

APPLICATION FOR PERMIT FOR NEW HOPE CENTER (NHC) PUBLIC USE

Note: This permit application is not transferrable. All fields must be completed. Failure to provide all information requested will result in the permit application not being approved.

Organization Sponsoring the Event: (provide documentation showing that you have authority to represent the sponsoring organization, hereinafter referred to as the User):

Full Name of Event Contact¹:

Date of Request:	Is the User a 501(c)(3) organization recognized by the Internal Revenue Service? <input type="checkbox"/> Yes <input type="checkbox"/> No 		
	Tax ID Number:		
Day Phone No.:	Cell/Alternate No.:	Evening Phone No.:	Cell/Alternate No.:
Fax No.:	E-mail Address:		

Billing Address:

Event Information

Event Dates ²		Event Times	
From:	To:	Begin:	End:

Event Description:

Estimated Number of Attendees:

Will exhibits be displayed in conjunction with the event? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will services be contracted by the User? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will outside tents (non-penetrating ground) be erected? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Note: All outside rentals must be approved by the Consolidated Nuclear Security, LLC (CNS) (herein after referred to as CNS) community use coordinator, the CNS building manager, and the Lawler-Wood Y-12, LLC (hereinafter referred to as Lawler-Wood Y-12) building manager. For any services contracted by the User, the User will be responsible for submitting to the community use coordinator properly formatted certificate(s) of insurance for each contractor providing services or performing work within or around NHC. (If necessary, the community use coordinator will provide an example of a properly formatted certificate of insurance.) Lawler-Wood Y-12 will evaluate the adequacy of insurance coverage on a case-by-base basis. Lawler-Wood Y-12, as the managing agent for the owner, has the right to revoke or suspend any permit granted by CNS at any time for failure to comply with this condition.

Facility Use

- ¹ The User's event contact, who is responsible for supervising the event, must be present at all times during the setup of the event, the event itself, and immediate teardown at the conclusion of the event. In conjunction with the CNS community use coordinator and the CNS building manager (or a subcontractor acting on behalf of CNS), the User's event contact must also conduct a pre-event and post-event walkthrough to assess the condition of the facility.
- ² Once issued, the permit is good only for the User's event date(s) as stated on the permit application. If the event date(s) change, a new permit application must be submitted and approved. If event scheduled for multiple dates please list times for each day.
- ³ CNS may close NHC for public use at any time.

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Facility/Service: (check all that apply) Consolidated Nuclear Security, LLC (CNS) may define the specific areas of use, and may limit the public use to certain areas, on a case-by-case basis.

- Auditorium Lobby CNS History Exhibit Hall and Luncheon Area
 Tiered Courtyard Trained Audiovisual-equipment Operator. Estimate will be provided upon request. Other

Comments:

Would the User like food preparation and consumption to take place on the front lawn or tiered courtyard?

- Yes No

Cost Estimate:

\$_____ is the total cost estimate for the service(s) checked. CNS is authorized to bill the User up to the estimated amount.

Terms and Conditions

By signing this application, the User agrees to comply with all terms and conditions herein for public use of NHC, Scarboro Road, Oak Ridge, TN 37831, and states that the information provided by the User in this application is true, accurate, and complete. The User also agrees to comply with all laws or regulations in conjunction with the use of NHC. Failure to do so will result in rejection of the application or termination of the permit. The permit application may be denied, or a permit revoked, if the User does not agree with or does not meet any of the terms and conditions, or has been issued a permit in the past and then breached the permit terms and conditions..

The User may cancel this agreement without penalty upon written notice delivered to the CNS community use coordinator not less than 5 working days prior to the date of the event. If the User cancels this agreement less than 5 working days prior to the date of the event, the User agrees to pay any cost incurred by CNS in support of the User's event.

A \$500.00 security deposit is required 10 working days in advance of any scheduled event. The deposit (in the form of a check) is refundable if the User does not use NHC or in the absence of any damages to the facility. Any additional costs that are the result of extraordinary cleanup or damages will be billed to the User. Audiovisual costs are non-refundable if not cancelled within 5 working days of the event. An estimated payment (in the form of a check) is required no less than 10 working days prior to the date of the event. Any additional costs will be invoiced to the organization.

Use of the New Hope Center by a 501 (C)(3) organization constitutes, or will serve as, an \$800.00 contribution to the agency by CNS LLC.

Note: If the User will be invoiced for CNS services (audiovisual technicians, etc.), an Internal Activity Number will be established and the \$500.00 deposit will be applied. The User will be invoiced for any additional amount due or refunded any remaining amount.

