



FEDERAL EMERGENCY MANAGEMENT AGENCY

	Date	Number
INSTRUCTION	March 4, 1997	NETC 6900.1

Use of Facilities and Grounds at NETC

1. Purpose. This instruction continues policies and procedures related to the occasional use of the National Emergency Training Center (NETC) facilities and grounds.
2. Applicability and Scope. This instruction is applicable to Federal Government employees assigned to NETC, private citizens, and groups who request to use NETC recreational facilities, public areas, and grounds.
3. Supersession. NETC Instruction 6900.1, Use of Facilities and Grounds at NETC, dated March 4, 1997.
4. Authorities.
 - a. Public Buildings Cooperative Use Act of 1976, PL 94-541.
 - b. Federal Fire Prevention and Control Act of 1974, PL 93-498.
5. References.
 - a. NETC Instruction 1100.1, Conduct on NETC Campus.
 - b. FEMA Instruction 6200.3, Facility Utilization and Expenses at the NETC.
 - c. Title 44 CFR, Section 101-20.7, Federal Property Management Regulations.
6. Definitions.
 - a. Public Area - Grounds and buildings which are generally open to the public. Public areas of the facility include the various building lobbies, Learning Resource Center, chapel, dining facility, log cabin, and other such areas not assigned to an occupant agency or tenant.
 - b. Recreational Facilities - NETC recreational facilities consist of a gymnasium; indoor track; indoor swimming pool; tennis, basketball, and volleyball courts; exercise room; recreation center; fitness trail; and other areas where recreational equipment is installed or where exercise is authorized.
 - c. Special Groups - Federal Government personnel or groups including those members of FEMA not duty stationed at NETC and groups or organizations sanctioned or sponsored by EMI, USFA, or other NETC occupant elements authorized to use the facility for training, meetings, conferences, etc., on a space available basis.

d. Commercial Activities - Activities undertaken for the primary purpose of obtaining a profit for the benefit of an individual or organization established for profit.

e. Private Activities - This includes weddings, private parties or personal celebrations.

f. Member of the Public - Any individual that is not a member of the NETC Recreation Association.

7. Policy. NETC is maintained and operated to provide support for students attending courses conducted by the National Fire Academy and the Emergency Management Institute. NETC recreational facilities and public areas are primarily for use by students and authorized special groups at NETC functions.

NETC Recreation Association members and their guests when accompanied by a member are authorized to use the NETC recreational facilities on a space available basis. Requests for use of recreational facilities at NETC by non-members of the NETC Recreation Association must be coordinated and approved by the Site Administration Branch.

a. Requests for use of the recreational facilities by other than authorized groups or individuals must be made in writing and addressed to the U.S. Fire Administrator or Chief, Site Administration Branch. The Site Administration Branch will evaluate the request based on intended use, sponsor or sanctioning office, and space availability. Applicants will be notified if requests are approved or disapproved. If approved, a permit to use the recreation area(s) requested will be issued by the Site Administration Branch.

b. Requests for use of the public and recreational areas and equipment by individual members of the public or for private use by an individual or group will not be considered. No exceptions will be made.

c. Requests for use of any buildings or grounds on the campus for commercial purposes must be approved by the Assistant Administrator, Management Operations and Student Support.

d. Any group or individual entering onto the grounds of NETC shall adhere to the provisions of NETC Instruction 1100.1, Conduct on the NETC Campus. Copies of that instruction are conspicuously displayed throughout the campus.

e. Because of the historic significance associated with the NETC grounds and certain buildings, the use of metal detectors on the NETC campus is prohibited by the National Historical Preservation Act since the NETC facility is contained in a National Historical District. No exceptions can be made. Sightseeing will be permitted in all public areas of the campus.

f. Smoking is permitted only in designated smoking areas on the NETC campus.

g. Individuals and groups using the recreational areas and equipment must be a member of the NETC Recreation Association. All individuals and groups utilizing facilities in Building H, will sign in with the recreation attendant

h. No natural resources may be removed from the NETC campus.

8. Facilities and Resources Available at NETC.

a. Recreational Facilities. The following recreational facilities and areas are available to NETC Recreation Association members and guests when accompanied by a member during the posted times.

(1) Weight room, gymnasium, indoor track, and swimming pool.

