

Office of Facilities and Administrative Services (OFAS) Guidelines

Employee Courtyard (MIB)

Effective: May 1, 2013

General Information

- The courtyard is available for employees to use during breakfast, lunch and breaks during the day. The Courtyard can be accessed through the B-200 corridor or the Bison Bistro and it is equipped with tables, chairs, lighting, and power.
- Employees are responsible for removing their trash, recycling and compostable items from the courtyard and depositing into the containers located in the Bison Bistro.
- The Courtyard can also be reserved for luncheons, receptions and employee socials. If you intend to use the space for a special event you must contact the Conference and Special Events Office (CSEO) at 202-208-4412.

Courtyard Reservation Procedures

Occupants:

- Contact the CSEO to reserve the Employee Courtyard for a special event.
 - **Leslie Harmon: 202-208-4413 or leslie_c_harmon@ios.doi.gov**
 - **Mariane Gately: 202-208-7204 or mariane_m_gately@ios.doi.gov**
- Requests for barbeque catering or any use of the propane gas grills must be made to Sodexo (Cafeteria Contractor) two weeks prior to your scheduled event. Contact Sodexo Manager, Molly Ek on 202-289-6293.
- Only Sodexo staff are authorized to operate the grills.

OFAS CESO:

- Provide consultation and guidance for event planning.
- Coordinate logistics with Building Management, Safety and Sodexo staff for event requirements.
- Coordinate audiovisual requirements, when necessary.
- Monitor events to ensure issues are addressed.

OFAS Building Management:

- Provide and maintain propane tanks off-site and in appropriate storage container.
- Install propane tanks and check operability prior to each event; remove propane tanks after each event.