facility use is the Red Cross "Meals on Wheels Program" operating from Building 490.

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Subject Area: *Use of BNL Facilities and Grounds*

1. Using Staff Services Meeting and Conference Rooms

Effective Date: **March 2003**Point of Contact: [Conference and Meeting Services](#)

Applicability

This information applies to outside organizations requesting short-duration use of the Staff Services' meeting and conference rooms. It does not apply to the use of Department/Division meeting and conference rooms where BNL mission-related activities are hosted.

Required Procedure

See the [Staff Services' Room Use Flowchart](#) for an overview of this procedure.

Step 1	The Requesting Organization submits a request for the use of Staff Services' meeting and conference rooms to the Conference and Meeting Services (C&MS) group. See Conference Services , Staff Services Division Web site for information on rooms.
Step 2	The C&MS group, with the help of a potential Laboratory Sponsor/Host, determines whether the requesting organization is associated with the Laboratory.
Step 3	If the C&MS group and potential Sponsor/Host determine that the organization is associated with the Laboratory, i.e., DOE, DOE Contractor, BNL, or BSA, then the use of a Staff Services room(s) is allowed. The C&MS group arranges/schedules the use of the room. There is no need to go any further in this procedure.
Step 4	If the C&MS group and potential Sponsor/Host determine that the organization is not associated with the Laboratory, but is related to the Laboratory's mission, or the mission of another Federal entity, then continue to step 6.

Step 5	If the C&MS group and potential Sponsor/Host determine that the requesting organization is neither associated with the Laboratory, nor related to the Laboratory's mission, or the mission of another Federal entity, then the use of a Staff Service room(s) is not permitted. There is no need to go any further in this procedure.
Step 6	If not already done so, the C&MS group identifies the Sponsor/Host. If there is no Sponsor/Host, then permission to use the room(s) is denied. Note: A member of the C&MS group can serve as the Sponsor/Host.
Step 7	The Requesting Organization, with assistance from their Sponsor/Host, completes blocks one and two of the Request Form for Use of Staff Services' Rooms .
Step 8	The Sponsor/Host denotes in block three of the request form how the function is related to the Laboratory's mission or the mission of another Federal entity Note: Examples of acceptable use are BSA/BNL-sponsored scientific and nonscientific events. Examples of unacceptable use are private functions. See the exhibit Events Sponsored by BNL/BSA for more information.
Step 9	The Department Chair/Division Manager or ALD, of the Sponsor/Host, either approves or disapproves use of the room by filling out block four of the request form.
Step 10	The C&MS group determines if any user fees are required. If yes, the information is denoted in block five of the request form.
Step 11	If not already done so, the Sponsor/Host contacts the C&MS group to make arrangements for use of the rooms.
Step 12	As necessary, the Sponsor/Host notifies Security, the Community, Education, Government and Public Affairs (CEGPA) Office, the Director's Office, and applicable ALDs.
Step 13	The Requesting Organization uses the room(s).
Step 14	The requesting organization leaves the room in an acceptable condition (clean and available for immediate re-use) Note: Any damage must be brought to the attention of the C&MS group as soon as possible.

References

[Conference Services, Staff Services Division](#) Web site

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3. Facility Use

Effective Date: **March 2003**

Point of Contact: [Budget Office Accounts Receivable](#)

Applicability

This information applies to BNL staff requesting use of BNL facilities by individuals or groups from outside the Laboratory.

Required Procedure

If the long-term use is an intra-Laboratory requirement, then this procedure does not apply.

Use of a facility is required to meet the following:

- The organization or proposed function must be related to the Laboratory's mission or mission of another Federal entity.

Facility use will require both participation of the Budget Office and approval of the DOE.

See the [Facility Use Request Flowchart](#) for an overview of this procedure.

Step 1	A request for facility use is made to the Laboratory. This request can be made via different Laboratory contacts (potential laboratory sponsor/host, Education Office, Human Resources, science contacts, Budget Office, DOE, etc.).
Step 2	The person or group receiving the request sends the organization a Request for Facility Use Form . This person also notifies the Gatekeeper of the request. Note: The Laboratory Gatekeeper is the Building Manager Program Manager.
Step 3	The requesting organization completes block one and the appropriate parts of block two. The form is returned to the Gatekeeper.

