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Special Use Permission Policy Weldon Spring, Missouri, Site

February 2023



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
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.

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Appendix A Evacuation Route for the Weldon Spring Site Interpretive Center

Abbreviations

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

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, and Jeannie Moe Memorial Garden. 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 (LMS) 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. Interpretive Center use and 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:

- Any visiting group larger than 15 attendees, except groups with scheduled and confirmed site-hosted interpretive programming or tours
- Meeting room use
- Secondary parking area use
- Biking and trail running or walking events with attendance greater than 15 people
- Site access outside of posted public-use hours
- Scientific study and research projects
- Educational or interpretive programming hosted by external groups
- Posting and displaying of signs
- Collection of funds by organizations not registered under Internal Revenue Code Section 501(c)(3)

3.0 Special Use Requests

A completed application must be submitted by an authorized representative of the requesting group; this person 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 but not limited to: the meeting space or 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 denial and 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.

Refer to the *Weldon Spring Site Interpretative Center Special Use Permission Request* form on the [Weldon Spring Site Interpretive Center](#) webpage.

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 Interpretative Center Special Use Permission Request* online form 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 meeting 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.
- Meeting rooms 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 the specific advance permission from LM.
- 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 damages caused to the trails, buildings, or equipment beyond normal wear.
- LM will not charge a fee for 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.

- Users shall not:
 - Destroy, damage, or steal government property.
 - Engage in any loud, disruptive, or obscene conduct.
 - Consume or be under the influence of alcoholic beverages or illicit drugs.
 - Carry or possess firearms or other dangerous weapons, explosives, or incendiary devices.
 - Use open flames or grills.
 - Smoke or use e-cigarettes.
 - Interfere with the regular operation 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.*
- Unless LM has approved 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.
- 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, at the Interpretive Center, and online. 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 Room Details

5.1 General Considerations

Meeting space 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 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 reservation hours. No items may be affixed to the walls. Meeting room users are responsible for operating any equipment they may use. LM is not responsible for equipment or materials owned by a group.

In all rooms, users will:

- Dispose of all trash and recycling into proper receptacles.
- Not wash dishes in the sink or dispose of waste into drains.
- Return all tables and chairs to the original configuration.
- Promptly arrive and depart at the agreed-upon times.
- If serving food, request additional trash receptacles and dispose of all food waste after use.
- Recycle using the receptacles throughout the building.
- Remove their materials at the end of the meeting.

5.2 Amenities

- The maximum capacity for single meeting rooms is 50 people for theater-style seating and 25 people for classroom seating. The maximum capacity for the combined rooms is 80 people for theater-style seating and 45 people for classroom seating. The auditorium has a maximum capacity of 40 people for theater-style seating and 12 people for classroom 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 room must be returned to its original configuration. Approval for 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 or flip chart
- Audio address system with wireless microphone

The auditorium is equipped with the following:

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

5.3 Emergencies

The authorized representative is responsible for informing meeting room users of posted emergency exits and the interior severe weather shelter.

If an emergency occurs at the Interpretive Center, a group representative should dial 911, pull the nearest fire alarm, 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. After emergency personnel are notified, the authorized representative should dial the LM Watch Office at (877) 695-5322. The representative should notify the onsite security officer if there is an urgent, nonemergency need to contact facility staff.

6.0 Outdoor Use Details

6.1 General Considerations

Groups requesting the use of outdoor spaces should indicate on the application which area of the site they will need. Following approval, a group representative should meet onsite with staff before their reservation date to become familiar with the site, event space, and event resources. Any additional equipment brought into the Interpretive Center is subject to inspection. When the Interpretive Center is not open and there are no public facilities, group users are expected to provide the following amenities or abide by these rules:

- If applicable, the group will provide enough portable toilets to accommodate the group size. Portable toilets must be picked up the following business day after the event.
- The group 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.
- The group will provide trash cans that will need to be emptied into the dumpster at the end of the event.
- Food is permitted onsite, but alcohol is prohibited.
- Groups hosting larger events will have participants park vehicles in the secondary lot. The secondary lot is also available as a shuttle lot, upon approval, for offsite community events.

6.2 Emergencies

The authorized representative of the group is responsible for ensuring that each person using the facilities is complying with all applicable documented policies and ensures that group members are aware of all prohibited site activities. Events are to be canceled by users in the event of inclement or severe weather.

If an emergency occurs at the Interpretive Center or its grounds, a group representative should dial 911 from the nearest phone, if it is safe to do so. 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. After emergency personnel are called, the representative should notify any onsite staff and then dial the LM Watch Office at (877) 695-5322.

Appendix A

Evacuation Route for the Weldon Spring Site Interpretive Center

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EVACUATION ROUTE FOR THE WELDON SPRING INTERPRETIVE CENTER

