



ADMINISTRATIVE MEMORANDUM NO. 68 REV. 2

**MANAGEMENT OF RESOURCES AND FACILITIES
FOR EVENTS AT HEADQUARTERS**

1. Purpose

The purpose of this Memorandum is to regulate the use and to define the responsibilities and procedures to be followed for events to be held in the Buildings and Facilities of the General Secretariat.

1.1 The Events Committee Definition and Functions.

The "Events Committee" is established to advise the Secretary General on the management resources and facilities for events and shall have the following functions:

- 1.1.1 To meet as required for the purpose of initiating and reviewing all matters related to requests for events submitted for its consideration and to report its conclusions and recommendations to the Secretary General, as appropriate;
- 1.1.2 To review, as appropriate, not less than once each calendar year, policies, procedures and practices, venue capacity, financial and material resources, security and insurance aspects, including the evaluation of fee rates;
- 1.1.3 To determine responsibility in cases of claims for damage to the General Secretariat of the Organization of American States (GS/OAS) facilities brought to its attention by the Office of General Services (SAF/OGS);
- 1.1.4 To make determinations regarding temporary outdoor exhibitions and temporary signage; and
- 1.1.5 To resolve controversies regarding facilities usage.
 - 1.1.5.1 The Events Committee shall gather facts regarding any facility usage controversy, consult in person, electronically or by telephone, and render a decision affirming or altering the initial decision regarding facilities usage. The decision of the Committee shall be communicated by its Chair to the interested parties. In rendering its decision, the Events Committee shall take into consideration the dignity of the facilities of the Organization of American States and their conservation as the common patrimony of the Member States. Prior to issuing its decision, the Events Committee shall inform the Secretary General of its decision. The Events Committee may adopt its own rules of procedure.

- 1.1.5.2 The Secretary General may alter any decision regarding facilities usage at his sole discretion at any time, and his decision is final. The Secretary General may alter any decision at any time regarding facilities usage regardless of whether a controversy exists, and at any stage of the decision making process.
- 1.2 The Event Committee is composed of the following members:
 - 1.2.1 The Secretary for Administration and Finance, which shall serve as Chair of the Committee (“the Chair”);
 - 1.2.2 The Director of the Office of Protocol;
 - 1.2.3 The Director of the Department of Conferences and Meetings Management (DCMM);
 - 1.2.4 The Director of the SAF/OGS; who will serve as Secretary of the Committee;
 - 1.2.5 A representative of the Secretariat for External Relations;
 - 1.2.6 A representative designated by the Secretary General;
 - 1.2.7 A representative designated by the Assistant Secretary General;
 - 1.2.8 A representative of the office responsible for the facility in question (the “Responsible Office”), unless already represented by the Office of Protocol; and
 - 1.2.9 A representative of the Department of Legal Services shall advise the Events Committee, as the Committee may require.

2. Definitions

For the purposes of this Administrative Memorandum, the following terms are defined:

- 2.1 An “Event” refers to a planned event or activity of limited duration that is organized to take place within the Organization’s facilities for a social, cultural, or other purpose compatible with the goals of the Organization and its Charter. Events do not include routine meetings or work of the Permanent Council, its committees and Working Groups or such routine meetings or work of the General Secretariat; rather, events as used in this Memorandum, are special in nature and involve additional operational costs to the Organization such as set up, tear down, security, and trash removal.
Events include photographic and/or media sessions requested by external parties.
- 2.2 A “Meeting” is an event that takes place in the regular course of business of the Permanent Council or the General Secretariat.
- 2.3 “Facilities” refers both to the buildings of the General Secretariat’s Headquarters listed in Section 4 below, and also to the open land surrounding its buildings, as described in detail in that Section.
- 2.4 “Resources” refers to equipment such as audiovisuals, electronics, lighting equipment and furniture owned by the General Secretariat.