	<p>Note: Obtaining the required information from the requester is the important issue, not how you attain this information (i.e., collecting information via the phone).</p>
Step 4	<p>If the Gatekeeper thinks that the proposed use is not related to the Laboratory's mission or mission of another Federal entity, he/she informs the Assistant Laboratory Director (ALD) for Facilities & Operations (F&O).</p> <p>The ALD for F&O will either deny the request, by filling out block five of the form, or determine it is mission-related. If it is mission-related, proceed to step 5.</p>
Step 5	<p>The person or group receiving the request and the Gatekeeper determine if there is a BNL Sponsor/Host. If there is none, the Gatekeeper recommends to the Director's Office (Director, Deputy Directors, or ALD for Facilities and Operations) an appropriate organization to supply a host. If no host is identified, then the request is denied, and there is no need to continue with this procedure.</p>
Step 6	<p>The Sponsor/Host describes the facility use in block three of the request form. He/she also fills out the remaining section in block two.</p>
Step 7	<p>The Gatekeeper and Sponsor/Host assemble appropriate members of BNL staff to review the request.</p> <p>Note: Use as many resources as required for the review team, i.e., Legal, Finance, Safety and Health Services, Environmental Services Division, Plant Engineering, Fire and Security.</p>
Step 8	<p>The Gatekeeper, Sponsor, and Review Team attempt to integrate the outside user's requirements with the Laboratory's safety requirements. One way to capture these requirements is through the planning processes contained in the Work Planning and Control for Experiments and Operations Subject Area. The more important items to consider are the following:</p> <ul style="list-style-type: none"> • Safety items - Is the facility in a condition that can support the intended use? • Tier 1 Inspections - Include the facility (or as appropriate increase the frequency of) in the Department/Division Inspection Schedule. • Facility Improvements - Upgrades, modifications, improvements need to be planned and performed in accordance with the Work Planning and Control for Experiments and Operations Subject Area. • Operational Readiness Evaluation - Perform as required. See the Operational Readiness Evaluation Subject Area for information. <p>Note: Any changes in operations or hazards must be documented in the Facility Use Agreement.</p>
Step 9	<p>If the Laboratory's needs and requester's needs can be safely integrated, then proceed to step 12.</p>

Step 10	If the Laboratory's needs and requester's needs cannot be safely integrated, then the Gatekeeper submits a recommendation to the Director's Office to deny the request.
Step 11	The Director's Office either denies the request or asks the Gatekeeper to review the request again. If the Laboratory's needs and requester's needs can be safely integrated, then proceed to step 12. If they cannot, then the request is denied.
Step 12	On the Attachment to Facility Use Request Form , the Gatekeeper, Sponsor/Host, and Review Team describe the "conditions for use." At a minimum, items to be considered are safety, environmental, operational requirements (time of operations, limits, etc.), restrictions, special instructions, security requirements, legal requirements. Also denote, on the attachment, the facility assigned.
Step 13	The Budget Office and the Sponsor/Host determine what fees the host will incur, and what fees the outside user will be required to cover. Fees to consider are startup, facility modification, electric, telephone, overhead, etc. Denote the fee responsibility in block four of the request form. The Budget Office approves this by signing their concurrence in block four.
Step 14	The User acknowledges the "conditions for use" by signing his/her name at the bottom of the Attachment to Facility Use Request Form . If the user refuses to agree to the conditions for use, then the request is denied. Note: Users, who deviate from the approved "conditions for use," will have their privilege of using the facility revoked.
Step 15	If the Laboratory Directorate concurs that 1) it is appropriate to allow the use of the facility, and 2) it can be used safely, then either the Laboratory Director, Deputy Director for Operations, or ALD for Facilities and Operations sign their approval in block five of the request form. The signed form is then returned to the Sponsor/Host.
Step 16	The Sponsor/Host contacts the Budget Office to develop the formal agreement and prepare the package for DOE approval.
Step 17	If the outside requester is a private entity, then the Budget Office sends the entity the DOE License Agreement and requests a Purchase Order and a Certificate of Insurance.
Step 18	If the outside requester is another Federal Agency, then the Budget Office sends the agency the DOE Real Estate Permit and requests a Purchase Order to cover BNL costs. Note: Steps 16, 17, and 18 are performed to facilitate payments due the Laboratory in connection with the facility use, and to ensure legal protection for the DOE.
Step 19	The Budget Office assembles all documents and signed agreements from the Requester.

Step 20	After a final review of all the documents, the Budget Office sends the package to the DOE-Brookhaven Site Office (BHSO) for approval.
Step 21	DOE-BHSO reviews the document package, and approves the facility use by either signing the license agreement (for a private entity) or the Real Estate Permit (for another Federal Agency). After approval the DOE returns the signed documents to the Budget Office. Note: The DOE review and approval process may be iterative in nature; at times the DOE may ask for clarification. It is possible that there may be unresolvable issues between the DOE and BNL. If this is the case, then the request will be denied.
Step 22	After DOE approval, the Budget Office opens a project/activity to accept payments and notifies the Sponsor/Host to proceed with the facility use.
Step 23	The Sponsor/Host, or designee, ensures all Laboratory requirements (e.g., guest appointments, training, proper Work Planning and Control, hazard identification and mitigation) and agreed upon requester requirements are met throughout the duration of the facility use. Note: It is the Sponsor/Host's responsibility to ensure the users abide by the approved "conditions for use."
Step 24	Upon termination of the facility use, the Sponsor/Host or designee, ensures <ul style="list-style-type: none"> • Services are terminated; • The facility is restored as specified by contract; • All costs are assigned. <p>The Sponsor/Host notifies the Budget Office to close the project/activity.</p>

References

[Operational Readiness Evaluation](#) Subject Area

[Work Planning and Control for Experiments and Operations](#) Subject Area

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2. Ground Area Use

Effective Date: **March 2003**Point of Contact: [Building Manager Program Manager](#)

Applicability

This information applies to BNL staff, who receive requests from outside organizations, requesting use of a section of the BNL site.

