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Special Use Permission Policy Weldon Spring, Missouri, Site

February 2026



U.S. DEPARTMENT OF
ENERGY

Legacy
Management

**Special Use Permission Policy
Weldon Spring, Missouri, Site
Document History**

Version No./ Revision No.	Revised	Description of Change
2.0	February 2026	Performed a comprehensive review as required by the LMS contractor's controlled document procedure.
1.1	September 2023	Changes were made to reflect the addition of the Weldon Spring Site Pavilion and Educational Area.
1.0	February 2023	Changes were made to reflect the new Weldon Spring Site Interpretive Center and its respective facilities. Performed a comprehensive review as required by the LMS contractor's controlled document procedure.
0.0	October 2017	Initial issue.

Approved:

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Abbreviations

DOE	U.S. Department of Energy
LM	Office of Legacy Management

1.0 Purpose

The Weldon Spring, Missouri, Site preserves the legacy of lost towns, production plants from World War II and the Cold War, and site remediation. The U.S. Department of Energy (DOE) Office of Legacy Management (LM) Weldon Spring Site hosts the Weldon Spring Site Interpretive Center, exhibit hall, educational programming, Hamburg Trail, publicly accessible disposal cell, 150-acre restored native Howell Prairie, Jeannie Moe Memorial Garden, and the Weldon Spring Site Pavilion and Educational Area. As an additional service to the community, LM may grant permission to use the site in a manner not typical for most public users. The following policy describes the process and use requirements, herein referred to as special use permission.

LM is the owner of the Weldon Spring Site, and the Legacy Management Support contractor is responsible for the operation of the site.

1.1 Public Access Hours

The Weldon Spring Site Interpretive Center is open to the public Monday through Friday 9 a.m. to 5 p.m. and Saturday and Sunday 10 a.m. to 4 p.m., excluding federal holidays. The Interpretive Center and its programs are available outside of these hours by request. The outdoor area of the site is open to the public 7 days a week from sunrise to sunset.

2.0 Special Use Permission Activity Requirements

Special use permission is required for any individual or group planning to engage in activities not already approved for general use.

2.1 Activities Requiring Special Use Permission

The following activities require special use permission:

- Visits by any group larger than 15 attendees, except for groups with scheduled and confirmed site-hosted interpretive programming or tours
- Meeting room use
- Secondary parking area use
- Reserved use of the Weldon Spring Site Pavilion and Educational Area
- Biking, trail running, or walking events with more than 15 attendees
- Site access outside of posted public-use hours
- Scientific studies and research projects
- Educational or interpretive programming hosted by external groups
- Posting and displaying signs
- Collection of funds by organizations not registered under Internal Revenue Code Section 501(c)(3)

3.0 Special Use Requests

An authorized representative of the requesting group must submit a completed application; this representative is responsible for sharing this policy with other members of the group as needed, supervising the group, and being present during the requested event. All persons and groups must detail, in writing, the nature of their intended special use permission request. Applications may be denied for reasons including the following: the requested space or support staff is unavailable, the application is incomplete, or the proposed use is contrary to the general use terms and conditions stated above. If an application is denied, the applicant will be informed of the reason for the denial.

LM reserves the right to preempt an approved reservation to conduct business, maintenance, repair, or construction or as needed to ensure the safety of staff and visitors.

To make a request, see the following sections.

3.1 Requesting Special Use Permission

- Groups must be community-based, nonprofit organizations and meet the requirements listed in Section 4.1, General Use Terms and Conditions. *Note: 501(c)(3) credentials are not required.* All requests must be submitted via the [Weldon Spring Site Interpretive Center Meeting Room and Event Application](#) at least 30 calendar days before the intended use.
- Reservations can be made up to 1 year in advance. Long-term reoccurring reservations must be reapproved on an annual basis. Reservations are scheduled on a first-come, first-served basis. Completed request forms may be submitted to:

WSInterpretiveCenter@lm.doe.gov

-or-

Weldon Spring Site Interpretive Center
7295 Highway 94 South
St. Charles, MO 63304

Applicants will receive an email acknowledgement of receipt within 7 business days. The reservation review process may take more than 30 days. A final confirmation letter will be emailed after the request is reviewed and approved.

