

UNITED NATIONS

SECRETARIAT

ST/AI/145/Rev.1
18 June 1970

ADMINISTRATIVE INSTRUCTION

To: Members of the staff

Subject: USE OF DAG HAMMARSKJÖLD MEMORIAL LIBRARY BUILDING

1. This instruction is issued in order to bring to the attention of all concerned the guidelines that are to be kept in mind with regard to the use of the Dag Hammarskjöld Auditorium and the penthouse in the Library building.
2. In accordance with our understanding with the donor, the Ford Foundation, the Library auditorium is to be used "for seminars, lectures, briefings, showings of films and approved dramas". It will therefore be treated as an additional conference facility for the purpose of assignment. Reservations for its use, whether for official or non-official purposes, should be requested of the Meetings Service, Office of Conference Services, which will be responsible both for reviewing in each case the validity of the request in the light of the aforementioned understanding with the donor and for informing the services concerned of those functions scheduled to take place in the auditorium. Although library functions may normally be expected to receive priority, all proposed use of the auditorium, including use by library officials, will be co-ordinated through the Meetings Service to avoid any scheduling conflict.
3. Seminars, lectures, briefings, film showings and small approved drama presentations may be held in the auditorium, if the attendance expected does not exceed 195 persons. If the group consists of 50 persons or less, Meetings Service will, in the interest of economy, assign the function to another location.
4. When the use of the auditorium is approved for a non-official function for which extra costs must be incurred in respect of such items as security, cloakroom and cleaning service, and utilities, the Meetings Service will ascertain

from the Buildings Management Service the extent of such extra costs and will provide an estimate of them in advance of the function to the group or individual authorized to use the auditorium. Extra costs will be reimbursed by the group or individual concerned.

5. The penthouse of the Library is considered an adjunct to the Secretary-General's suite, and its use is strictly limited to functions approved by the Secretary-General. Only functions organized by the Administrator of the United Nations Development Programme, by the Under Secretaries-General and by the Assistant Secretaries-General will normally be approved by the Secretary-General. All requests for the use of the penthouse should be directed to the Executive Office of the Secretary-General for obtaining the approval of the Secretary-General or the Chef de Cabinet. Such authorizations will be transmitted to the Assistant Secretary-General, Office of General Services, who will be responsible for making necessary arrangements.

6. Administrative instruction ST/AI/145, dated 7 May 1962, is superseded by this instruction.