Required Procedure

Ground Area Use is required to meet the following:

The organization or proposed function must be related to the Laboratory's mission or mission of another Federal entity.

Note: Meeting the above criterion does not mean the request will be approved, but rather allows the request to be reviewed further.

See the [Ground Area Use Request Flowchart](#) for an overview of this procedure.

Step 1	A request for a ground area use is made to the Laboratory. This request can be made to one of many Laboratory contacts (e.g., potential sponsor/host, Human Resources, Science Contacts, Education Office, DOE).
Step 2	The person or group receiving the request sends the requesting organization a Ground Use Request Form . This person also notifies the Gatekeeper of the request. Note: The Laboratory Gatekeeper is the Building Manager Program Manager .
Step 3	The requesting organization completes block one and the appropriate parts of block two on the Ground Use Request Form. Note: Obtaining the required information from the requester is the important

	issue, not how you attain this information (i.e., collecting information via the phone).
Step 4	<p>If the Gatekeeper thinks that the proposed use is not related to the Laboratory's mission or mission of another Federal entity, he or she informs the Assistant Laboratory Director (ALD) for Facilities & Operations (F&O).</p> <p>The ALD for F&O will either deny the request, by filling out block four of the form, or determine it is mission-related. If it is mission-related, proceed to step 5.</p>
Step 5	The person or group receiving the request and the Gatekeeper determine if there is a BNL Sponsor/Host. If there is none, the Gatekeeper recommends to the Director's Office (Director, Deputy Directors, or ALD for Facilities and Operations) an appropriate organization to supply a host. If no host is identified, then the request is denied, and there is no need to continue with this procedure.
Step 6	<p>The sponsor/host completes block 3 of the request form by specifically describing what the requester will be doing on-site.</p> <p>Note: If not already done so, the Sponsor/Host should complete the remaining sections in block two.</p>
Step 7	<p>The Gatekeeper and Sponsor/Host assemble appropriate members of BNL staff to review the request.</p> <p>Note: Use as many resources as required for the review team, i.e., Legal, Budget, Safety and Health Services, Environmental Services Division, Plant Engineering, Fire and Security.</p>
Step 8	The Gatekeeper, Sponsor/Host, and Review Team determine if the outside user's requirements and the Laboratory's requirements are compatible. If they are, proceed to step 11.
Step 9	If the Laboratory's needs and requester's needs cannot be safely integrated, then the Gatekeeper submits a recommendation to the Director's Office to deny the request.
Step 10	The Director's Office either denies the request or asks the Gatekeeper to review the request again. If the Laboratory's needs and requester's needs can be safely integrated, then proceed to step 11. If they cannot, then the request is denied.
Step 11	On the Attachment to Ground Use Request Form , the Gatekeeper, Sponsor/Host, and Review Team describe the "conditions for use." At a minimum, items to be considered are safety, environmental, insurance, operational requirements (time of operations, limits, etc.), restrictions, special instructions, security requirements, legal requirements. Also denote, on the attachment, the area assigned.
Step 12	The User acknowledges the "conditions for use" by signing his/her name at the bottom of the request form attachment. If the User does not agree to the

	<p>"conditions for use," then the request is denied.</p> <p>Note: Users who deviate from the approved "conditions for use" will have their privilege of using the area revoked.</p>
Step 13	<p>If the Laboratory Directorate concurs that 1) it is appropriate to allow the use of the facility, and 2) it can be used safely, then either the Laboratory Director, Deputy Director for Operations, or ALD for Facilities and Operations sign their approval in block four of the request form. The signed form is then returned to the sponsor/host.</p>
Step 14	<p>The ALD for Facilities and Operations, or designee (Gatekeeper), recommends to DOE-Brookhaven Site Office (BHSO) Operations Office to approve the ground use.</p>
Step 15	<p>DOE-BHSO approves recommendations and notifies the Director's Office it is acceptable to use the property. This notification can be verbal or written.</p> <p>Note: If the DOE does not agree with the recommendation, then the request is denied.</p>
Step 16	<p>The Sponsor/Host notifies other Departments/Divisions as appropriate. Denote in Block five which Departments/Divisions have been notified.</p> <p>Note: It is extremely important to notify the Police and Fire Groups about the presence of outside personnel using portions of the Laboratory acreage.</p>
Step 17	<p>The Sponsor/Host gives a completed copy of the request form to the Gatekeeper.</p>
Step 18	<p>The Sponsor/Host coordinates the use of the area within the approved conditions.</p> <p>Note: It is the Sponsor/Host's responsibility to ensure users abide by the approved "conditions for use."</p>

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EVENTS SPONSORED BY BNL/BSA

1) Allowable Use

a) ALL SCIENTIFIC EVENTS SPONSORED BY BNL/BSA

- 1) All Departmental Conferences, Workshops, and Meetings
- 2) Board of Trustees
- 3) DOE Reviews
- 4) Visiting Committees
- 5) Educational Programs Office
- 6) Lectures
 - a) BSA Distinguished Lectures
 - b) BNL Lectures
 - c) VanSlyke Lectures
 - d) Pegram Lectures