- 2.5 “Official OAS uses and those uses compatible with the objectives of the Organization” refers to events consistent with the purposes and principles of the Organization’s Charter and endorsed by any organ of the Organization or at least one of the Member States or Permanent Observers.
- 2.6 “External Institutional Events” refers to receptions, meetings and any other event or activity organized by an external institution approved by the “Events Committee”.
- 2.7 “Organization” refers to the Organs of the Organization of American States as defined by Article 53 of the OAS Charter.
- 2.8 “Organizer” refers to a Permanent Mission, an OAS Organ, or a party external to the OAS who requests use of an OAS facility for an Event and whose request to use OAS facilities has been submitted and approved by the Responsible Office and the Chair of the Events Committee.
- 2.9 “Permanent Mission” refers to the Delegations of Member States, and in some instances, Permanent Observer States. Delegations of Permanent Observer States may also make requests for facilities usage for events, when approved by the Secretary General, in light of its financial support of the Organization.
- 2.10 “Responsible Office” refers to the dependency within the Organization that is charged with, in coordination with the Chair, granting or denying access to an OAS facility, as detailed in Annex A “Facilities User Fees” . The Responsible Office makes the initial decision to approve or deny requests for events usage of OAS facilities.
- 2.11 “Facilities User Fees” are amounts paid by Organizers to the GS/OAS the use of any of the GS/OAS facilities.

3. Policy and Prohibited Uses

3.1 Events

OAS facilities shall be limited to official OAS uses, and other uses compatible with the objectives of the Organization. Use of OAS facilities for events shall be limited to the following:

- 3.1.1 Events or activities organized or sponsored by the governing bodies of the Organization, the General Secretariat, the Missions of the Member States, and in some instances, Missions of the Permanent Observers of the OAS¹;
- 3.1.2 Events or activities of a social or cultural character organized or sponsored by the Missions of Member States, the General Secretariat, other organs of the OAS, other public international organizations, or tenants of General Secretariat;
- 3.1.3 Events or activities of a social or cultural character such as receptions and meetings organized by an External Institution and approved by the Event Committee, with the sponsorship of a Mission of Member States, or in some instances, Mission of Permanent Observers;
- 3.1.4 If an Emergency meeting convoked by the political bodies of the OAS may imply the cancellation of a private event or activity already scheduled, the Event Committee shall identify alternatives and make efforts to avoid cancellations.

¹ Missions of Permanent Observers may also organize events, when approved by the Secretary General, in light of the Permanent Observers financial support to the Organization.

3.2 Prohibited Uses

The following uses are incompatible with the Events Policy, and therefore the facilities of the Organization shall not be used for the following:

- 3.2.1 Events in support of, or in opposition to, a political party, or of the candidacy of a person seeking public office in any Member State or other State;
- 3.2.2 Events in support of, or in opposition to, the change or replacement of a government or government official of any Member State or other State;
- 3.2.3 Any event that contravenes a resolution established by the General Assembly, the Permanent Council, or the Meeting of Consultation of Ministers of Foreign Affairs;
- 3.2.4 Any event where an admission fee is charged for entrance to the facility, except where the admission fee is a charitable donation, or in support of an approved OAS program;
- 3.2.5 Any event where the sale of food or beverages or other goods is to take place, unless proceeds of such sales are in support of an approved OAS program, or in support of a charity endorsed by the Secretary General. The Events Committee may make exceptions for selected charitable events and in support of GS/OAS Secretariat for External Relations/Art Museum of the Americas (SER/AMA) fundraising activities;
- 3.2.6 Any event that likely may, or will, cause the destruction, waste, or abuse of the facilities, including the destruction, waste or abuse of the land, open spaces, exterior landscaping and plants, as well as the interior or exterior all buildings;
- 3.2.7 Any event that exceeds the maximum capacity of any GS/OAS facility;
- 3.2.8 Any photographic, video, or visual depiction of the GS/OAS facilities without the completion of GS/OAS Form 582 and written consent of the "Responsible Office" is also prohibited;
- 3.2.9 Any event which the Secretary General determines is incompatible with the preservation of the dignity of the OAS institution and the conservation of GS/OAS facilities.

4. Facilities for Events

The scope of this Administrative Memorandum is limited to the following facilities:

- 4.1 The Main Building ("MNB"), located at 17th Street and Constitution Avenue, NW, Washington, D.C. 20006;
- 4.2 The Art Museum of the Americas (the "Museum"), located at 201 18th Street, N.W, Washington, D.C. 20006;
- 4.3 The Casita building (the "Casita") located at 203 18th Street, N.W., Washington D.C. 20006;
- 4.4 The Administration Building ("ADM"), located at the corner of 19th Street & Constitution Avenue, N.W. Washington, D.C. 20006;
- 4.5 The Aztec Garden (the "Aztec Garden"), which consists of the land between the MNB and the Museum;

- 4.6 The C Street Parking Lot (the "C Street Parking Lot"), located on the Northwest corner of C Street between 17th and 18th Street, NW;
- 4.7 The land and open spaces adjacent to the MNB, Museum, Casita, and ADM.
- 4.8 The General Secretariat Building ("GSB") located at 1889 F Street, N.W., Washington, D.C. 20006;
- 4.9 The property known as "Casa del Soldado," located at 2600 16th St., N.W., Washington, D.C.;
- 4.10 Temporary outdoor exhibitions and signage at the above listed facilities.