After-hours and weekend use – The NHC public use areas are available after CNS's normal operating hours (after 5:00 p.m. Monday through Thursday) and Fridays, Saturdays, and Sundays. A public event to be held during normal operating hours is at the discretion of the Public Affairs and Communications Manager or designee. If approved, the public event to be held during normal operating hours must have a group size of 100 or fewer persons if the NHC parking lot is to be used for personal vehicles. (Note: If approved, the public event to be held during normal operating hours can include more than 100 persons if mass transportation to and from NHC is provided by the User.)

The User will not disrupt the work of U.S. Department of Energy (DOE), National Nuclear Security Administration (NNSA), and/or CNS employees.

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Alcohol – The User will not serve or allow the consumption of alcoholic beverages in NHC.

Animals – All animals are prohibited in NHC, with the exception of guide and service animals.

Audiovisual equipment – Only a trained operator supplied by CNS is authorized to operate the audiovisual equipment. The operator will be supplied by the CNS community use coordinator and any fees associated with the use of the equipment will be assessed to the User. No internal Internet connections to the CNS/NNSA networks are available in the NHC auditorium.

Business support services area – Reception desk space and a telephone for local calls only are available for limited use in the NHC lobby. Conversations on the NHC lobby telephone must be limited to 2 minutes. On-site support services for copying and faxing documents are not provided by CNS during the User's event.

Catering – Catering services are not provided by CNS but may be procured by the User. The NHC breakroom is not available for public use. No food or drink is allowed in the auditorium. Chafing or other non-electric warming dishes may not be used. Food preparation and consumption are limited to the lobby and outdoor areas. If food preparation and consumption take place on the front lawn during normal operating hours, the User must so state on the permit application.

Community use coordinator – All inquiries and questions regarding the public use of NHC will be directed to the CNS Public and Governmental Affairs community use coordinator assigned by the CNS Public and Governmental Affairs Manager.

Computing equipment and Internet access – Only the first two rows of the NHC auditorium provide Internet access, though not through the CNS network. This direct access to the Internet allows meeting/conference attendees to access their "home" e-mail networks, but this access is not regulated nor restricted as is Internet access from the CNS network. No internal Internet connections to the CNS/NNSA networks are available in the NHC auditorium.

Custodial services – The User is expected to leave the facility in the condition that it was found. Any cleaning charges incurred by CNS beyond normal cleaning will be assessed to the User.

Damages and injury – The User agrees that DOE, NNSA, CNS, Oak Ridge Project, LLC, and Lawler-Wood Y-12, or their employees, are not responsible for injury to persons or damage to property (including parking lot and vehicles) as a result of the use of NHC. User will indemnify and hold harmless DOE, NNSA, CNS, Oak Ridge Project, LLC, and/or Lawler-Wood Y-12, for any claim (including attorneys' fees, court costs, and judgments) for injury or death, or damage to property, or any consequential costs, claims, or other losses as a result of use of NHC, including, but not limited to, any and all claims for damages, destruction, loss, or theft of any materials or equipment owned or rented by the User, its guests, agents, or independent contractors.

The User will be responsible for the conduct and safety of its invitees, employees, guests, agents, contractors, and other third parties and for observance of all posted signs and fire and safety regulations. This responsibility includes actions of persons attending the event who violate this agreement.

The User agrees that it is responsible for any damages done to the premises or any other part of the NHC facility during the event by the User, its invitees, employees, guests, agents, contractors, or any other third parties hired by the User. The User will promptly pay CNA for any destruction, damage, or defacement of NHC's facility, public areas, parking lot, or other property that results during the use of NHC. The User will be responsible for immediate cleanup of its materials following the event and agrees to pay any extraordinary cleanup costs incurred by CNS as a result of the User's events.

Decorations/defacing of building – Painting of any kind within NHC and the building grounds is strictly prohibited. Nothing may be taped, tacked, or in any way affixed to NHC's glass, walls, doors, or ceilings on any interior or exterior surface of the facility without the approval of the CNS community use coordinator and the CNS building manager. No screws, nails, staples, or other hardware may be driven into any part of the facility. Lobby exhibitors are responsible for the removal of booth-marking tape and tape residue left on floors. Failure to remove tape or tape residue will result in labor and materials charges assessed against the User. Building policy prohibits the covering of building signage, art, emergency procedures, or other building surfaces.