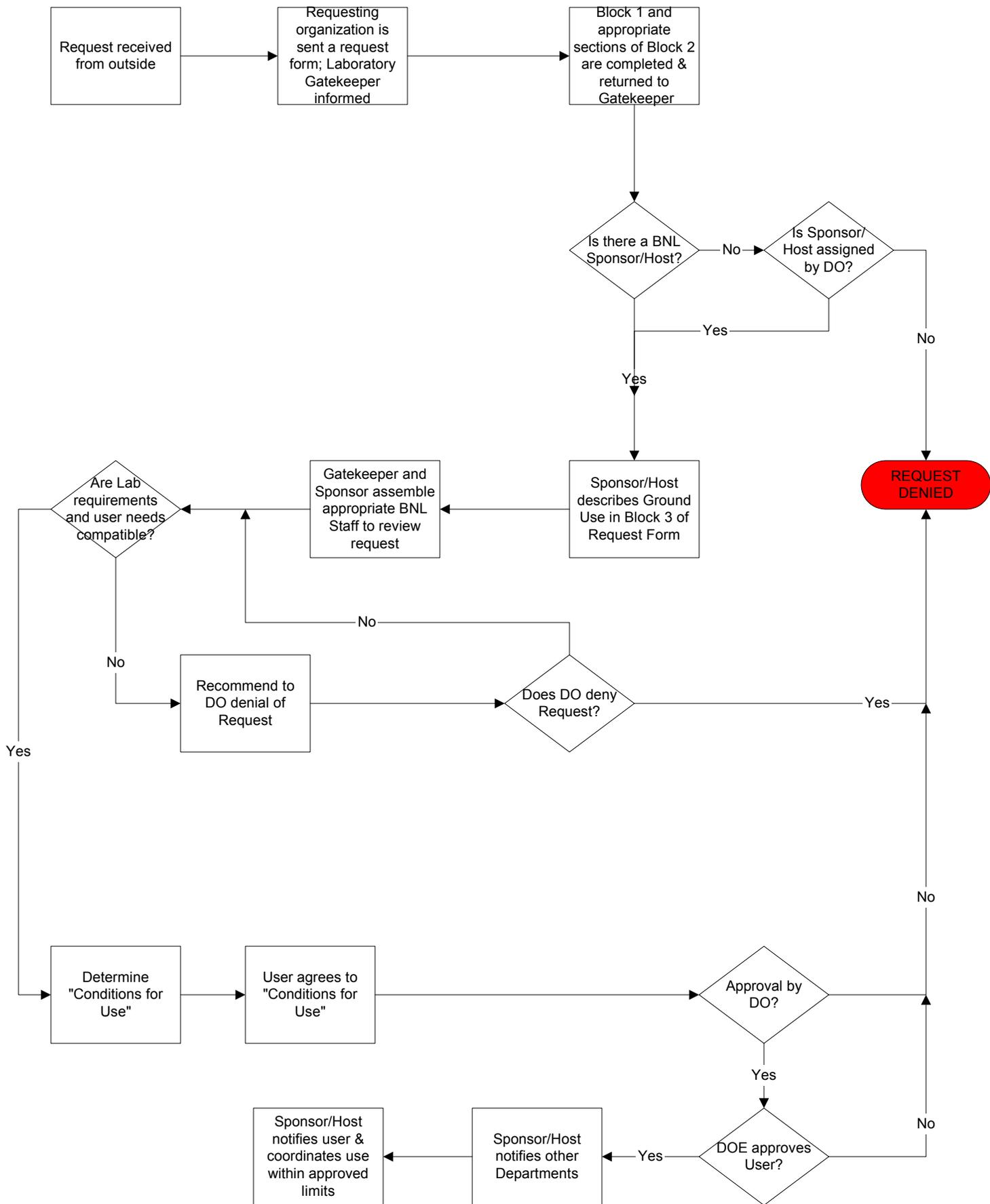
b) ALL NONSCIENTIFIC EVENTS SPONSORED BY BNL/BSA

- 1) Cocktail Parties and Receptions for the above mentioned functions
- 2) All BERA Events
- 3) Groups affiliated with or sponsored by BNL/BSA/DOE
- 4) Training Programs associated/affiliated with BNL/BSA/DOE
- 5) Outreach & Healthline Seminars associated/affiliated with BNL/BSA/DOE

2) UNALLOWABLE USE

- a) Private Functions such as
 - 1) Graduations
 - 2) Weddings
 - 3) Confirmations
 - 4) Private Family Parties

GROUND AREA USE FLOWCHART



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Facility Use Request Flowchart

Effective Date: **March 2003**Point of Contact: [Budget Office Accounts Receivable](#)

The Facility Use Request Flowchart is provided as a [PDF](#) file.