5. Security for Events

- 5.1 In order to provide appropriate safety and security to persons attending an event, as well as to protect the integrity of the facilities, the following security measures are mandatory:
 - 5.1.1 The Organizer shall ensure that all security protocols and directives of the General Secretariat are followed by all persons present at the behest of the Organizer, including invited guests as well as Organizer's caterers, contractors, employees, volunteers, entertainers, and others;
 - 5.1.2 The use of metal detectors at the public entrance of the GS/OAS Buildings is mandatory.
 - 5.1.3. The Security Section, per Secretary General request , in coordination and consultation with the Office of Protocol, may make alternate security arrangements for the ingress and egress of VIPs and high-level government officials to the Main Building or any other facility. The OAS Security will consult with the U.S. Secret Service, as necessary.
 - 5.1.4 In the event that the estimated number of attendees at an event is exceeded, one additional security officer, per each 100 invitees, will be assigned to the event and charged to the Organizer;
 - 5.1.5 The Organizer shall follow any additional security recommendations or directives from the Member State security detail in coordination with OAS Security;
 - 5.1.6 The Organizer shall assign the personnel needed to ensure that one of the following is accomplished in identifying the invited guests;
 - 5.1.6.1 All invited guests will show their invitation;
 - 5.1.6.2 All invited guests will be checked off at a registration table;
 - 5.1.6.3 If invitations were not issued or a registration table is unavailable, the Organizer must assign greeters to identify all invited guests.
- 5.2 The General Secretariat reserves the right to remove any individual at any event or activity who is not properly identified or who fails to observe all security protocols and guidelines.

6. Request Procedures

Step One: The Written Request – OAS Form 582

- 6.1 An Organizer of an event must complete and sign the written application on OAS Form 582 (copy of which is found at Annex B, titled “Agreement for the use of the GS/OAS resources and facilities for events at headquarters”) and deliver it to the Responsible Office listed in Annex A. The Organizer must read and accept the General Terms and Conditions stated in OAS Form 582.
- The Responsible Offices for each facility of the OAS are listed in Annex A. In addition, each facility, capacity, fees, and restrictions on use are also described in Annex A, which is an integral part of this Administrative Memorandum.

Step Two: The Approval

- 6.2 Each Responsible Office that receives a request to use OAS facilities for an Event shall grant or deny the use of the facilities in agreement with the Event Committee Chair, and communicate the decision to the requesting party in light of the Events Policy and Prohibited Uses listed above in Sections 3.1 and 3.2. In addition, the Responsible Office shall consider whether the Organizer applying for use of facilities has been granted use of OAS facilities in prior years, whether the fees from prior uses have been paid promptly, and if any damage to OAS property occurred as a result of the prior use by this Organizer.
- 6.3 Each Responsible Office rendering such a decision shall immediately inform either the Secretary General or the Secretary General’s designated representative, of the grant or denial of use of the facilities.
- 6.4 The Responsible Office shall inform the Organizer of the grant or denial of use of the facilities.

Step Three: Assessment of Fees and Deposit – OAS Form 583

- 6.5 If the application is approved, the Responsible Office shall apply the appropriate Facilities User Fees (See Annex A), ensure that all the requirements are met, and shall send the information to the SAF/OGS. Facilities User Fees for all Organizers shall include charges for security, audiovisual, electronic equipment and furniture, cleaning, parking, energy and any other additional personnel or services required for the event.
- 6.6 The SAF/OGS shall complete Form 583 “Cost of the Use of OAS Facilities and Equipment for Special Events” and send it to the Responsible Office. The Responsible Office then shall communicate the Organizer the additional expenditure amount, if it is applicable, The Organizer must acknowledge and accept the estimated total fee by signing on the space provided under ORGANIZER and return the Form 582, to the responsible office.
- 6.7 The Responsible Office shall send to the SAF/OGS and the Department of Financial and Administrative Management Services (SAF/DFAMS) a copy of the Agreement. For events paid by the General Secretariat, the relevant GS/OAS dependency shall indicate the budgetary account to be charged for the event.
- 6.8 **PRE PAYMENT REQUIREMENT:** The Organizer shall send an advance payment of 50% of the Facilities User Fees, no later than 2 days prior the event, to the Responsible Office. Upon arrival of the payment, the Responsible Office will immediately send the payment to SAF/DFAMS and shall notify the SAF/OGS in writing that the payment has been received. The remaining balance, including costs to the General Secretariat exceeding the estimated total cost of the event, will be calculated by SAF/OGS and the Responsible Office after the event and shall be paid in full by the Organizer within 15 days of the receipt of the invoice.

