



**GLENN  
POLICY  
DIRECTIVE**

**Directive: GLPD 1590.2H  
Effective Date: 12/03/2020  
Expiration Date: 12/03/2025**

**COMPLIANCE IS MANDATORY**

---

**THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.**

Validate prior to use at <https://nasa.sharepoint.com/sites/BMSLibrary/>

---

**Responsible Organization: Code A/Office of the Director**

**Subject: Social, Recreational, and Non-NASA Activities w/Change 1  
(04/16/2024)**

---

**1. POLICY**

a. This Glenn Policy Directive (GLPD) establishes the policy regarding social events and alcohol use at such events for the NASA Glenn Research Center (GRC).

b. Modest celebrations such as current employee retirements, career advancements, birthdays, showers, or other special occasions conducted during normal business hours with the express approval of the employee's supervisor, may be held on a noninterference basis in conference rooms and/or work areas. Social or recreational activities may also be held in the West Area Picnic Grounds (including the ball fields), Administration Building Auditorium, and the cafeteria. Such events are to be scheduled in advance in accordance with the attached priority and scheduling requirements (Attachment A). Use of any area on the Center other than those designated for social and recreational activities is prohibited. Onsite group gatherings and the use of GRC facilities and grounds must be in compliance with current Center safety and health guidelines and may be limited or otherwise restricted.

c. Use of the West Area Picnic Grounds for social or recreational activities is from May 1 to October 15.

d. Use of alcohol in any form in conjunction with any activity, whether or not it is conducted by an element of the Center's official organization, is prohibited unless specifically approved by the Center Director or designee.

e. Alcohol approval is limited to beer and wine; no other form of alcohol is permitted on the premises at any time, location, or event. All alcohol references within this policy represent beer and wine only.

(1) Alcohol will not be sold during social or recreational activities. Any costs recouped will be accomplished by a per event charge, donation, or other means not involving the sale of alcohol.

(2) Individuals proposing to sponsor the use of alcohol in any form, in conjunction with any social or recreational activity, will affirm in writing to the Center Director or designee specifically how any

potential risks to the Center will be mitigated by completing the designated GRC 130 form, which includes an Alcohol Responsibility Statement.

(3) The Center Director or designee's written concurrence in the use of alcohol, conditioned on the assumption of responsibility stipulated by the individual proposing the use of alcohol at an activity, will be submitted along with the documentation to schedule NASA facilities for the activity.

f. Facilities where alcohol is permitted and directions for approval of usage are identified in Attachment A.

g. The use of Center facilities is not authorized for any activity that

(1) Is sponsored or conducted by a group for the purpose of practicing or advocating discrimination based on race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent.

(2) Has a partisan political, sectarian, or similar nature or purpose.

(3) Is conducted for profit-making purposes.

(4) Has no substantial connection with the Center (e.g., weddings, receptions, graduations, or similar activities).

## **2. APPLICABILITY**

a. This directive applies to all sponsors of and attendees at social or recreational activities held at GRC. This directive does not apply to the NASA Glenn Research Center Exchange. The activities of the Exchange shall comply with NASA Policy Directive 9050.6.

b. This directive is applicable to documents developed or revised after the effective date of this GLPD.

c. In this directive, all mandatory actions (i.e., requirements) are denoted by statements containing the term “shall.” The term “may” denotes discretionary privilege or permission, “can” denotes statements of possibility or capability, “should” denotes a good practice and is recommended, but not required, “will” denotes expected outcome, and “are/is” denotes descriptive material.

d. In this directive, all document citations are assumed to be the latest versions, unless otherwise noted.

## **3. AUTHORITY**

a. NASA Procedural Requirements (NPR) 1600.1, NASA Security Program Procedural Requirements

b. NPR 8715.3, NASA General Safety Program Requirements

## **4. APPLICABLE DOCUMENTS AND FORMS**

a. NASA Policy Directive 9050.6, NASA Exchange and Morale Support Activities.

- b. GRC 130 Form, Picnic Grounds Scheduling Request (ball fields and other GRC locations for NASA employees)
- c. GRC 130D Form, Guerin Management Center Scheduling Request
- d. GRC 130F Form, Mission Integration Center (MIC) Executive Conference Room 302 Scheduling Request
- e. GRC 130G Form, Mission Integration Center (MIC) Auditorium Scheduling Request
- f. GRC 559 Form, Request for Use of Picnic Grounds (including the ball fields - Outside Visitors)

## **5. RESPONSIBILITY**

- a. Sponsors of a social or recreational activity shall observe the rules regarding use of facilities and account for the conduct of all participants, including guests, and may be held responsible for any damages incurred.
- b. Employees bringing guests to social or recreational activities shall:
  - (1) Complete the Official Visitor Request Form (Office of Protective Services Web site at: [https://security.grc.nasa.gov/form\\_visit\\_information.cfm](https://security.grc.nasa.gov/form_visit_information.cfm)) and direct visitors to report to the Main Gate Visitor Control Office to obtain an official visitor badge.
  - (2) Be responsible for the conduct of their guests while at the Center.
- c. Sponsors shall assure that a description of the responsibilities set out in this section will be communicated to all individuals prior to their attendance at the activity.