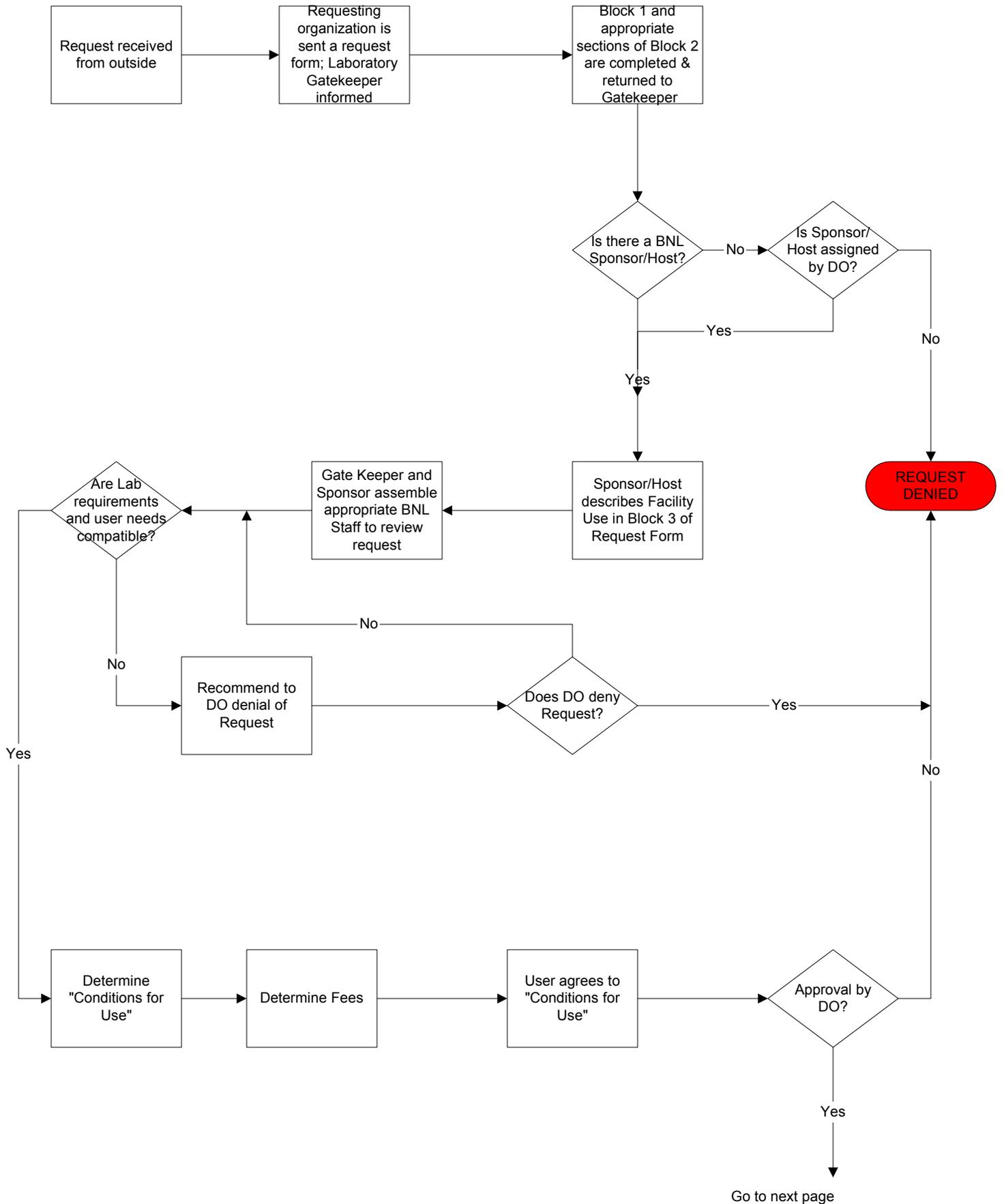
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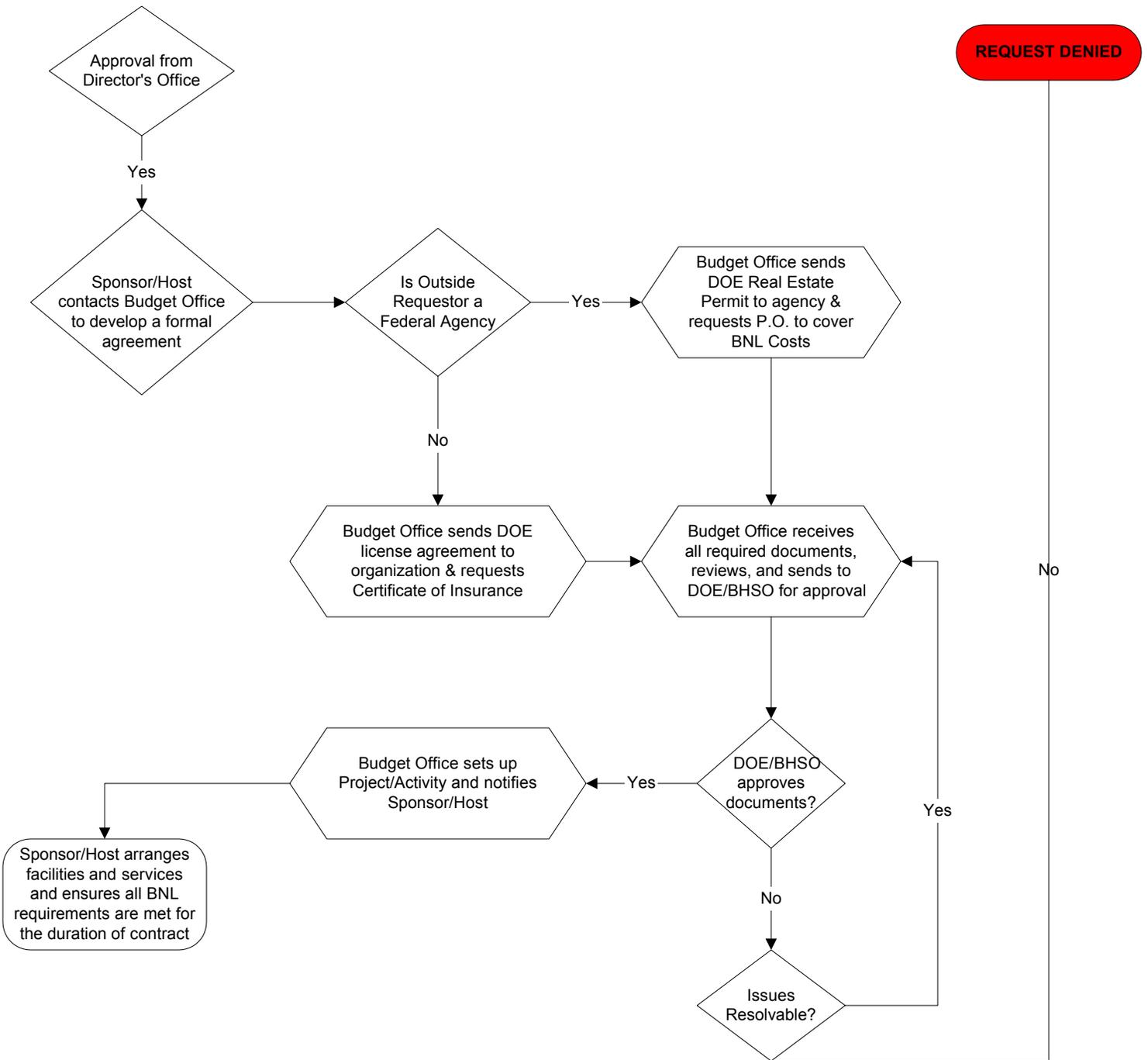
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FACILITY USE REQUEST FLOWCHART





