

6 FAM 1030

DIPLOMATIC RECEPTION ROOMS

(CT:GS-132; 07-22-2004)
(Office of Origin: A/OPR/GSM)

6 FAM 1031 SCOPE AND AUTHORITY

6 FAM 1031.1 Policy

(TL:GS-101; 02-11-2003)

a. It is the policy of the Department of State to provide for the conservation and use of its Diplomatic Reception Rooms and their contents in a responsible and consistent manner.

b. The following criteria provide for the administration and conservation of the Diplomatic Reception Rooms and their contents while providing that all use of these rooms must meet the requirements stated in this subchapter and not interfere with the operation of the Department of State.

6 FAM 1031.2 Scope and Applicability

(TL:GS-101; 02-11-2003)

a. These policies and procedures apply to specifically designated rooms (as defined in 6 FAM 1031.4) of the Department of State located in the Department of State headquarters building at 2201 C Street, North West, Washington, DC.

b. The policies and procedures for use of the Department's Diplomatic Reception Rooms apply to Federal and private organization users.

6 FAM 1031.3 Responsibilities

(TL:GS-101; 02-11-2003)

The Bureau of Administration, Office of Operations, Office of General Services Management (A/OPR/GSM), administers this program. Hereinafter in this regulation, either the office symbol or the shortened form, "General Services Management," will be used to identify the office whose primary role it is to interpret and implement these regulations.

6 FAM 1031.4 Definitions

(TL:GS-101; 02-11-2003)

a. **Approved caterers list:** A/OPR/GSM maintains the approved caterers list. Both the Office of the Chief of Protocol (S/CPR) and A/OPR/GSM must approve caterers.

b. **Diplomatic Reception Rooms:** The Diplomatic Reception Rooms on the eighth floor of the Department of State building are a part of the reception areas as defined in section 41(c) of the State Department Basic Authorities Act of 1956, as amended. These rooms were designed to accommodate diplomatic functions but may be used for other official purposes of the U.S. Government under the guidelines set forth in this subchapter. They are not public use areas mainly because of their unique character and the value of their furnishings. They are respectively named the:

- (1) John Quincy Adams Room (drawing room);
- (2) Thomas Jefferson Room (reception room);
- (3) Benjamin Franklin Room (State dining room); and
- (4) Henry Clay Room (reception and/or dining room).

6 FAM 1031.5 Authorities

(CT:GS-132; 07-22-2004)

The authorities for this subchapter can be found in:

- (1) State Department Basic Authorities Act of 1956, as amended, Sections 1 and 41 (22 U.S.C. 2651a and 2713);
- (2) Foreign Affairs Reform and Restructuring Act of 1998;
- (3) Office of Management and Budget (OMB) Circular A-25; *and*
- (4) 22 U.S.C. 2726.

6 FAM 1032 PRECEDENCE AND SPONSORS

(TL:GS-101; 02-11-2003)

a. For the purposes of this section, “sponsored by” an official means hosted and attended by that official.

b. The order of precedence (and authorized sponsors) for the use of these areas is:

(1) An official function sponsored by the President, the Vice President, or the Secretary of State;

(2) An official function incident to the visit of a chief of state or head of government;

(3) An official function incident to an international conference in which the U.S. Government participates, as host or delegate, and coordinated by the Bureau of International Organization Affairs (IO);

(4) An official function sponsored by an official in 6 FAM 1032, subparagraph (b)(1), the Deputy Secretary of State, an Under Secretary of State, an Assistant Secretary of State or a Department of State officer of equivalent rank. The Deputy Assistant Secretary for Operations (A/OPR) must approve all requests for the use of the Diplomatic Reception Rooms made under this section (see 6 FAM 1032 Exhibit 1032A);

(5) An official function cosponsored by an official under 6 FAM 1032, subparagraphs b(1) or b(4), and a private organization when the function is of direct and immediate interest to the Department, as determined in writing by the sponsoring official, in consultation with the Office of the Assistant Legal Adviser for Employment Law (L/EMP). The Assistant Secretary for Administration must approve all requests for the use of the Diplomatic Reception Rooms made under this section. Requests to this individual must state that the function is of direct and immediate interest to the Department (see 6 FAM 1032 Exhibit 1032B for a sample request);

(6) An official function sponsored by the Director of the Diplomatic Reception Rooms (M/FA) in furtherance of M/FA's mission, after consultation with the Office of the Assistant Legal Adviser for Employment Law;

