United States Department of Agriculture

Research, Education, and Economics
Agricultural Research Service

Guidelines for Use of Facilities at the U. S. National Arboretum

The Arboretum grounds are open to the public every day of the year except December 25
The Visitor Center is open from 8:00 a.m. to 4:30 p.m.daily except for federal holidays November through February.

All applicants must comply with the following guidelines:

Complete and submit a *U.S. National Arboretum Facilities Application and Agreement* form located at http://www.usna.usda.gov/Information/facilitiesuse/guidelines.html as early as possible. Dates may not be reserved on the USNA calendar more than 12 months in advance of use. Early submission is recommended. In the event the facilities requested are needed by the Department of Agriculture or the USNA your organization may be asked to change the program date(s).

All applications are pending until the applicant has received confirmation.

For information on rental fees for space and properties available please see the attached Code of Federal Regulations (CFR).

Additional user fees are listed on page 3 which includes set-up, clean-up, security and staff time needed to supervise and/or manage an event. An invoice for additional costs will be mailed within two weeks after event and the balance is due within 30 days after receipt of invoice.

Government phones, personal computers, LED projector, flip chart paper, extension cords, copiers, and office supplies are not supplied by USNA.

Nothing may be hung, taped, or secured into any wall or window.

Placement of signs must be pre-approved by USNA.

Doors to space used will be unlocked at the specified time of usage.

All buildings are smoke free.

Walkways must be kept clear for safe passage of all visitors at all times.

Parking is permitted in designated areas only. The front of the building is a fire lane and should be used as a loading/unloading zone only.

U.S. National Arboretum
Director's Office
3501 New York Avenue, NE.
Washington, DC 20002
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Facility users must vacate the Arboretum grounds by closing time, unless security has been contracted.

Eating is prohibited in the lobby from 8 a.m. to 5 p.m.

No flower shows are permitted in the classroom.

Use of alcohol is strictly controlled. Groups wishing to serve alcohol (Beer and Wine Only) must follow specific USNA procedures. These procedures must be initiated at least two weeks in advance of the event.

Damages to plants, grounds, facilities, or equipment will be assessed on a value based on replacement cost including labor plus 10% administrative fee.

Raffles or games of chance (in or on USNA property) are prohibited.

All sales events require a USNA Concessions Agreement.

Non-Public Hours Use:

A security officer must be contracted through the USNA for facility use outside public hours. Fees are invoiced by the hour (minimum 4 hours may be required). Any hours requested on the Use of U.S. National Arboretum Facilities Application and Agreement that fall outside public hours will be invoiced to the organization with the following exception: free programs that are open to the public will be granted one hour free cleanup time.

Participants in events starting before 8 a.m. or starting/ending after 5 p.m. must use the R Street entrance.

Auditorium use:

Audience style setup for up to 150 chairs with 2 six-foot tables **OR** for up to 125 chairs with 10 six-foot tables. Setup includes: microphone/lectern, screen, projection cart, one utility cart, and two trash cans with bags. Also includes use of the kitchen space and coat room. Setup for shows must be pre-arranged. Space must be left in the condition in which it was found, including restoring original setup configuration.

Any additional items must be supplied by the applicant.

Table coverings must be provided by the user and required for all activities involving plants or objects that may scratch surfaces.

Kitchen use:

Kitchen is for auditorium and catered events use only. No cooking is currently allowed in the kitchen.

Basic cleaning supplies: broom, dust pan, bucket and mop are available upon request.

Each group must provide its own coffee pot, serving utensils, and supplies. Refreshments should be limited to beverages, and prepared foods. At the end of event/usage all food and food waste must be removed from the building. Space must be left in the condition in which it was found.

Trash cans with bags are provided. Trash that does not fit into the containers allotted for each space must be removed off site or placed in the dumpster (located in front of the Headhouse).

Classroom use:

Classroom style setup for up to 40 chairs and up to 12 tables. Includes microphone/lectern, screen, projection cart, 2 flip charts (no paper), one cart, and one trash can with bag.

The classroom door that opens to the patio is locked and must be opened and used only with a group member present and cannot be propped open. This exit is available as an emergency exit at all times and may not be propped open.

Activities scheduled in the classroom must be contained within the classroom. Use of the hallway outside the classroom and the lobby is not permitted. No electric coffee pots, hot water pots, or electrical appliances are allowed in the classroom.

No flower shows are permitted in the classroom.

Table coverings must be provided by the user and required for all activities involving plants or objects that may scratch surfaces.

Setup for beverages and food in the classroom must be contained in the classroom. No use of the kitchen area is allowed. Trash that does not fit into the containers allotted for each space must be removed off site or placed in the dumpster (Headhouse).

Group members may use only the spaces reserved for them and the restrooms off the lobby of the Administration building or at Arbor House.

Any additional items must be supplied by the applicant.

ADDITIONAL USER FEES

Service	Rate
User Fee (includes set-up and clean-up)	$50 minimum $100 maximum
Security Guard (4 hours may be required)	$40 per hour
Staff Required to Manage Event/Meeting	$25 to $45 per hour for regular time Up to $50 to $90 per hour for overtime

Guidelines Updated 5/19/16