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Staff Services Room Use Request Flowchart

Effective Date: **March 2003**Point of Contact: [Conference and Meeting Services](#)

The Staff Services Room Use Flowchart is provided as a [PDF](#) file.

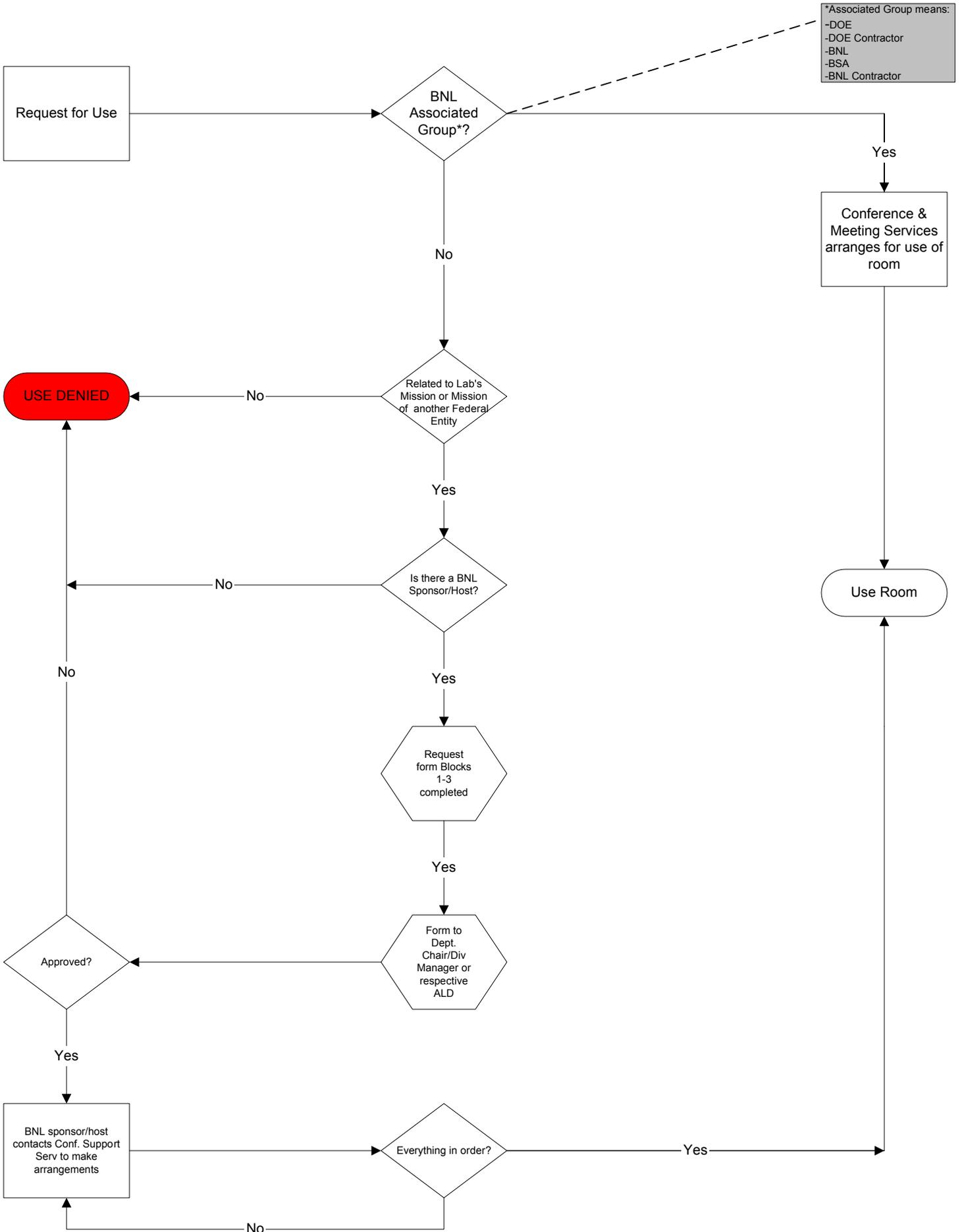
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Staff Services Room Use Flowchart