Discrimination – The User must not practice or advocate discrimination based on age, race, color, religion, sex, physical or mental handicap, or national origin and will not use NHC in a manner that permits such discrimination.

Emergencies – In case of emergency, NHC will be served by the City of Oak Ridge emergency response team.

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No emergency exits, phones, alarms, sprinkler valves, or hose connections may be altered or obstructed by booths, stands, signs, displays, or any other items. The User must observe location of fire alarm pull boxes and fire extinguishers.

It is mandatory that the User read the following announcement to User's audience prior to beginning any program in the NHC auditorium.

In the unlikely event of an emergency requiring us to evacuate this facility, individuals sitting in the front of the auditorium should exit immediately via the doors on the left and right sides of the stage [point]. Individuals in the back should evacuate via the doors to the left and the right in the rear of the auditorium. Once in the lobby, exit the building through the doors to the left and right. Should one or more of these exit ways be blocked by smoke or fire, please leave via the nearest alternate exit. The exit door at the rear of the CNS History Exhibit Hall is not an approved clear exit from the building. The main front doors nearest the receptionist desk should be used instead.

Environment, safety, and health – The User's event contact should focus on common-sense safety concerns during setup, the event itself, and teardown. The event contact must ensure participants in all stages of the event work and interact safely. There must be no horseplay; participants must be reminded to be aware of where they are in relation to other people, fixtures, tables, or any other objects in the room. Hazards must be anticipated and eliminated where possible. For example, cables and cords must be taped and secured. Residual hazards must be identified, mitigated, and communicated. Accidents can be avoided completely when people anticipate safety-related issues and plan strategies to avoid them. CNS urges the event contact to encourage all involved in the event to think about strategies for avoiding accidents.

Falls, even on a flat surface, are more common and injurious than most of us perceive.

Appropriate footwear can help. It is recommended that footwear cover the feet entirely from heel-to-toe in order to prevent falls and injuries related to inappropriate footwear. If the event is approved to be held during normal operating hours, the User's invitees, employees, guests, agents, contractors, and other third parties must use appropriate footwear:

- closed toes and heels or heel-supported footwear (sling backs),
- low heels that provide good ankle support and stability (heels 3 inches or less in height and heel base width 1-inch minimum),
- non-skid soles preferred, or
- appropriate winter footwear during winter weather conditions.

Event participants must also dress appropriately. While there is a range of what may be appropriate depending upon the nature of the event, participants should not be excessively informal in their dress. Shirts and shoes are required.

Event contact – The User will have a responsible representative present at all times during the setup of the event, the event itself, and teardown of the event. In conjunction with the CNS community use coordinator and CNS building manager (or a subcontractor acting on behalf of CNS), the User's event contact must also conduct pre-event and post-event walkthroughs to assess the condition of the public use areas. All parties will sign a CNS-supplied checklist, agreeing to the condition of the areas.

Should the User's event contact not be available for the final walkthrough, the final assessment of the condition of the public use areas will be at the sole discretion of the CNS representative assigned to complete the walkthrough.

Exhibits – Requests for the display of exhibits in conjunction with use of NHC must be noted on the permit application. All exhibits and displays must comply with federal, state, and local environment, safety, and health regulations.

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Explosives and weapons – The possession or use of explosives and firearms or other dangerous weapons is prohibited in NHC.

Furniture – No tables, chairs, or equipment may be removed from other rooms.

Gambling – Gambling and gambling devices are prohibited in NHC.

Hazardous materials – All hazardous materials and their quantities must be approved by the Environment, Safety and Health organization before being brought into NHC. A copy of each hazardous material's material safety data sheet is required to obtain this approval. All approved hazardous materials brought into NHC for the event must be removed immediately after the event.

Narcotics and other drugs – Except in cases where a drug is being used as prescribed for a patient by a licensed physician, all persons entering NHC are prohibited from being under the influence, using, or possessing any narcotic drugs, hallucinogens, marijuana, barbiturates, or amphetamines.

Outside rentals and services – The CNS community use coordinator, the CNS building manager, and the Lawler-Wood Y-12 building manager must approve all outside rentals of items for the User's event.

For any services contracted by the User, the User will be responsible for submitting to the CNS community use coordinator properly formatted certificate(s) of insurance for each contractor providing services or performing work within or around NHC. (If necessary, the community use coordinator will provide an example of a properly formatted certificate of insurance.) Lawler-Wood Y-12 will evaluate the adequacy of insurance coverage on a case-by-case basis. Lawler-Wood Y-12, as the managing agent for the owner, has the right to revoke or suspend any permit granted by CNS at any time for failure to comply with this condition.