- 6.9 PRE-PAYMENT REQUIREMENT FOR EXTERNAL INSTITUTIONAL EVENTS: For External Institutional Events, payment in full of the Facilities User Fees must be received by GS/OAS at least 7 days prior to the event. In addition to pre-payment, a security deposit may be required. See paragraph 10.3 below.
- 6.10 The SAF/OGS shall make the arrangement for the services such as security, cleaning, set-up and energy; and inform the Department of Conferences and Meetings Management the services required from DCMM for the event.
- 6.11 After the event, one representative of the SAF/OGS or designee, shall make an inspection of the facilities and make a report to the Director of the SAF/OGS.
- 6.12 In case of damages, the Director of the SAF/OGS will inform the Responsible Office. The Responsible Office shall communicate to the Organizer and determine if the Organizer will pay the GS/OAS directly or if the GS/OAS will file a claim to the Organizer's Insurance policy.

7. Insurance Requirements

Prior to any event, the Organizer, any of its caterers and/or service providers /suppliers shall purchase and provide evidence of insurance. A certificate of insurance should be provided to the General Secretariat of the Organization of American States (GS/OAS), 7 days prior to the event, and should include the following:

- 7.1 A certificate of insurance evidencing that the Organizer has purchased General Liability Insurance to protect both the Organizer and the General Secretariat from any claims or losses sustained during the event. The GS/OAS shall be named as an additional insured on the certificate of insurance. The limit of the insurances shall be subject to the requirements and approval of the GS/OAS.
- 7.2 A Certificate of liability insurance from the Catering Company and/or any Service Provider/Supplier evidencing General Liability, including Liquor Liability Insurance to protect the Organizer, the Catering Company, the Service Provider/Supplier and the General Secretariat. The GS/OAS shall be named as an additional insured on the Catering and or Service Provider/Supplier Company's insurance. The Caterer and/or any Service Provider/Supplier also shall provide evidence of its auto insurance and workers compensation insurance. The limit of the insurance requirement shall be subject to the requirements and approval of the GS/OAS.

8. Acceptance of General Terms and Conditions

The Organizer of any event at OAS facilities must agree in writing to the general terms and conditions for the use of the facilities for the event, which shall be annexed to the "Agreement for the Use of OAS Buildings and Facilities", OAS Form No. 582 (Annex B), and which include the following:

- 8.1 No alterations shall be made to the facilities (including the land, open spaces, landscaping and plants), nor shall any material be posted on interior or exterior surfaces of the facilities. The Secretary General must give prior approval for any plaques, award certificates, or other official recognition bestowed on behalf of the General Secretariat or the Organization;
- 8.2 The Organizer shall comply with the insurance requirements as stated in Section 7 "Insurance Requirements" above;
- 8.3 The Organizer shall accept full liability for any damages that occur during the event at the Organization's facilities. The Organizer shall indemnify the Organization and its General Secretariat and hold it harmless from any liabilities arising from its use of OAS facilities and

equipment. The Organizer assumes responsibility for any and all liability resulting from personal injury to the Organizer and its guests, or for other persons using the facilities during the event, as well as for any damages or loss of property of the General Secretariat or the Organization;