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Ground Use Request Form

Effective Date: **March 2003**Point of Contact: [Building Manager Program Manager](#)

The Ground Use Request Form is provided as a [Word](#) file.

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 <p>BROOKHAVEN NATIONAL LABORATORY</p> <p>Managed by Brookhaven Science Associates for the U.S. Department of Energy</p>	<p>CONTACT INFORMATION Building Manager Program Manager P.O. Box 5000 Upton, NY 11973-5000 (631) 344-2098 phone (631) 344-2884 fax</p>	<p>Ground Use Request Form</p>
---	---	---

Requestor Information

Date: _____

Requestor name: _____ Organization/Affiliation: _____

Address: _____ City, State and Zip Code: _____

Phone no: _____ fax: _____ e-mail address: _____

Proposed Function Information (*Requester Must Complete)

* Date/Duration of proposed function: _____ time of function: _____

* Number of attendees: _____ *Type of Area Requested _____

Name of Laboratory host/sponsor: _____ Host/Sponsor's Dept./Div. _____

Host/sponsor's Ext.: _____ fax: _____ e-mail address: _____

Name of Lab escort: _____ Ext.: _____ e-mail address: _____

Description of Proposed Function (Sponsor/host Completes)

Specifically describe what the Requester will be doing on the BNL Site and where they propose to do it:

Approvals (See Attached "Conditions for Use")

Director, Deputy Director for Ops, or
ALD Facilities and Operations

Date

Yes No

Approval

Host/sponsor Notifications

Please note: The following directorates, departments and/or divisions may have to be contacted regarding this function. Depending upon the function, other BNL organizations not on this list may have to be contacted as well.

Police Group, Safeguards & Security Division DOE-BHSO

Director's Office Plant Engineering

Fire/Rescue Group, Emergency Services Division

Community Education, Government & Public Affairs

Other departments and/or divisions: _____

It is advised that the BNL Gatekeeper maintain completed forms in his/her files

 <p>BROOKHAVEN NATIONAL LABORATORY</p> <p>Managed by Brookhaven Science Associates for the U.S. Department of Energy</p>	<p>CONTACT INFORMATION Budget Office, Building 460 P.O. Box 5000 Upton, NY 11973-5000 (631) 344-7957 phone (631) 344-2149 fax</p>	<p>Request for Facility Use Form</p>
---	--	---

Requestor information

Date: _____

Requestor name: _____ Organization/Affiliation: _____

Address: _____ City, State and Zip Code: _____

Phone no: _____ fax: _____ e-mail address: _____

Proposed Use (* Requester Must Complete)

*Purpose of long-term use: _____

*Desired Duration of long-term use: _____ *Number of people per (circle one) day or week: _____

*Type of equipment to be stationed: _____

*Desired Space type/size: _____

Name of BNL Sponsor/Host: _____ Phone Number: _____

Description of Use (Sponsor/Host Complete)

Specifically describe what the requester will be doing with the Laboratory facility:

Fee Structure/Responsibility

Denote either the Project/Activity number or User Responsibility for the following (If required contact the Budget Office for Assistance):

Initial Startup costs (modifications, electrical, phone, IT hookups, etc) _____ Full Cost Factor (yes or no) _____

Electrical Service _____ G&A (yes or no) _____

Telephone Service _____ Material Burden (yes or no) _____

Other costs: _____

Budget Office Approval (signature/date) _____ / _____

Laboratory approvals

_____ Yes No

Director, Deputy Director for Operations, or ALD Facilities and Operations _____ Date _____ Approval _____

For Budget Office use only

DOE document: _____ date of last signature: _____

Certificate of insurance: necessary not applicable date received: _____

Purchase order: necessary not applicable date received: _____

Project/Activity date: _____ sponsor notified: yes date: _____

It is advised that the Budget Office keep completed forms in their files.

