

INL Meeting Center at the Energy Innovation Laboratory (Building A) Operating Procedures Manual

Overview: The following operating procedure describes how the space at EIL Building A will be used, how to reserve the space for events and meetings, the security requirements, use of the catering space, the alcohol policy, room configurations, and equipment available.

EIL Building A consists of five conference rooms, three of which are reconfigurable, a large, reconfigurable meeting room, a lobby, a patio and a catering kitchen. Specifically,

- A101 - lobby
- A102 – large meeting room
- A105 - media center (limited access)
- A107 – catering kitchen, food prep area
- A110– board room
- A111, A112 & A113 – reconfigurable meeting rooms (adjoined by air walls)
- A114 – board room
- EIL patio

EIL Building A is specifically designed to be used for meetings, conferences, and events that help advance the laboratory’s mission. The INL Protocol Office (208-526-9591) will make case-by-case determinations on public use events, social events, and events that run longer than one business week.

Reserving Space in EIL Building A

The INL Meeting Center at the EIL Building A is managed by the INL Protocol Office.

In order to reserve space, users are required to submit a reservation for approval on the INL Meeting Center Reservation System located at inlmeetingcenter.inl.gov. If users have questions about the INL Meeting Center Reservation System, please contact the INL Meeting Center Event Specialist (rhee.lusk@inl.gov, 208-526-2589).

Reservation priority is given to those events that qualify as VIP events (e.g., visiting elected officials, government officials, university leaders, foreign dignitaries, corporate board members and directors, INL Senior Leadership Team [SLT] special invitees, etc.).

Other high-priority events include conferences with outside laboratory participants, meetings with external customers (Work for Others), and business events attended by or under the purview of Department of Energy personnel.

If meeting space is available and not in use by INL’s Protocol Office-sponsored events, the space can be reserved for internal INL meetings and events. *

Recurring meetings (e.g., staff meetings, safety meetings, trainings, etc.) may not be scheduled in EIL Building A.

* Internal meetings may be relocated if a VIP event arises that necessitates such a move. An effort will be made to relocate a meeting that is bumped by a higher priority event.

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Holiday parties and social events

Holiday parties and social events can be scheduled at the meeting center using the following guidance:

- Any social event can be removed from the calendar if an INL mission-related event/visit arises
- After-hours holiday parties will not be approved by the protocol office
- After-hours social events will be approved by the protocol office on a case-by-case basis
- General Access to the building will be managed by the INL host organization
- The protocol office will provide support to holiday and social events on a case-by-case basis
- Extensive room arrangements will not be provided unless the event is deemed a VIP event
- If the event does not adjourn within regular business hours, overtime may be charged to the host organization to prepare the rooms for the following day's events.

Security at the EIL Building A

During normal operations, when EIL Building A is functioning as a Property Protection Area (PPA), only badged persons are granted access to the building. Badged persons include U.S. citizens with a valid key card access badge; visitors with a valid visitor pass; and foreign nationals who have EIL Building A on their approved security plan.

General Access Area

During special INL events, meetings and conferences, EIL Building A can be opened to the public by requesting the building be designated as a General Access Area (GAA) when submitting a reservation on the INL Meeting Center Reservation System. When the facility is designated as a GAA, the submission of a visitor request and the use of badges are not required; however, the host organization must assign an INL staff member to monitor access to and from EIL Building A. The assigned person must be able to sit at the Meeting Center's front desk while the facility is designated as a GAA and cannot be a participating member of the meeting/event. The assigned person will be provided the Physical Security Plan for EIL Building A and will be expected to follow the requirements of the Physical Security Plan. It will be the responsibility of the INL host organization to ensure visiting attendees are not granted access to any other parts of the EIL Building, and they do not travel to other parts of the INL site without a visitor pass (see [Visitor Notification Form 472.24](#)).

Foreign Visitors Guidance

Hosts of INL events that are open to the public must also consider Foreign Visits and Assignments (FV&A) requirements. Separate FV&A Event Plans, based on guidance found in the DOE-O 142.3, Chg. 1, *Unclassified Foreign Visits and Assignments*, may need to be written. The FV&A program for unclassified national access not only pertains to DOE sites, but also includes DOE-owned information, technologies, or equipment. Regardless, information "open to the public" must go through an Export Compliance review to ensure prohibited entities and/or countries are not afforded unauthorized access.