(7) An official function of another Department of the U.S. Government when sponsored by the head of the Department or by the Secretaries of the Army, Air Force, Navy; Commandants of the Marine Corps or Coast Guard; or the Chair, Joint Chiefs of Staff (see 6 FAM 1032 Exhibit 1032C);

(8) An official function of an independent agency, an agency of the Executive Office of the President, or of a quasi-official agency when sponsored by the head of that agency. The function must be consistent with U.S. Government interests and must be expressly authorized in writing by the sponsoring official, in consultation with the Office of the Assistant Legal Adviser for Employment Law. The Assistant Secretary for Administration must approve all requests for use of the Diplomatic Reception rooms made under this section (see 6 FAM 1032 Exhibit 1032C);

(9) An official function of an international organization, in which the United States has official representation, when sponsored by the head of the organization;

(10) An official function of an international organization in which the United States has an official interest but does not have official representation, when sponsored by the head of the organization; and

(11) A function co-sponsored by an official as identified in 6 FAM 1032, subparagraphs b(1), b(4), b(7) or b(8) and by a private organization when the co-sponsoring official has determined that the function is affiliated with, or in support of, official U.S. Government business, **but the function does not fall within the meaning of 6 FAM 1032, subparagraph b(5)**. Such functions must be expressly authorized in writing by the sponsoring official, after consultation with the Office of the Assistant Legal Adviser for Employment Law. The Assistant Secretary for Administration must approve all requests for use of the Diplomatic Reception rooms made under this section (see 6 FAM 1032 Exhibit 1032D).

c. All functions are subject to preemption.

6 FAM 1033 CONDITIONS FOR USE

(TL:GS-101; 02-11-2003)

a. Persons making use of the Diplomatic Reception Rooms must adhere to security requirements prescribed by the Bureau of Diplomatic Security (DS).

b. Pursuant to Section 54 of the Foreign Affairs Reform and Restructuring Act, the Department is authorized to charge a fee for use of the Diplomatic Reception Rooms. User charges are based on a flat rate calculated in accordance with OMB Circular A-25. These fees must be received at least two weeks prior to the event.

c. A flat rate fee will not be charged for those functions listed in 6 FAM 1032, subparagraphs b(1)—b(6). However, officials sponsoring such functions must make arrangements to cover the costs of contract services required to support functions held during regular business hours and costs incurred for functions held outside regular business hours (e.g., costs for caterer, manager, interpreters, elevator operators, elevator mechanics, engineers, support personnel, audio-visual production specialists, photographers, heating/ventilation/air conditioning).

d. Uniformed protection officer costs are separate and are billed by the Bureau of Diplomatic Security.

e. Any co-sponsoring private organization or sole-sponsoring Department or agency is responsible for damage to, or loss of, furnishings, objects of art, or other property resulting from the use of the Diplomatic Reception Rooms by the sponsor or its guests, and any co-sponsoring private organization may be required to take out appropriate insurance.

f. It is the policy of the Department that, to the extent possible, all beverages served in the Diplomatic Reception Rooms be of U.S. origin. It is the responsibility of the sponsor(s) to ensure that this policy is observed.

g. Only one caterer per day may have use of the eighth floor kitchen, and priority access to the loading dock is given to the eighth floor caterer of the day. Exceptions to this rule will only be considered for events sponsored by the President, the Vice-President, or the Secretary of State. The U.S. Government sponsor(s) must check with A/OPR/GSM before contracting with a caterer. The sponsor(s) paying for the function in the Diplomatic Reception Rooms is responsible for arranging for catering services and for payment of any costs associated with catering services. Caterers selected must be among those listed on the approved caterers list and must meet security requirements as prescribed by the Bureau of Diplomatic Security (DS).

h. The following limitations and/or restrictions on the number of persons to be invited to functions in the Diplomatic Reception Rooms must be observed (including, but not limited to, guests, support personnel, catering personnel, security, and entertainment). The following complies with General Services Administration fire safety criteria:

Receptions, luncheons, and dinners using only the Jefferson Room	80
Receptions using the Franklin Room	375
Luncheons and dinners (seated) in the Franklin Room When cocktails precede dinner and balcony not available	250 175
Buffets in the Franklin Room	225
Luncheons or dinners in the Clay Room	22
Receptions in the Clay Room	40

i. Limitations on dates and/or times:

