



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

MEMORANDUM FOR DISTRIBUTION

SUBJECT: Building 20 Cafeteria Vestibule Reservation Policy and Procedures

This Memorandum establishes policy and procedures for the scheduling and use of the Defense Supply Center Columbus (DSCC) Building 20 Cafeteria Vestibule, which area consists of the open locations outside the Cardinal and Buckeye Rooms, and any open areas in and/or around the building 20 Cafeteria eating areas (the Vestibule). MWR shall administer all activities and procedures conducted pursuant to this Memorandum.

General Information: The Vestibule may be scheduled for use by DLA Land and Maritime employees, employees/members of DSCC tenant organizations, duly approved AAFES vendors, and MWR sponsored activities/entities.

The Vestibule is furnished with two 4' tables and four chairs. Any additional needed furnishings/equipment shall be provided by the party requesting Vestibule use (the Requestor) subject to MWR approval. The Requestor may be able to obtain certain additional furnishings/equipment through Installation Management, which can be contacted at (614)-692-2155. There are several standard outlets in the building 20 Cafeteria, but none in the Vestibule itself. Requestors should plan on providing their own extension cords if in need of electrical power. Placement of any such cords shall be made in a safe manner and be in full compliance with all applicable safety regulations and policies.

Procedure to Apply for Vestibule Use: The Vestibule can be reserved Monday through Friday from 0600 until 1900. Requestors can review the Outlook Calendar, room listing under "Building 20 Cafeteria Vestibule (DSCC)," to determine Vestibule availability on desired dates and times.

The process for applying for Vestibule use begins with a mandatory legal review of a Requestor's event to ensure compliance with all applicable law and official policy. **A Requestor should take no action in furtherance of an application prior to obtaining approval of the proposed activity/event from the Office of Counsel.** Requestors should arrange for the aforementioned mandatory legal review by contacting the Office of Counsel at (614) 692-3284 and asking to be connected to a member of the Personnel, Administrative, Installation Law (PAIL) Team. Requests for legal review must be made at least two weeks in advance of the desired date for Vestibule use. Legal reviews should normally take no more than three (3) business/workdays.

Upon obtaining a favorable application legal review, Requestors can submit an online application for Vestibule use on the DSCC-MWR website located at: (<https://www.defensemwr.com//columbus/partners/dscc-organizations/reserve-cafe-20-vestibule>). Applications will be processed in the order they are received. MWR shall provide

Requestors with decisions regarding applications within three (3) business/workdays explaining any denials in writing.

Cancellations: MWR reserves the right to cancel activities or events. Cancellations made by Requestors should be provided to MWR as far in advance as possible, but a minimum of 48 hours before the scheduled event.

KRISTINE FREELS
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DLA Installation Management Columbus