If EIL, Building A is open to the public (a General Access Area) but the information presented during the event is not publicly available information, a security plan is required for Foreign National attendees. Contact the [Foreign Visits and Assignments Office](#) for further guidance.

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Use of EIL Building A Catering Kitchen

The use of the EIL catering kitchen must be approved by the INL Protocol Office. The kitchen requires key access, which can be obtained from the INL Hospitality Specialist (kelly.greenberg@inl.gov, 208-526-0168).

Users of the catering kitchen will assume full responsibility for any facility and/or equipment damage that occurs during their event. All equipment must be returned to the catering kitchen. All surfaces (counter tops, microwaves, sinks, refrigerator, etc.) must be cleaned before leaving the kitchen after your event. Kitchen garbage must be emptied and removed to the outdoor garbage containers by the user or caterer.

Only approved caterers can enter the facility. For a list of approved caterers, please see Appendix A.

INL's Alcohol Policy

Alcohol can only be served at approved INL facilities. Information on INL's alcohol policy is provided in Appendix B. The approved alcohol caterer (see Appendix A) must be contacted at least 7 business days in advance. The INL Hospitality Specialist (kelly.greenberg@inl.gov, 208-526-0168) will need the following information 5 days prior to the event:

- Senior Leadership Team (SLT) host
- Event name
- Event location
- Time of alcohol service
- Caterer providing food and alcohol services

Setting up an event at EIL Building A

When submitting a reservation to the INL Meeting Center Reservation System, include your room configuration needs in the Room Setup Comments box. This information will be used by the INL Meeting Center Event Specialist to request the needed room configuration(s). A charge number and organization number must be provided on the reservation form for labor associated with the audio/visual support and room configuration(s).

See Appendix D for possible room configurations and the conference room equipment available.

Removal of meeting and catering equipment (e.g., tables, chairs, carts, easels, whiteboards, dishes, etc.) from EIL Building A is strictly prohibited. Replacement cost for lost or damaged equipment and/or damage to the facility will be charged to the user/host organization.

Use of In-Room Audio/Visual Equipment

Instructions for using the in-room audio/visual equipment are available in each conference room. These instructions are in the counter drawers of rooms A110-A114 and at the podium of room A102.

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A/V technical support is scheduled via [ServiceNow](#).

- Click the ServiceNow link above
- Select the appropriate button for the service required
- Fill out the form and submit

Replacement cost for lost or damaged A/V equipment will be charged to the user/host organization.

Visitor Wi-Fi is available is available by connecting to INL-Guest-WiFi.

A/V Equipment by Room

| Room | Projection Screen | Projector* | Video Conference | Tele-Conference | Audio System | Micro-phones | Flat Screen(s) |
|----------|-------------------|------------|------------------|-----------------|--------------|--------------|----------------|
| EIL A102 | Y | Y | Y | Y | Y | Y | Y |
| EIL A110 | Y | Y | Y | Y | Y | N | N |
| EIL A111 | Y | Y | N | Y | Y | Y | N |
| EIL A112 | Y | Y | N | Y | Y | Y | N |
| EIL A113 | Y | Y | N | Y | Y | Y | N |
| EIL A114 | Y | Y | Y | Y | Y | N | N |

* Laptops are not provided in the INL Meeting Center conference rooms. Users must provide laptops to connect to the in-room projection systems.

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Appendix A Food & Beverage Service

The following are INL approved onsite caterers:

| Approved On-site Caterer | Point of Contact | Phone | Email | Approved Alcohol Provider |
|--------------------------|------------------|--------------|--|---------------------------|
| Arugula Deli | Marcel Gutierrez | 208-427-4548 | marcel@aruguladeli.com | Yes |
| Aladdin | Rob Martin | 208-339-0387 | robert.martin@aviands.com | No |
| Catered Your Way | David Pyrah | 208-716-2463 | cateredbydave@gmail.com | No |
| City Bagels & Bakery | Lynn Winter | 208-881-5778 | citybagelsidaho@gmail.com | Yes |
| North Hi-Way Café | Roxanne Smith | 208-522-8212 | northhiway@hotmail.com | No |

Important: When using an approved caterer, [Form 575.01 “INL Request for External Catering Services”](#) must be completed one week in advance of a caterer coming on site to set up and/or serve. A pre-job briefing with the caterer will be conducted on the day of the catered event.