Parking – The User will adhere to parking restrictions. Parking is not allowed in front of the NHC entrance except during loading or unloading of materials. All handicapped accessible parking signs must be observed. Parking is free for all events. Parking on the grass is prohibited at NHC. If User's event is approved to be held during normal operating hours, the User must have a group size of 100 or fewer persons if the NHC parking lot is to be used for personal vehicles. (Note: If the User's event is approved to be held during normal operating hours, the User can include more than 100 persons in the event if mass transportation to and from NHC is provided by the User.)

Photography – The User may take photographs in NHC public use areas only.

Pre-event and post-event walkthroughs – Using a CNS-supplied checklist, the CNS community use coordinator and CNS building manager (or a subcontractor acting on behalf of CNS) and the User's event contact will inspect the public use areas immediately before and immediately after the event. Both parties will sign the checklist, agreeing to the condition of the areas. Should the User's event contact not be available for the final walkthrough, the final assessment of the condition of the public use areas will be at the sole discretion of the CNS representative assigned to complete the walkthrough.

The User is expected to leave the facility in the condition that it was found. Any cleaning charges incurred by CNS beyond normal cleaning and costs for damages will be assessed to the User.

Publicity – User publicity regarding the meeting will not state or imply sponsorship by the federal government, DOE, NNSA, or CNS without advance written permission from the appropriate agency or CNS.

Public use areas – Public use areas include the auditorium, lobby, business support services area (staffed by the User), the Y-12 History Exhibit Hall (displaying Y-12 exhibits only) and luncheon area, and tiered courtyard. All of the User's activities are restricted to approved public use areas.

The lobby can be used independently or as an extension of the auditorium. The open, tiered courtyard, accessible from the lobby, can be also used. The business support services area (reception desk, a telephone) is available for limited use.

The Y-12 History Exhibit Hall contains a video theater, an oral history booth, New Hope community history exhibits, Y-12-specific exhibits, and printed history materials available to visitors at no charge. Exhibits cannot be removed or altered. The hall, which will be open during CNS's normal operating hours, is open to the visiting public and employees and their families. Special tours may be available upon advance request. Schools may bring groups upon advance request.

Public address notifications are made routinely in NHC, which is a part of the Y-12 National Security

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Complex. Individuals attending the User's event must pause for the duration of notifications.

Authorization to conduct an event in public areas of NHC does not include permission to access the entire facility or to access areas within the boundaries of the Y-12 National Security Complex.

Restrooms – Large restrooms, located near the rear of the auditorium, are available during permitted events.

Smoking, tobacco use, and open flames – Smoking and smokeless tobacco products are not allowed in NHC. A public use smoking area is designated by a posted sign. All cigarette butts must be deposited in the provided receptacle. The use of candles, fireworks, sparklers, flammable warming devices, or other open flames is not allowed in or around NHC.

Soliciting – If issued a permit for use of NHC, the User can solicit funds and collect nonmonetary items (for public welfare and health purposes) for national or local drives that are sponsored or approved by the User.

Storage – Storage for crates, packing material, or freight of any kind will not be provided. Items must not be stored in corridors or passageways.

Telephone – A telephone is available in the NHC lobby reception desk for local and credit card calls. If the User's event will need access for calls longer than 2 minutes, the User's rental of a cellular telephone may be appropriate. Cell telephones are allowed in NHC. However, participants must be mindful of others and the distraction cell telephone rings and conversations can cause.

Tents – Nonpenetrating-ground tents may be erected on NHC approved grassy areas with a 5-day notice and the written consent of the CNS community use coordinator and the CNS and Lawler-Wood Y-12 building managers. Erecting tents on paved areas is prohibited.

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Signature Approvals

By signing below, the User agrees to all terms and conditions described above and to other requirements stated in this application. The undersigned states that he/she is authorized to act on behalf of the User and that all statements made in this application are true, accurate, and complete.

User By: (signature)	
Printed name:	
Title/organization:	
Date:	
CNS by: (signature)	
Printed name:	
Title:	CNS Community Use Coordinator
Date:	
CNS by: (signature)	
Printed name:	
Title:	CNS New Hope Center Building Manager
Date:	
CNS by: (signature)	
Printed name:	
Title:	CNS Public and Governmental Affairs Manager
Date:	

Please e-mail completed form to Newhope@Y12.doe.gov