(1) Receptions: Two and a half hours maximum (between 4:00 p.m. and 10:00 p.m.);

(2) Dinners: Three hours maximum (between 4:00 p.m. and 10:00 p.m.);

(3) Luncheons: Two and a half hours maximum (between 11:45 a.m. and 2:30 p.m.);

(4) Breakfasts: One and a half hour maximum (between 7:00 a.m. and 9:00 a.m.);

(5) Swearing-in, retirement, and award ceremonies: One hour maximum (usually 12:00 p.m. or 4:00 p.m. for swearing-in and award ceremonies); and

(6) No weekend or holiday functions, with the exception of functions hosted and attended by the President, Vice President, the Secretary of State, or as authorized by the Assistant Secretary of State for Administration.

j. No food or drinks are allowed in the John Quincy Adams Drawing Room, unless the function is hosted and attended by the President, Vice President, or the Secretary of State.

k. The limitations for all other types of functions are to be discussed with A/OPR/GSM before proceeding with a guest list and before any final arrangements are made with the caterer.

l. All luncheons and dinners must be held in the Benjamin Franklin or Henry Clay Rooms, with the exception of functions hosted by the President, the Vice President, or the Secretary of State, who may use the Thomas Jefferson Room.

m. If scheduled functions are canceled for any reason, the sponsor must immediately release the rooms by calling A/OPR/GSM.

n. No fund raising or profit making activities are to be conducted as part of any event held in the Diplomatic Reception Rooms. Accordingly, no admission fee is to be charged or collection taken for attendance at a function in the Diplomatic Reception Rooms that is greater than that required to defray the expenses for the function. In addition, no such fees may be collected on Department of State premises.

o. Attendance at any function shall be by invitation only and invitations shall be extended in the name of the U.S. Government sponsoring official, whose name shall appear first on the invitation, and may also include the name of any private organization co-sponsoring the event (see 6 FAM 1033 Exhibit 1033B). Invitations shall be restricted to an established guest list, and not issued as a general solicitation. Invitations shall be approved by the Office of General Services Management (A/OPR/GSM) at the Department of State prior to being sent out to guests. A draft copy shall be faxed to (202) 647-0718; Attention: Diplomatic Reception Rooms Coordinator. The Department of State seal shall be used on invitations for functions

co-sponsored by a Department of State official (see 6 FAM 1033 Exhibit 1033A).

p. Dancing and loud amplified music are not permitted in the Diplomatic Reception Rooms.

q. Failure to comply with any of the requirements in 6 FAM 1030 may result in cancellation of the function and restrictions on future use of the Diplomatic Reception Rooms by the U.S. Government sponsoring official or the private organization.

6 FAM 1034 INELIGIBLE FUNCTIONS

(TL:GS-62; 09-26-2000)

Ineligible functions are:

(1) Meetings, except those hosted and attended by the President, the Vice President, or the Secretary of State;

(2) Functions of lobbying organizations;

(3) Functions conducted directly or indirectly for profit;

(4) Functions of fraternal or social organizations, alumni associations, et cetera;

(5) Functions that have a partisan, political, sectarian, or similar nature or purpose;

(6) Functions where attendance is restricted on the basis of race, religion, sex, national origin, age, or disabling condition; and

(7) Functions of a personal nature such as private parties or other social events which are not affiliated with, or in support of, official U.S. Government business.

6 FAM 1035 APPLICATION TO USE

(TL:GS-101; 02-11-2003)

a. The sponsoring office must first contact the Office of General Services Management at (202) 647-3695 to determine the availability of the Diplomatic Reception Rooms. Once availability is determined, a formal request must be made in writing.

b. Formal requests to use the Diplomatic Reception Rooms must be made in writing by the U.S. Government sponsor, as identified in 6 FAM 1032 (except for reservations made on behalf of the President, the Vice President, or the Secretary of State, which may be made orally by the Office of the Secretary or the Office of the Chief of Protocol) normally three weeks in advance, to the Deputy Assistant Secretary for Operations, U.S. Department of State, A/OPR, Room 1417, Washington, DC 20520. Formal requests under 6 FAM 1032, subparagraphs b(5), b(8) or b(11), must be made in writing to the Assistant Secretary for Administration (A). All other applications must be made in writing to the Deputy Assistant Secretary for Operations (A/OPR).