The following restaurants commonly provide delivery service to the EIL Building. These and other restaurants are welcome to deliver to the front door but should not be allowed inside the EIL Building to set up and/or serve food and beverages.

- Jimmy Johns - <https://www.jimmyjohns.com/>
- Kneaders Café - <https://www.kneaders.com/catering/>
- Panera Bread - <https://catering.panerabread.com/>
- Chick-Fil-A - <https://www.chick-fil-a.com/order>

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Appendix B Alcohol Policy

SUBJECT

This document explains the Idaho National Laboratory (INL) policy for serving alcohol (beer and wine only) at INL's Engineering Research Office Building (EROB), the Energy Innovation Laboratory Meeting Center (EIL) Building A, and the Center for Advanced Energy Studies (CAES), for applicable and approved special events. As a threshold matter, consumption of alcohol on any Department of Energy (DOE) affiliated property is forbidden pursuant to the prime contract with Battelle Energy Alliance, LLC (BEA). However, in order to facilitate opportunities for community outreach and professional networking, the following policy has been developed and approved by BEA and the DOE. Alcohol may be served *only* in the designated areas as defined below. NO OTHER LOCATIONS are approved.

APPLICABILITY

This policy applies to BEA staff requesting beer and wine to be served at approved INL events held in the EROB, EIL, or CAES.

This policy serves as the guidance document for serving alcohol at designated INL locations. Beer and wine are the only alcoholic beverages authorized to be served. Alcoholic beverages may only be provided and served by pre-approved caterers. The INL Protocol Office in conjunction with INL Supply Chain Management is responsible for pre-approving caterers and negotiating all contract terms with the selected caterer.

REQUIREMENTS

Step 1 – In order to coordinate an event in which alcoholic beverages will be served at the aforementioned facilities, Requester must contact the INL Protocol Office (208-526-9591 or 208-526-0168) at least five (5) business days in advance of the scheduled event. Advance notice is necessary in order to allow sufficient time to secure the appropriate approvals and execute the required forms prior to the event.

Step 2 – Requester must identify an INL Senior Leadership Team (SLT) member as the Host for the event in which alcohol will be served. The Host (or their appointed designee¹) must attend the entire event and comply with the Host Responsibilities (see below).

Step 3 – Requester must ensure the event will be held only in designated areas of EROB, EIL, and/or CAES during established hours. Designated areas approved for events that include alcohol service are limited to the following:

EROB

- EROB Lobby
- EROB Conference Room 159
- Grass lawn area adjacent to EROB (southwest corner of the parking lot)

¹An "appointed designee" shall be a deputy manager or other individual no more than two management levels below the SLT member.

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EIL

- EIL Lobby (A101)
- EIL Meeting Center (A102)
- EIL Conference Rooms (A110, A111, A112, A113, A114)
- EIL Patio (immediately west and north of conference rooms)
- EIL Food Preparation Area (A107)

CAES

- Center for Advanced Energy Studies Atrium and conference rooms

Established hours for alcohol service at EROB areas (listed above) are:

- Monday through Friday, 4:30 p.m. through 11 p.m.
- Saturday and Sunday, 12:00 p.m. through 11 p.m.

Established hours for alcohol service at EIL areas (listed above) are:

- Monday through Friday, 7:00 a.m. through 11:00 p.m.
- Saturday and Sunday, 12:00 p.m. through 11:00 p.m.

Established hours for alcohol service at CAES are consistent with Idaho State University Policies.

Step 4 – Requester and Host must ensure nonalcoholic beverages and food are provided in sufficient quantity along with the alcoholic beverages at the event. The serving of alcohol must be incidental to the event.

Step 5 – The Protocol Office must arrange the providing, serving, and disposing of alcohol only through pre-approved caterers, and must comply with applicable INL procurement requirements when engaging a caterer.