4.0 Special Use Permission, Prohibited Activities, and Terms of Use

4.1 General Use Terms and Conditions

Organizations and members of the public who wish to use reservable indoor and outdoor spaces or schedule a program must agree to abide by the following general use terms and conditions:

- Facilities and services are available only to organizations or (1) people who do not discriminate against any people based on race, color, religion, age, sex, disability, genetic information, or national origin and (2) those who have not advocated and do not advocate for the overthrow of the federal government.
- Facilities and services are not available for activities that are intended to influence or impede any pending judicial or political proceedings, nor are they available to support any political fundraising events.
- Requested spaces may be used for noncommercial activities including cultural, educational, or recreational activities, such as exhibits, seminars, lectures, conferences, training sessions, music recitals and performances, and public meetings. Fundraising events may be held by tax-exempt 501(c)(3) nonprofit organizations with specific advance permission from LM.
- Reservable spaces are for community organizations and are not available for private gatherings or parties.
- Users may not conduct activities involving the sale, advertising, or promotion of commercial products or services, and no admission fee, registration fee, donations, or other funding may be solicited from attendees, except by tax-exempt 501(c)(3) nonprofit organizations with advance permission from LM.
- Users agree to abide by all regulations, terms, and conditions relating to the use of the public amenities and accept responsibility for all damage caused to the trails, buildings, or equipment beyond normal wear.
- LM will not charge a fee for the use of the meeting spaces or other site amenities or for services provided by the staff.
- Any group using the facilities must comply with the provisions of the Americans with Disabilities Act, which states that a meeting or materials at a meeting be provided in an accessible format in response to a reasonable request.
- Users will be admitted to and must vacate the reserved meeting space at their scheduled time, and staff may attend any meeting or program.
- Opinions expressed by users of the meeting spaces or participants in a program do not necessarily reflect those of LM.
- LM reserves the right to prohibit any use that represents a threat to (1) the health or safety of employees or visitors or (2) the orderly use of the site. All requests are individually reviewed and approved. See Section 3.0 for details.
- LM may cancel, change, or reschedule programs, facility use, or outdoor site use at any time.
- Groups may not use signs, posts, stakes, and so on that penetrate the ground deeper than 6 inches. No stakes may be used on paved surfaces.

- Users must not:
 - Destroy, damage, or steal government property.
 - Engage in any loud, disruptive, or obscene conduct.
 - Wash dishes or dispose of waste into drains.
 - Consume or be under the influence of alcoholic beverages, marijuana, or illicit drugs.
 - Carry or possess firearms or other weapons, explosives, or incendiary devices.
 - Use open flames or grills.
 - Smoke or use e-cigarettes.
 - Prop open exterior doors.
 - Disrupt the regular operations of the Weldon Spring Site Interpretive Center or the Weldon Spring Site.
 - Use amplified sound or generators, except as specifically approved in advance.
 - Conduct private social events.
 - Bring pets into the Interpretive Center or to programs. The no-pets-allowed policy does not apply to service animals.
 - Use fireworks.
 - Use glitter, confetti, or similar items.
 - Store items in the meeting room cabinets or drawers.
 - Erect structures, such as stages, platforms, bleachers, or scaffolding.
- Unless LM has preapproved sponsorship, all meeting spaces, program advertisements, and announcements must clearly state that the Weldon Spring Site does not sponsor the event. LM reserves the right to review the content before publication or distribution.
- Any equipment brought into the Interpretive Center is subject to inspection.
- A minimum ratio of one adult to every 12 minors is required.
- For, and in consideration of, the use of the meeting spaces and program services, any person or organization using these spaces and services agrees to indemnify and hold harmless LM and its agents, employees, contractors, subcontractors, and successors from all actions or lawsuits relating to the use of the Weldon Spring Site facilities and services. Further, such person or organization agrees to reimburse LM for all costs for repair of all damage that is caused directly or indirectly to trails, buildings, or equipment beyond normal wear by such use. If any organization refuses to pay for the damage, the matter will be referred to the DOE Office of the General Counsel for legal action. The organization or authorized representative may be responsible for all or a percentage of any legal fees incurred as a result of such action.

4.2 Prohibited Activities at the Weldon Spring Site

A comprehensive listing of prohibited activities is posted on the grounds of the Weldon Spring Site and at the Interpretive Center. All visitors and special use permission users are expected to comply with the following:

- DOE's list of prohibited activities for the Weldon Spring Site are available on the [Weldon Spring Site Interpretive Center webpage](#) under "Regulations."