(2) Student Center - Contains television, pool tables, table tennis, and the pub.

(3) Outdoor fitness trail.

(4) Tennis, basketball, and volleyball courts.

(5) Tom's Creek - a public waterway which flows through the campus which can be used for fishing.

b. Public Buildings and Areas.

(1) Dining hall/cafeteria - The public may patronize the cafeteria during normal business hours provided it does not interfere with the service to students and authorized special groups. Groups of 10 or more individuals shall make a request in advance to the cafeteria manager for service. The cafeteria manager shall arrange service for such groups based on space availability and student or special group requirements.

(2) The Learning Resource Center (LRC) is open to students, staff, special groups, and other authorized personnel for all services. The general public may enter the LRC for on-site use of reference material only.

(3) The chapel is maintained as multifaith, available for use by all denominations. Exclusive use by any group or one faith will not be permitted. The chapel may be used for general services, meditation, and other suitable activities. The chapel shall not be used for weddings or other private events.

(4) The Log Cabin is used for student and special group events, from April 1 through October 15. Groups and individuals desiring to use the Log Cabin must request reservation of desired dates through the Special Groups Coordinator in the Site Administration Branch. The only exception is on Thursday nights, for which EMI and NFA each have up to 100 spaces reserved for their respective classes. Reservations for Thursday nights must be made through the NFA or EMI designees who will decide which classes to schedule. If, however, either school would not need its reserved space, the designee shall notify the Special Groups Coordinator by 10:00 a.m., Tuesday of the preceding week, to release the space for other classes or groups. The Log Cabin will NOT be used for private parties or events.

(5) The Pub located in the student center is operated and maintained by the NETC Recreation Association. Beer, wine and snacks are sold in the Pub. The Pub is not open to the public. Membership cards are sold by the NETC Recreation Association and are required to enter the Pub. The cards are available for purchase by all students and NETC activity participants at the Pub and at the weight room.

9. Procedures for Requesting Use of the Recreational and Public Facilities.

a. Members of Recreation Association and their guests.

(1) Members of the NETC Recreation Association in good standing and their guests when accompanied by a member may use the recreational facilities. No formal request is required for use; a current NETC Recreation Association membership card serves as the necessary authorization.

(2) Members are responsible for the behavior and welfare of their guests.

(3) The Chief, Site Administration Branch, reserves the right to deny the use of the recreational facilities and public areas to any NETC Recreation Association members based on availability, operational or maintenance status, and health and safety. The decision may be appealed, in writing, to the Assistant Administrator, Management Operations and Student Support.

(4) The membership card should be presented to site security personnel upon request and to recreation attendant when signing in to use recreational areas and equipment.

b. Special Groups.

(1) Special groups may request authorization to use the recreational facilities and public areas by submitting a FEMA Form 75-11, Request for Use of NETC Facilities, to the Site Administration Branch, Attention: Special Groups Coordinator. The requester may be required to provide proof of insurance coverage for the activity. The request should include the following information:

(a) Full names, mailing addresses, and telephone numbers of the applicants, the organization sponsoring the proposed activity and the name, address and telephone number(s) of the contact person who will work with the Special Group Coordinator. Non-Federal groups must be sponsored by a FEMA organization which is located at NETC.

(b) A description of the proposed activity, including the dates and times during which it is to be conducted and the number of persons to be involved.

(2) The individual representing the group will be required to sign a Release of Liability form on behalf of the group. The individual representing the group must accept the liability for the group. All forms must be in the possession of the campus security force or the Site Administration Branch prior to the use of the recreational facilities.

(3) The Chief, Site Administration Branch, will provide a written response to the request in the form of a permit. If the request is approved, a copy will be provided to the campus security supervisor. Any denial of a request may be appealed, in writing, to the Assistant Administrator, Management Operations and Student Support.

(4) The use of the swimming pool is restricted for recreational use only by those who are members of the NETC Recreation Association and their guests. The use of the swimming pool for other purposes may be considered due to the nature of the intended purpose.

(5) The individual who is responsible for the group must inform campus security, Building "V," upon arrival and again prior to departure.

10. Forms Prescribed. FEMA Form 75-11, Request for Use of NETC Facilities, which is available from the Site Administration Branch, Management Operations and Student Support, USFA.

Carrye B. Brown
U.S. Fire Administrator