

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WA 4665.2A

8/23/79

SUBJ: FAA AUDITORIUM, 800 INDEPENDENCE AVENUE, S.W.

1. PURPOSE. This order prescribes procedures for the assignment and use of the FAA Auditorium, located in Federal Office Building 10A, at 800 Independence Avenue, S.W., Washington, D.C. This order also implements Order DOT 1730.2, Use of Public Areas and Special Facilities, DOT Headquarters Building and FOB-10A.
2. DISTRIBUTION. This order is distributed to the division level in Washington.
3. CANCELLATION. Order WA 4665.2, Scheduling FAA Auditorium, 800 Independence Avenue, S.W., is cancelled.
4. RESPONSIBILITY. The Office of Public Affairs, Plans and Audio-Visuals Division, APA-100, is responsible for controlling and scheduling the use of the FAA Auditorium.
5. DESCRIPTION. The auditorium, centrally located on the 3rd Floor, Room 310, FOB 10A, is considered to be special purpose space designed to be used for conferences and meetings which require an auditorium style seating configuration for up to 210 people. It is equipped with theater lighting, stage, public address system, projection booth, and executive viewing booth.
6. PROCEDURES. Availability of the auditorium can be determined by calling the Plans and Audio-Visuals Division, on extension 68049.
 - a. A written request is required for a firm reservation addressed to the Office of Public Affairs, attention APA-100, and signed at the organizational level of Division Chief or above. The following information must be submitted in duplicate at the time of request:
 - (1) Date and time needed.
 - (2) Duration of use.
 - (3) Number of persons attending.
 - (4) Purpose of meeting.
 - (5) Special equipment, set-ups or services required.

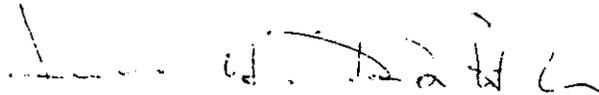
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Initiated By: APA-100

(6) Whether or not meeting will extend beyond normal 5:00 p.m. closing hour. (If so, the requesting office will be required to pay whatever overtime expenses might be involved.)

(7) Requestor's routing symbol and telephone extension.

b. The requesting official is responsible for notifying the Plans and Audio-Visuals Division of cancellation as soon as a determination has been made that the room will not be used.



JEROME H. DOOLITTLE
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Public Affairs