5.0 Meeting Rooms, Outdoor Areas, and Weldon Spring Site Pavilion and Educational Area Details

5.1 General Considerations

All spaces require preapproved reservations. Applicants should indicate on the application which site equipment the group will need (see descriptions in Section 5.2). Following approval, users should meet onsite with staff before their reservation date to become familiar with the site, meeting room space, and audiovisual resources. Users will be held responsible for all damage caused to the equipment while in the user's possession. Any additional equipment brought into the Interpretive Center is subject to inspection.

No storage space is available for use before the event. Exterior doors must not be propped open and left unattended. Displays, posters, and literature may not be placed anywhere in the Interpretive Center or onsite except in the meeting spaces during the reserved hours. No items may be affixed to the walls or pavilion structure. Users are responsible for operating any equipment they may use. LM is not responsible for equipment or materials owned by a group.

Users will:

- Dispose of all trash and recycling into proper receptacles.
- Return all tables and chairs to the original configuration.
- Promptly arrive and depart at the agreed-upon times.
- Send requests to the Weldon Spring Interpretive Center staff at least 2 weeks in advance if the use of Sterno cans are needed for catering.
- Send requests for the use of balloons or silk florals to the Weldon Spring Interpretive Center staff at least 2 weeks in advance.
- If serving food, request additional trash receptacles and dispose of all food waste after use.
- Keep food or drinks inside the reserved meeting room.
- Use tools in accordance with the manufacturer's recommended safety guidelines.
- Remove their materials at the end of the meeting.
- Provide portable toilets and handwashing facilities as directed by the site.
- Place trash and recycling into the onsite trash cans when using outdoor spaces.

5.2 Amenities

- The maximum capacity for a single, indoor meeting room is 50 people for theater-style seating and 30 people for classroom seating. The maximum capacity for the combined rooms is 100 people for theater-style seating and 60 people for classroom seating. The auditorium has a maximum capacity of 50 people for theater-style seating. Personal extension cords and power strips are not allowed. However, extension cords and power strips are available upon request.
- Users can reconfigure the room if alternate layouts are requested on the application and approved by LM. Before departure, the space must be returned to its original configuration. Approval of the use of gallery space for registration tables will be considered upon request.

Community meeting rooms are equipped with the following:

- Wi-Fi internet access
- Computer or video projector system
- Podium
- Portable dry erase board or flip chart
- Audio address system with radio frequency wireless microphone

Additional cleaning supplies or trash bags are available upon request.

The auditorium is equipped with the following:

- Wi-Fi internet access
- Podium
- Computer and video projector system

The Weldon Spring Site Pavilion and Educational Area is equipped with the following:

- Picnic table style seating that reasonably seats 64 adults
- Teaching station

The Weldon Spring Site Pavilion and Educational Area does *not* have the following:

- Wi-Fi internet access
- Electrical outlets and pavilion lights for evening events

The secondary parking lot is equipped with the following:

- Parking for approximately 100 vehicles

The parking lot is not striped and has no lights for evening events.

5.3 Emergencies

The authorized representative is responsible for informing meeting room users of posted emergency exits and severe weather shelters (see Attachment 1).

If an emergency occurs at the Interpretive Center, a group representative should dial 911, pull the nearest fire alarm if warranted, and notify the onsite security officer. A group representative should inform first responders that the call is coming from the Weldon Spring Site Interpretive Center, 7295 S. Highway 94, St. Charles. The representative should notify the onsite security officer if there is an urgent, nonemergency need to contact facility staff.

Attachment 1

**Supplemental Emergency Response Information (SERI),
Weldon Spring Site, MO**

Supplemental Emergency Response Information (SERI)

Weldon Spring Site, MO

Date Issued: 1/28/2026

This document shall be implemented in accordance with the *LM/LMS Worker Emergency Response Procedure* (LM-Procedure-3-20-21.0-2.0, LMS/POL/S37549-2.0) to provide emergency response information specific to the Office of Legacy Management (LM) center, facility, project, or site.