Prior to the event, INL Supply Chain Management will obtain from caterers' current copies of:

- Food handler certificates
- License to serve beer and wine in the state of Idaho, Bonneville County, and city of Idaho Falls
- Insurance certificates evidencing the caterer has the following coverage in place:
 - Commercial General Liability (CGL) insurance with the minimum limits specified in BEA's General Provisions for subcontracts involving on-site work,
 - Liquor Liability (LL) insurance with a minimum \$1 million per occurrence limit, and
 - Worker compensation coverage with statutorily prescribed limits.

The caterer's CGL and LL policies must be endorsed to include "Battelle Energy Alliance, LLC" and the "U.S. Department of Energy" as additional insured parties on those two policies. The caterer's insurance certificates must state the CGL and LL policies have been so endorsed. The coverage must be from a carrier with an AM Best Rating of "A" or better. (*Note: The Protocol Office should coordinate with INL Supply Chain Management to assure the required insurance certificate(s), providing evidence that the necessary endorsements have been made, and are obtained from the caterer.*)

Caterers must comply with Expectations for Caterers (see below).

Alcohol may not be purchased with government or personal funds. The cost of alcohol will be paid by BEA or one of its affiliated entities using nongovernment funds.

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Step 6 – INL Protocol Office will arrange for alternative transportation (i.e., taxi service or designated driver). The host organization must provide an unallowable charge number to pay for the transportation service.

Step 7 – Prior to the event, the INL Protocol Office will notify by email the Research and Education Complex Physical Security Officer, the DOE Idaho Operations Office Contracting Officer, and the EROB Facility Project Manager or the EIL Facility Project Manager, or the CAES (University of Idaho and Idaho State University) with the following details when an event is planned to include alcohol at EROB, EIL, or CAES:

- Date and time of event
- Location of event
- SLT Host (or their appointed designee)
- Purpose of event
- Caterer(s)

SLT Host Responsibilities:

The INL SLT member or their appointed designee (Host) of an event in which alcohol is served is responsible for ensuring:

- Only the caterer serves alcoholic beverages
- Alcoholic beverages are not served to attendees under the age of 21
- Nonalcoholic beverages and food are available in sufficient quantity
- Alcohol is served only during the approved time period
- Alcohol is served and consumed only in the designated event area
- Alternative transportation is available
- Individuals identified by the caterer/beverage servers as intoxicated are notified they will not be given further service
- Non-badged participants, including caterers, remain in designated area

Expectations for Caterers:

The caterer of an event in which alcohol is served is expected to:

- Provide, serve, and remove from the premise's alcoholic beverages, including all open and closed containers
- Alcohol is served only to individuals 21 years of age or older
- Not serve alcohol to individuals who appear intoxicated
- Notify the Host if individuals appear intoxicated
- Open alcoholic containers as consumed, not all at once
- Not charge INL for unopened containers
- Refrain from drinking alcoholic beverages while providing catering services to INL
- Comply with all other laws and requirements associated with the dispensing of beer and wine

NOTE: The INL Protocol Office has the responsibility to coordinate with INL Supply Chain Management to assure these and other appropriate caterer responsibilities are included in the subcontract or order with the caterer for catering services.

