

Langley Research Center Facility Usage Request

Submit Form via Fax to 864-4256 or drop at Exchange, MS035, B2102, Room 157

Sponsor Request:					Date Submitted	
User's Name:		Phone Extension:		Email Address:		
Sponsor's Name:		Phone Extension:		Email Address:		
Sponsor's Organization:						
<input type="radio"/> Concur	OUM/ Branch Chief Signature: (REQUIRED)				Date:	
Use this Facility Request form for events and activities involving guest, VIPs, Tours, Food and Alcohol held on Center.						
Integrated Engineer Services Bldg.					Morale Facility:	
Other Locations:						
Date Requested:		Event Begins:			Event Ends:	

Events Questions:		
1. Please state the title of your function/event:		
2. Is this an outside organization not affiliated with NASA? <input type="radio"/> YES <input type="radio"/> NO		
3. Please identify the type and number of personnel attending the event as follows: <input type="radio"/> A. NASA-badged <input type="radio"/> DOD-badged <input type="radio"/> Non-badged US Citizens		
4. Will Foreign National guests be attending? <input type="radio"/> YES <input type="radio"/> NO		How many?
<p>A list of foreign nationals and accompanying escorts must be provided to Security Services Branch MS163 or call 864-3420 for more information.</p> <p>If yes, security approval must be obtained. Furthermore, submit a LF 103, NASA LaRC Security Services Branch (SSB) U.S. Citizen And Lawful Permanent Resident (LPR) Visitor Badge Request Form (29 days or less) not less than 10 days prior to event. If you have questions, contact the Badge and Pass Office at ext. 42790. Copies of the Visitor Request Form(s) as well as an alphabetized list of visitors must be submitted to the Conference Manager.</p>		
5. Are dignitaries attending? <input type="radio"/> YES <input type="radio"/> NO		If yes, contact OSACB Office for concurrence, 864-3000
6. Will room setups and audio/visual support be required? <input type="radio"/> YES <input type="radio"/> NO		If yes, contact 864-6362/6361
Contact the IESB Conference Team @ 864-6362/6361 to reserve a space/room and request for assistance with specific set up and A/V support. Compliance with facility use policies is mandatory.		

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7. Does this event involve fundraising, sales, solicitation or political activities?	<input type="radio"/> YES <input type="radio"/> NO	If yes, contact OCC at 864-3221
8. Is parking support needed for the event?	<input type="radio"/> YES <input type="radio"/> NO	If yes, contact Security 864-8493
9. Will guest(s) visit mission facilities?	<input type="radio"/> YES <input type="radio"/> NO	If yes, please list facilities:
Food and Beverage Services: <p>The Exchange has a right of first refusal for all catered food and beverage services on Center. Outside catering will normally not be approved for events held at the IESB conference rooms and facilities under the oversight of the Exchange. In support of the Langley Exchange operations, catering arrangements are encouraged for larger groups. All approved alcohol service on Center must be provided by the Exchange, unless the purchase of alcohol drinks from outside vendors is authorized by the Office of the Director</p> <p>Groups of over 30 and fewer than 60 people that are planning to use cafeteria services for lunch must contact the Cafeteria Manager (ext. 4-4910) to coordinate for special arrangements.</p>		
10. Will food be served at your event?	<input type="radio"/> YES <input type="radio"/> NO	If yes, please select: <input type="radio"/> NASA Exchange Catering <input type="radio"/> Pot-Luck <input type="radio"/> Brown Bag
11. Will alcohol be served?	<input type="radio"/> YES <input type="radio"/> NO	
<p>NOTE: Alcoholic beverages are not permitted until after 4 p.m. Alcohol may be served only at OD- approved locations. A special approval by OD may be required for alcohol to be served at non-designated locations on Center. Contact Exchange Catering at 864-4910 for approve alcohol service.</p> <p>For additional information as to what activities are permitted on center, please reference LAPD 9050.7 and LAPD 9050.8.</p> <p>Submit this LF268 form to MS 035, B2102, Room 157 for events during and after duty hours.</p>		
Requestor Printed Name:	Requestor Signature:	Date:
Requestor Additional Comments:		

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OHCM is the coordinating organization for Office of Director and Mission Support Organization concurrences/approvals: Mission Support Organizational Concurrence.
(Requestor **does not** complete this section)

ORGANIZATION	Approval/Concur/Non-concur/ N/A	Date	Comments
Security/COD			
OSACB			
OCC			
OD			

Facility Use	
OCHM Printed Name:	
OCHM Signature:	
Date:	
Additional Comments:	