 <p>BROOKHAVEN NATIONAL LABORATORY</p> <p>Managed by Brookhaven Science Associates for the U.S. Department of Energy</p>	<p>CONTACT INFORMATION Conference and Meeting Services P.O. Box 5000 Upton, NY 11973-5000 (631) 344-3545 phone (631) 344-2069 fax</p>	<p>Request Form for Use of Staff Services' Rooms</p>
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Requestor information

Date: _____

Requestor name: _____ Organization/Affiliation: _____

Address: _____ City, State and Zip Code: _____

Phone no: _____ fax: _____ e-mail address: _____

Proposed function information

Date(s) of proposed function: _____ Time of Function: _____

Number of attendees: _____ Space Requested _____ Space Assigned: _____

Name of Laboratory host/sponsor: _____ host/sponsor's dept./div. _____

Host/sponsor's Ext.: _____ fax: _____ e-mail address: _____

Name of Lab escort: _____ Ext.: _____ e-mail address: _____

Basis for request

How is this function related to the mission of Brookhaven National Laboratory or the mission of another Federal entity?

Approvals

_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No
ALD or Dept. Chair/Div. Manager Signature	Date	Approval			

Fee Information (Yes or No if No Leave Blank)

Required fee: _____ due by: _____ fee paid date: _____

Received by: _____ signature: _____

Host/sponsor requirements

Please note: The following directorates, departments and/or divisions may have to be contacted regarding this function. Depending upon the function, other BNL organizations not on this list may have to be contacted as well.

<input type="checkbox"/> Police Group, Safeguards & Security Division	<input type="checkbox"/> Director's Office
<input type="checkbox"/> Fire/Rescue Group, Emergency Services Division	<input type="checkbox"/> Community Education Government & Public Affairs
<input type="checkbox"/> Flik International, BNL food-service contractor	<input type="checkbox"/> Housing & Transportation Offices, Staff Services Division
<input type="checkbox"/> Other departments and/or divisions: _____	

It is advised that the Conference and Meeting Services Group retain this completed form in their files



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Definitions: Use of BNL Facilities and Grounds

Effective Date: **March 2003**

Point of Contact: [Facility Operations Management System POC](#)

Term	Definition
gatekeeper	The Laboratory Point of Contact (POC) for facility and ground area use requests. This person (and as needed a BNL Review Team) determines if the requester's needs and Laboratory's safety requirements can be properly integrated. This person helps identify a sponsor/host and is the individual who maintains a record of all ground use requests. The Laboratory gatekeeper is the Building Manager Program Manager. As needed, backup gatekeepers are the Facility & Operations (F&O) Management System POC and the Assistant Laboratory Director for F&O.
acceptable use	Use of the Laboratory that is mission-related, as defined in BNL's prime contract with DOE. Examples of acceptable short-duration use of BNL facilities are BSA/BNL-sponsored scientific and nonscientific events. See the exhibit Events Sponsored by BNL/BSA . An example of acceptable facility use is the Red Cross "Meals on Wheels" program operating from the hospital kitchen of the Medical Department.
facility use	Exclusive use of Laboratory or office space usually requiring a DOE Real Estate License Agreement or Interagency Agreement and payment to the Laboratory for services, and or space charges.
ground area use	The use of a section of the BNL site by an outside organization. Although liability and insurance requirements will need to be satisfied, there usually will not be a user fee associated with the request. The duration of the use will vary and be denoted on the request form
Laboratory Associated Groups	The DOE, a DOE Contractor, BNL, BNL Contractor, and BSA
short-duration use	A one-time event, seminar, or meeting, not requiring DOE approval.
sponsor/host	The BNL person who presents the request to the Laboratory. He/she is ultimately responsible to the Laboratory for the event/function, facility use, or ground use. This responsibility is for the duration of the use.
unacceptable use	Examples of unacceptable use of BNL facilities are private functions and nonaffiliated or nonmission-related functions. See the exhibit Events Sponsored by BNL/BSA .

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Revision History: Use of BNL Facilities and Grounds

 Point of Contact: [Facility Operations Management System POC](#)

Revision History of this Subject Area

Date	Description	Management System
July 2004 -- Minor Rev. 1.1	DOE-Brookhaven Site Office (BHSO) replaces DOE-Brookhaven Area Office (BAO) throughout the subject area.	Facility Operations
March 2003	<p>This subject area describes the procedures for the use of 1) Staff Service Rooms, 2) Use of BNL Ground or Site Areas, and 3) Use of BNL Facilities by outside organizations.</p> <p>The criterion for any of the above is as follows:</p> <p>The organization or proposed function must be related to the Laboratory's mission or mission of another Federal entity.</p>	Facility Operations

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