c. All requests for use must meet the requirements as stated in this section. Each request must explain the nature of the event, its relationship to official U.S. Government business, whether a fee is to be charged to guests and in what amount, the identity of the paying organization, and whether the outside organization, if any, has any business pending or likely to arise before the Department.

d. Requests to use the Diplomatic Reception Rooms must follow the format outlined in 6 FAM 1032 Exhibit 1032A, with the exception of requests made under 6 FAM 1032, subparagraph b(5), which should follow the format outlined in 6 FAM 1032 Exhibit 1032B. Requests made under 6 FAM 1032, subparagraphs b(7) and b(8), should follow the format outlined in 6 FAM 1032 Exhibit 1032C. Requests made under 6 FAM 1032, subparagraph b(11), should follow the format outlined in 6 FAM 1032 Exhibit 1032D.

e. Requests should include a statement that the other Department or agency or the co-sponsoring private organization will cover the cost of using the rooms, as established by A/OPR/GSM under 6 FAM 1033, paragraphs b and c.

f. Private organizations should also specify the amount of any fees intended to be charged to attendees by the organization and a statement that any fees charged are not expected to exceed the amount required to defray expenses of the function.

g. Until the application is approved and confirmed in writing by the Bureau of Administration, no walk-through will be scheduled.

6 FAM 1036 DISPOSITION OF FEES COLLECTED

(CT:GS-132; 07-22-2004)

Amounts received for use of the Diplomatic Reception Rooms under 6 FAM 1030, shall be available until expended as authorized under Section 54 of the *Department of State Basic Authorities Act* and shall be handled in accordance with Department collections requirements specified in 4 FAH-3 H-320.

6 FAM 1037 THROUGH 1039 UNASSIGNED

6 FAM 1032 Exhibit 1032A
SAMPLE TEXT OF A RESERVATION REQUEST
TO THE DEPUTY ASSISTANT SECRETARY
FOR OPERATIONS (A/OPR)

(TL:GS-101; 02-11-2003)

NOTE: This format has many variable fill-ins. Explanatory notes for the fill-ins are in parentheses.

(Date)

MEMORANDUM

TO: A/OPR – [DAS for Operations]

FROM: [Office symbol and name of Assistant Secretary or higher-level official within State or other sponsoring U.S. Government official as identified in 6 FAM 1032]

SUBJECT: Reservation of [Specific Room]

I would like to reserve the [specific room] on [day of week, month, day] for a [type of event] that I will host and attend I expect approximately [number of attendees] to attend the [type of event]. The [type of event] will be [function times].

All costs incurred for this event will be covered by [bureau]. No fee will be charged to attendees [or include a statement that any fees charged are not expected to exceed the amount required to defray expenses of the function (see 6 FAM 1033, paragraph n)].

A sample invitation will be forwarded to A/OPR/GSM for clearance upon your approval of this event.

If you need further information, please contact [name] on [contact's phone number].

Clearance:

L/EMP:

6 FAM 1032 Exhibit 1032B
SAMPLE TEXT OF A RESERVATION REQUEST
FROM AN ASSISTANT SECRETARY OR
HIGHER-LEVEL STATE DEPARTMENT OR
OTHER AGENCY OFFICIAL

(TL:GS-101; 02-11-2003)

NOTE: This format has many variable fill-ins. Explanatory notes for the fill-ins are in parentheses.

(Date)

MEMORANDUM

TO: A – [A/S for Administration]

FROM: [Office symbol and name of Assistant Secretary or higher-level official within State or other sponsoring U.S. Government official as identified in 6 FAM 1032, subparagraph b(1) or b(4)]

SUBJECT: Reservation of [Specific Room]

I would like to reserve the [specific room] on [day of week, month, day] for a [type of event] that I will host and attend with [name of organization, if applicable]. I expect approximately [number of attendees] to attend the [type of event]. The [type of event] will be [function times].

The [name of private organization] is [describe the organization]. I have determined that U.S. policy interests in [state the U.S. interests] will be directly and immediately served by my hosting this event because [describe how the event will be of direct and immediate interest to the Department in as much detail as possible].

All costs incurred for this event will be covered by [name of organization, if applicable]. No fee will be charged to attendees or include a statement that any fees charged are not expected to exceed the amount required to defray expenses of the function [see 6 FAM 1033, paragraph m].

A sample invitation will be forwarded to A/OPR/GSM clearance upon your approval of this event.

