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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.
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| **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*** + 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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