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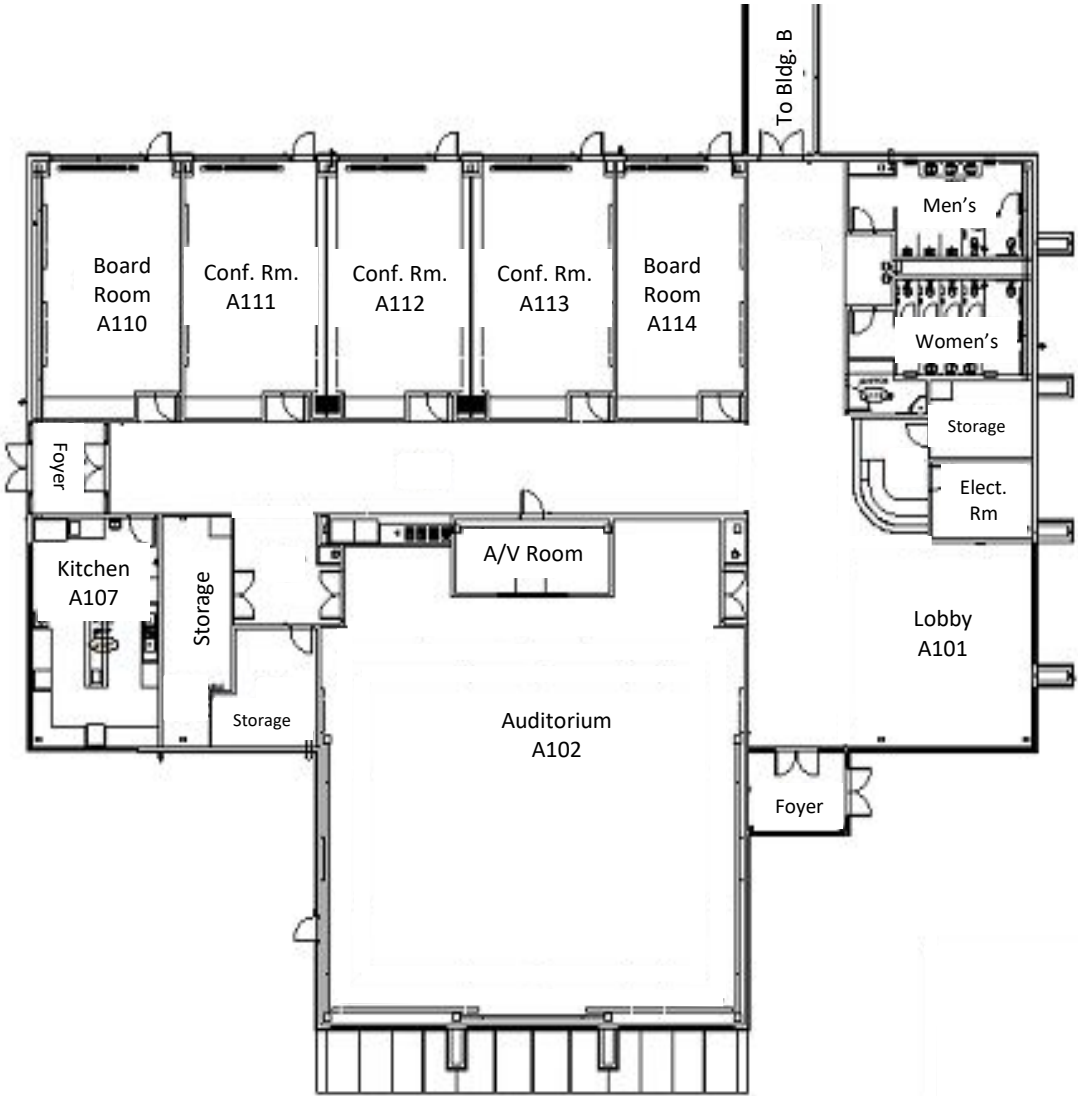
Summary Checklist:

- Did you contact the INL Protocol Office at least 5 days prior to the event?
- Did you properly designate a Host?
- Is the Host aware of all their responsibilities?
- Is your event taking place at an approved EROB or EIL location?
- Is your event taking place within the approved hours for the selected location?
- Have you ensured that other foods, not just beer or wine, are being served at the event?
- Has the Protocol Office contracted with an approved caterer?
- Has the Protocol Office secured the proper licenses and insurance guarantees from the caterer?
- Has the Protocol Office arranged for alternate transportation for attendees and guests who are too intoxicated to drive?
- Has the Protocol Office notified the (1) Research and Education Complex Physical Security Officer, (2) DOE Idaho Operations Office Contracting Officer, and (2) the EROB Facility Project Manager, CAES (University of Idaho and Idaho State University), or the EIL Facility Project Manager of the event?
- Have you received notice and approval from the INL Protocol Office that all required forms, contracts, notices, and payments have been taken care of, and you have the “green light” to proceed with your event?

