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| **Office of Facilities and Administrative Services (OFAS)**  **Guildines**  ***No. 1- Employee Courtyard*** |
| **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 (CSE) at 202-208-4412. |
| **COURTYARD RESERVATION PROCEDURES**  **Occupants:**   * + Contact the CSE to reserve the Employee Courtyard for a special event at our email address:   [**ofas\_meetings\_events@ios.doi.gov**](mailto:ofas_meetings_events@ios.doi.gov)   * + 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 on 202-289-6293.   + Sodexo staff are the only personnel 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. |
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