If you need further information, please contact [name] on [contact's phone number].

Clearance:

L/EMP:

6 FAM 1032 Exhibit 1032C
SAMPLE TEXT OF A RESERVATION REQUEST
FROM HEAD OF AN AGENCY

(TL:GS-101; 02-11-2003)

NOTE: This format has many variable fill-ins. Explanatory notes for the fill-ins are in parentheses.

(Date)

MEMORANDUM

TO: A - [A/S for Administration]

FROM: [Head of Agency as identified in 6 FAM 1032, subparagraph b(7) or b(8)]

SUBJECT: Reservation of [Specific Room]

I would like to reserve the [specific room] on [day of week, month, day] for a [type of event] that I will host and attend for [name of agency]. I expect approximately [number of attendees] to attend the [type of event]. The [type of event] will be [function times].

I have determined that U.S. Government interests in [state the U.S. interests] will be served by my hosting this event.

All costs (including the fee for the use of the room) incurred for this event will be paid for by [Agency]. [No fee will be charged to attendees or include a statement that any fees charged are not expected to exceed the amount required to defray expenses of the function [see 6 FAM 1033, paragraph m].

A sample invitation will be forwarded to A/OPR/GSM for clearance upon your approval of this event.

If you need further information, please contact [name] on [contact's phone number].

Clearance:
L/EMP:

6 FAM 1032 Exhibit 1032D
SAMPLE TEXT OF A RESERVATION REQUEST
FOR A PAID AND CO-SPONSORED EVENT

(TL:GS-101; 02-11-2003)

NOTE: This format has many variable fill-ins. Explanatory notes for the fill-ins are in parentheses.

(Date)

MEMORANDUM

TO: A – [A/S for Administration]

FROM: [Office symbol and name of Assistant Secretary or higher-level official within State or other sponsoring U.S. Government official as identified in 6 FAM 1032, subparagraph b(1), or b(4), or b(7), or b(8)]

SUBJECT: Reservation of [Specific Room]

I would like to reserve the [specific room] on [day of week, month, day] for a [type of event] that I will host and attend for [name of organization, if applicable]. I expect approximately [number of attendees] to attend the [type of event]. The [type of event] will be [function times].

The [name of private organization] is [describe the organization]. I have determined that this function is [affiliated with or in support of] official U.S. Government business because [describe why this event is affiliated with or in support of official U.S. Government business in as much detail as possible].

All costs incurred for this event will be covered by [name of organization, if applicable]. No fee will be charged to attendees or include a statement that any fees charged are not expected to exceed the amount required to defray expenses of the function [see 6 FAM 1033, paragraph o]. [Name of private organization] has agreed to pay the fees for this event, including the fee for use of the room [see 6 FAM 1033, paragraphs b and c].

A sample invitation will be forwarded to A/OPR/GSM for clearance upon your approval of this event.

If you need further information, please contact [name] on [contact's phone number].

Clearance:
L/EMP:

6 FAM 1033 Exhibit 1033A
SAMPLE INVITATION OF A DEPARTMENT OF
STATE-SPONSORED FUNCTION

(TL:GS-101; 02-11-2003)

Blind Embossed
Great Seal

John E. Doe
Under Secretary of State
for Economic Business and Agricultural Affairs
and
XYZ Council of International XYZ
request the pleasure of your company
at a luncheon
on Wednesday the twelfth of November
at twelve-thirty o'clock

Kindly respond by November 1st
202-647-0000

The Benjamin Franklin Room
Department of State
Twenty-second and C Streets, Northwest

6 FAM 1033 Exhibit 1033B
SAMPLE INVITATION OF A FUNCTION
SPONSORED BY AN AGENCY OR
ORGANIZATION OTHER THAN THE
DEPARTMENT OF STATE

(TL:GS-101; 02-11-2003)

Department of
Navy Seal

In honor of
the Corps of Foreign Naval Attachés
The Secretary of the Navy and Mrs. Doe
and
The Chief of Naval Operations and Mrs. Roe
and
The Commandant of the Marine Corps and Mrs. Hso
request the pleasure of your company
at a reception
on Wednesday, the seventeenth of September
from seven until nine o'clock

Dinner Dress White Jacket
Evening Dress B
Civilian Black Tie
Response Card Enclosed

The Benjamin Franklin Room
U.S. Department of State
Twenty-second and C Streets, Northwest