The Legacy Management Support (LMS) site lead, facility lead, subtask manager, or site emergency coordinator is responsible for submitting updates to Emergency Management annually or as needed. All sections must be completed. Updates can be emailed to EmergencyManagement@lm.doe.gov.

1. Address or GPS information: GPS information should be included for projects and sites that do not have a street address to help emergency responders locate workers. If the site has a street address, GPS information is not required.
2. First responder contact information includes direct telephone numbers for responders (e.g. 24-hour dispatch center, direct number to emergency room) nearest to the center, facility, project, or site.
3. Center and facility maps display locations for assembly areas, shelter-in-place locations, fire alarm pulls, fire extinguishers, first aid supplies, automated external defibrillators, and emergency resource kits.

OR

Site or project maps display access roads, evacuation routes, and shelter-in-place locations, where appropriate, for buildings.

4. Accountability area zones or designations for centers, facilities, projects, or sites that have more than one assembly area.
5. Identify **Site-Specific Hazards**: Provide a short description and mitigation strategies, as required.

Site Emergency Notification Communication Capabilities: Describe methods used at the site, project, or facility to notify occupants/workers of protective actions.

Emergency Considerations: Include information unique to the center, facility, project, or site that may impact emergency response (e.g., locked gate access, after-hours access, directions to hospitals/clinics, special emergency response instructions). This information cannot supersede any Emergency Management program procedure.

DIAL 911 IN AN EMERGENCY.
AFTER CALLING 911, CALL THE WATCH OFFICE AT 1-303-404-6100.

1. ADDRESS OR GPS COORDINATES

7295 Highway 94 South
St. Charles, MO 63304
Latitude: 38.697120 Longitude: -90.722700

2. FIRST RESPONDER CONTACT INFORMATION

Type	Name	First Call	Direct Number
Fire	Cottle Ville Fire Department	911	636-447-6655
Wildland fire	St Charles Fire Department	911	636-949-3250
Police or Sheriff	St Charles County	911	636-949-3000
Medical facility	Progress West Hospital	911	636-344-1000
Emergency room	Progress West Hospital 2 Progress Point Pkwy O'Fallon, MO 63368	911	636-344-1000

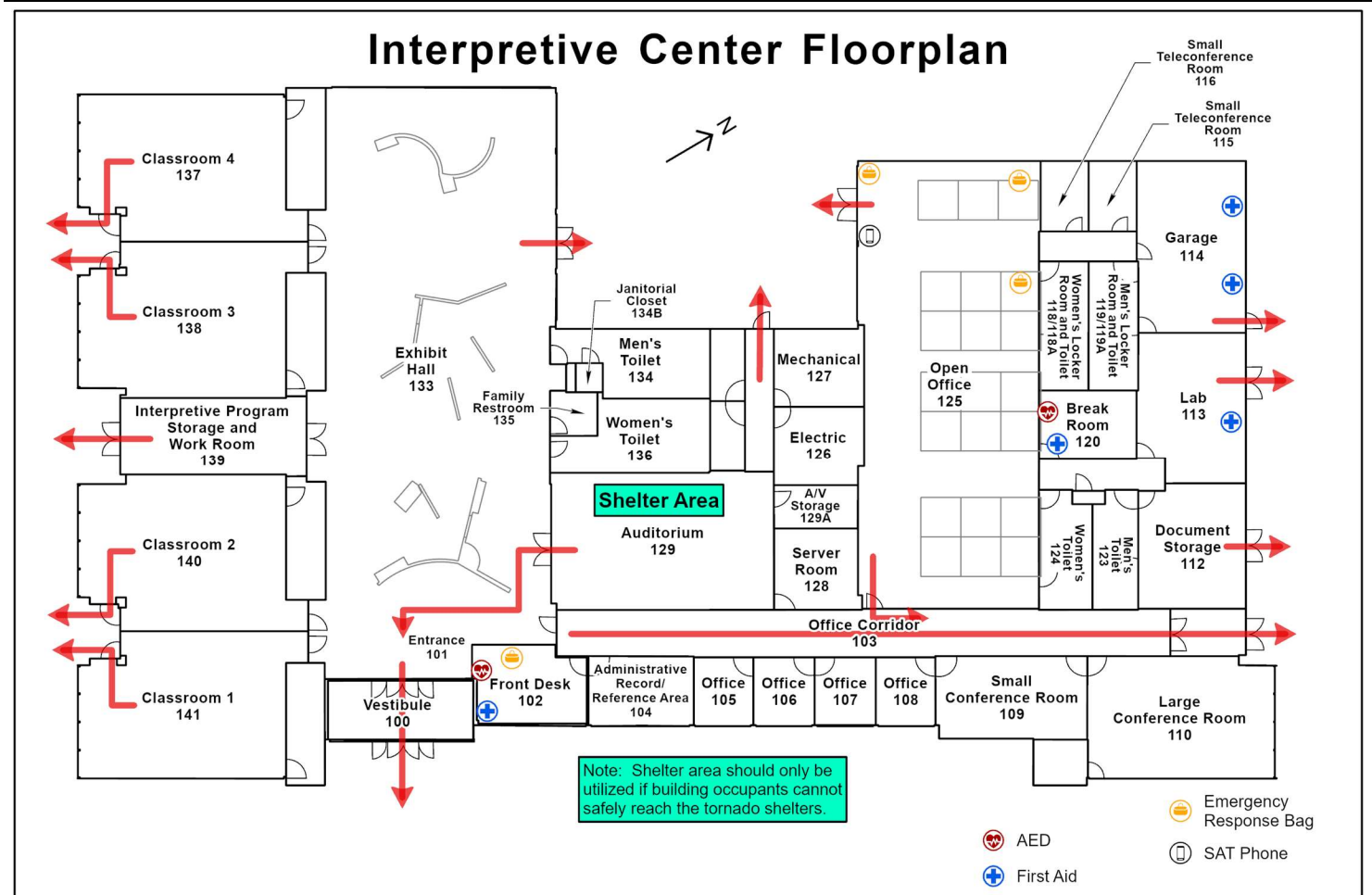
Supplemental Emergency Response Information (SERI) Weldon Spring Site, MO