- 8.4 Food and beverages must be served by a licensed, insured catering firm. The Organizer shall provide the Responsible Office with a copy of the license and certificate of insurance of the catering firm that shall comply with the insurance requirements as stated in Section 7 "Insurance Requirements" above;
- 8.5 Authorized agents of the General Secretariat shall have at all times the right to enter into the areas being used for the event in order to make necessary repairs or alterations or to ascertain whether the user is complying with the facilities usage policy, and other policies of the General Secretariat. The Organizer shall ensure that the General Secretariat's No Smoking Policy is not violated during the event;
- 8.6 The Organizer shall pre-pay the fees as stated in, 6.8 and 6.9 above and in Section 10.
- 8.7 The GS/OAS shall have the right to deny public access to an event when the maximum capacity for a facility is, or will likely be, exceeded, or when the GS/OAS deems that a risk exists of damage to a facility being used for an event. The GS/OAS reserves the right to deny public access to an event prior to its occurrence when it is determined the event will likely damage any OAS facility, including buildings, lands, landscaping, and fixtures. Organizers whose event is cancelled at the discretion of the GS/OAS prior to its occurrence may request a refund from the GS/OAS but otherwise waive any and all claims against the General Secretariat and the Organization of American States. Requests for refunds due to cancellations by the Organizer shall be evaluated with due regard to the time the cancellation was submitted, as set forth in Form No 582 (Annex B), Section II "General Terms and Conditions", numeral 3 "Right of entry and cancellation".
- 8.8 The General Secretariat reserves the right to cancel an Organizer's event at the OAS facilities, with or without cause, although efforts will be made to accommodate and avoid cancellations.
- 8.9 No Responsible Office, individual or organ or entity of the General Secretariat or of the Organization may waive in writing or alter these requirements for facilities usage in whole or in part, including the requirement for security, insurance for events, the payment of fees, and other requirements stated in this Administrative Memorandum or its Annexes, except with the written permission of the Secretary General, submitted in advance of the event to the Chair.

9. Arrangements and Coordination

The Responsible Office for a facility has an affirmative duty and shall:

- 9.1 Make the necessary arrangements with the Office of General Services (SAF/OGS) for the provision of services requested by the Organizer.
- 9.2 The Responsible Office shall provide the Office of General Services (SAF/OGS), at least 7 days in advance of the date of the event, copies of both the completed "Agreement for the Use of the OAS Buildings and Facilities" OAS Form No. 582 (Annex B), and the "Cost of the Use of OAS Facilities and Equipment for Special Events" OAS Form No. 583 (Annex C), and the certificates of insurance, in order to make the necessary preparations in advance; and

- 9.3 Each Responsible Office shall keep written records that adequately document all the information required for a facilities usage request, including the application for facilities use, proof of insurance and detailed records of payment for facilities usage.

10. Fees for Use of Facilities and Deposit

- 10.1 Applicable Facilities User fees for the use of facilities shall vary depending whether the Organizer is an OAS organ or Permanent mission, a non-profit Charitable Organization, another non-profit organization, or other Institution. The Rates shall be listed in Annex A, and are subject to change at any time by the Events Committee.
- 10.2 Fees for use by Organs of the Organization and Permanent Missions of Member States:
- 10.2.1 Organs of the Organization and Permanent Missions; shall be responsible for paying Facilities User Fees at the level of actual costs incurred by the GS/OAS as a result of an event, or of an official function or meeting. Some examples of such costs are:
- 10.2.1.1 Energy costs, overtime costs or additional personnel costs for security, cleaning, parking attendant, coat attendant, set-up, or tear down of a event outside of normal operating hours of the GS/OAS;
- 10.2.1.2 Compensation of additional personnel needed to support the official function or meeting;
- 10.2.1.3 Cost of use of audiovisual and electronic equipment and related services.
- 10.3 Security Deposit

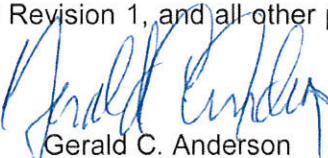
In addition to the user fee, the Events Committee may require a security deposit (separate charge) in advance from the Organizer, which shall be applied in order to defray any cost associated with the cancellation of the event, the cost of repairing any damage caused by Organizer's use of the OAS facilities, and any other cost resulting from the event, and returned to the Organizer if no such costs are incurred. The deposit shall be collected by the Responsible Office and delivered to DFAMS.

11. Disciplinary Action

Failure by a staff member to comply with the requirements of this Memorandum shall be considered a violation subject to disciplinary sanctions in keeping with the Staff Rules. The Events Committee may also recommend to the Secretary General other disciplinary measures as appropriate.

12. Rescissions and Entry into Force

The policies and procedures of this Administrative Memorandum Number 68 Revision 2 supersede Administrative Regulation Number 68 Revision 1, and all other previously issued directives and provisions on the use of facilities of the OAS.


Gerald C. Anderson
Secretary for Administration and Finance

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