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Appendix C
Facility Floorplan



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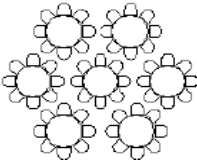
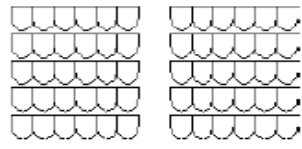
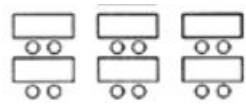
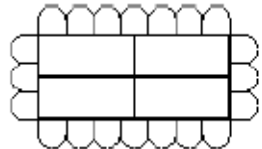
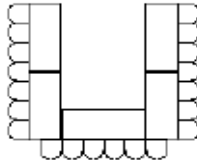
Appendix D

Room Capacity and Configurations & Facility and Patio Equipment

Room Capacity

| Room | Banquet | Theater | Classroom | Boardroom |
|-------------------------|----------------------|---------|-----------|---------------------|
| EIL A102 | 160 (Rounds of 8) | 250-275 | 70 | n/a |
| EIL A110 (Boardroom) | n/a | n/a | n/a | 30 (17 at table) |
| EIL A111 | 32 (Rounds of 8) | 42 | 18 | n/a |
| EIL A112 | 32 (Rounds of 8) | 42 | 18 | n/a |
| EIL A113 | 32 (Rounds of 8) | 42 | 18 | n/a |
| EIL A114 (Boardroom) | n/a | n/a | n/a | 30 (17 at table) |
| EIL Patio | 78 | | | |

Common Room Configurations

| | |
|---|--|
|  | <p>Banquet: Used for events where food is served. Sixty-inch round tables can seat up to 8 people at each table.</p> |
|  | <p>Theater: Rows of chairs facing the front of the room, usually divided by center and/or side aisles. Maximizes meeting room space utilization. Theater works well when the audience needs to take minimal notes and/or the presentation is two hours or less in length.</p> |
|  | <p>Classroom: Rows of tables with two chairs at each one, with tables arranged to face the front of the room. Appropriate when the conference is an informational type presentation. The presenters are providing the information, with some dialogue with the audience.</p> |
|  | <p>Boardroom: Table in the center of the room to form one solid surface. Chairs are placed around the perimeter of the tables. Provides plenty of workspace for each person and good communication/visual lines for each participant.</p> |
|  | <p>U-Shape: Tables placed end to end to form the shape of a U. Chairs are placed around the outside of the U. Groups requiring conversations between the presenter and audience, and conversations between the participants.</p> |

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Room Capacity and Configurations & Facility and Patio Equipment

INL Meeting Center Furniture & Equipment

The following equipment is available for use at the INL Meeting Center. This equipment is not loaned and must not be removed from the INL Meeting Center.

| Facility Furniture & Equipment | Quantity |
|--------------------------------|----------|
| Round tables (60") | 23 |
| Rectangular tables (60"x24") | 35 |
| Rectangular tables (96"x30") | 12 |
| Rectangular tables (72"x30") | 6 |
| Rectangular tables (48"x24") | 2 |
| Round cocktail tables (30") | 12 |
| Small round tables (16") | 7 |
| Chairs | 280 |
| Flipchart stands | 8 |
| Whiteboards | 9 |
| Easels (non-folding) | 18 |
| Easels (folding) | 13 |
| Podium (mobile) | 1 |
| Coat racks | 4 |
| Brochure displays (swivel) | 2 |
| Stainless-steel garbage cans | 9 |

| Patio Furniture | Quantity | Seating |
|-------------------------------|----------|------------------|
| Round Tables (48") | 7 | 38 |
| Round Cocktail Tables (36") | 3 | 12 |
| Rectangular Tables (72"x36") | 3 | 18 |
| Mid-height chairs (no tables) | 10 | 10 |
| | | Total: 78 |

| Patio Equipment | Quantity |
|-------------------------|----------|
| Green umbrellas & bases | 7 |
| Tan garden umbrellas | 5 |
| Brown garden umbrellas | 3 |
| Heaters | 4 |
| Barbeque Grills | 2 |

Rental Equipment

Additional tables, chairs, and equipment may be rented from Signature Rentals (208-529-0843). The cost of rental equipment is the responsibility of the INL host organization.