3. MAPS



Supplemental Emergency Response Information (SERI)

Weldon Spring Site, MO



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Supplemental Emergency Response Information (SERI)

Weldon Spring Site, MO

4. ACCOUNTABILITY AREAS

BUILDING	ZONE OR DESIGNATION	ASSEMBLY AREA
Interpretive center	Entire Facility	Evacuation: At the outdoor pavilion area. Shelter in place: In Auditorium

5. ADDITIONAL CONDITIONS

Hazards (if applicable)	Description (if applicable)	Mitigation Strategy (if applicable)
☒ No cellular service/unreliable reception	Cell phone service is spotty.	○ MiFi device in the Interpretive Center for cell phone Wifi Calling ○ Satellite phone is available in the cubicle area.
☐ Rough terrain		
☒ Public access to site		
☐ Radiological hazards		
☐ Chemical hazards		
☐ Natural hazards		
☐ Other		

Site Emergency Notification Communication Capabilities

Methods available to communicate emergency messages to occupants/workers:

The Interpretive Center and Administrative building have a fire alarm paging system. Site has radios and cell phone communication with workers in the field. Additionally, an onsite SAT phone is available in emergency situations located near the SW facing door in the cubical area.

Emergency Considerations

Public access when Interpretive Center is in business hours Monday - Friday:9am-5pm. Saturday and Sunday:10am-4pm.

In the event of severe weather, the site storm shelters are to be unlocked. The storm shelters are an option for shelter in the event of a tornado warning to both the public and staff that are on site. BWs or SECs will acquire an orange emergency response bag and the SAT phone to be prepared for any event. Additionally, if staff/employees are unable to evacuate to the site storm shelters, shelter in place is available in the auditorium in the Interpretive Center building.

In the event of an evacuation, if it's safe to do so, the Building Wardens will ensure that the front entrance door (SE corner) is locked before evacuating to the assembly area and placing an "evacuation in Place" sign on the window. A second Building Warden will also be placed at the North side employee parking lot to ensure no personnel re-enter the building before the "all clear" is given. If a BW is unable to stay at the north end of the building, then, when conditions permit, an A-frame sign will be posted there to notify employees and visitors of the ongoing evacuation.

We have an additional onsite AED for field use; this AED is in the UTVs in the garage. This one will be used in the event a member of the public or onsite workers needs medical assistance away from the building.

Safety and Health Reference: 1 Source at 1-866-622-7348