## **6. DELEGATION OF AUTHORITY**

The Center Director or designee, specifically the Associate Director, is authorized to approve the use of alcohol during social or recreational activities as stated in paragraph 1.d of GLPD 1590.2.

## **7. MEASUREMENT/VERIFICATION**

The data collected is to track usage of facilities, not compliance.

## **8. CANCELLATION**

This GLPD cancels GLPD 1590.2G, Social, Recreational and Non-NASA Activities, dated August 3, 2015.

*Electronic signature on file*

Laurence A. Sivic  
Associate Director

**Attachment A: Priority and Scheduling Activities and Facilities**  
**Attachment B: Acronyms**

**Change History**

**Distribution: BMS Library**

## **Attachment A: Priority and Scheduling Activities and Facilities**

Facilities at GRC that are available for social and recreational activities must be scheduled in advance in accordance with the following priority and scheduling requirements:

### **A.1 Scheduling Priority**

Official functions (including Center-sponsored community service activities) and Center-wide morale activities take precedence over all other activities. Other activities are scheduled in the following order of precedence: Center-sanctioned community service activities; morale activities conducted by specific directorates, offices, divisions, and/or branches; all other activities consistent with GLPD 1590.2 on a first-come basis.

### **A.2 Scheduling the West Area Picnic Grounds (including the ball fields)**

- a. Individuals proposing to sponsor an activity at the West Area Picnic Grounds must schedule the facility with LTID at extension 3–9642 and then complete a GRC 130 form, Picnic Grounds Scheduling Request, available through the NASA Electronic Forms System.
- b. The GRC 130 form must be approved by the sponsor's immediate supervisor, contracting officer representative, or grant monitor (if the sponsor is affiliated with a contractor or grantee) or the club or activity president (in the case of approved Glenn employee clubs or activities). The approved GRC 130 form is then submitted to LTID for authorization.
- c. Other Federal agencies requesting to use the West Area Picnic Grounds must send a GRC 559 form, Request for Use of Picnic Grounds, signed by the local agency head, to LTID. Such requests will be honored on an as-available basis if the activity meets the provisions of paragraph 1.g of GLPD 1590.2.

### **A.3 Scheduling Meeting and Recreational Facilities**

- a. A proposing GRC sponsor must schedule the following meeting facilities by contacting the LTID Conference Center Scheduler at extension 3–9642 for official business during normal working hours and after-hour events. The request for these facilities also includes the Alcohol Responsibility Statement if alcohol is to be served. The approved request is directed for final processing through LTID via instructions on the designated GRC 130 form.
  - (1) Picnic Grounds, ball fields, and other GRC locations (NASA employees) (GRC 130 form)
  - (2) Picnic Grounds, including the ball fields (outside visitors) (GRC 559 form)
  - (3) Guerin Management Center (GRC 130D form)
  - (4) Mission Integration Center (MIC) Executive Conference Room (GRC 130F form)
  - (5) Mission Integration Center (MIC) Auditorium (GRC 130G form)

b. A proposing GRC sponsor must schedule all other meeting facilities (including the Administration Building Auditorium) through Outlook for official business during normal working hours and after-hour events. If alcohol is to be served, the sponsor is required to complete the designated GRC 130 form, which includes an Alcohol Responsibility Statement. The approved request is directed for final processing through LTID via instructions on the designated GRC 130 form.

c. Sponsors will follow all Center policies for visitors and notifying the Protective Services Office.

#### **A.4 Scheduling the Cafeteria**

The cafeteria can be used for social or recreational activities. Kitchen areas and facilities are not made available for such activities. A proposing GRC sponsor must schedule the cafeteria.

## **Attachment B: Acronyms**

BMS	Business Management System
GLPD	Glenn Policy Directive
GRC	Glenn Research Center
LTID	Logistics and Technical Information Division
MIC	Mission Integration Center
NPR	NASA Procedural Requirements

**Change History**

<b>Revision</b>	<b>Date</b>	<b>Description/Comments</b>
Basic-F		On file.
Change 1	7/21/2014	Expiration date extended per GLPR 1410.1, Sec. 1.5.4.a and added change history to comply with NPR 1400.1.
G	8/3/2015	Updated document to reflect current GRC practice. Removed Attachment B, Sample Alcohol Use Responsibility Statement. Added change history to this document and updated content and format requirements and current signature authority to comply with NPR 1400.1.
H	12/03/2020	<ul style="list-style-type: none"> <li>• Updated to latest template to meet current requirements of GLPR 1410.1. Additional changes include:</li> <li>• Updated P.4 to include all forms associated with this GLPD</li> <li>• 5.b.1 – Clarify direction for employees to complete the Official Visitor Request form.</li> <li>• Attachment A – A3.a – Changed web event website to LTID Conference Center Scheduler.</li> </ul>
Change 1	03/07/2023	Administrative changes only: <ul style="list-style-type: none"> <li>• 2.a Updated to clarify that this directive does not apply to the NASA Glenn Research Center Exchange.</li> <li>• Section 6. The delegation of authority has been updated to name the Associate Director as the Center Director’s designee to approve the use of alcohol during social or recreational activities.</li> <li>• Rooms previously available for use are no longer available at the Center, and the forms to use the rooms have been deleted.</li> </ul>
Change 2	04/16/2024	Administrative change from Code C to Code A as Responsible Organization