

General Services Administration
Application/Permit for Use of Space in Public Buildings and Grounds; GSA Form
3453
OMB Control No. 3090-0044
Justification – Part A Supporting Statement

Overview of Information Collection:

This is a request for approval of an extension to an existing information collection.

There are no changes since the last approval of this information collection.

1. Need & Method for the Information Collection.

The Public Buildings Cooperative Use Act of 1976 (PL 94-541) encourages the use of auditoriums, meeting rooms, courtyards, rooftops, and lobbies of public buildings by persons, firms, or organizations engaged in cultural, educational, or recreational activities that will not disrupt the operation of the buildings during normal business hours. GSA recognizes that once such areas have been designated by the Congress as public, consideration must be given to the Constitutional guarantees of freedom of speech, free exercise of religion, and the right of peaceable assembly.

2. Use of the Information.

GSA may not prohibit persons, firms, or organizations from occasionally using such areas of the space we control solely on the basis of the content of the activity. Any person desiring to use a public area of a public building or its grounds must first obtain a permit from the appropriate GSA Buildings Manager. This permit is GSA Form 3453, "Application/Permit for Use of Space in Public Buildings and Grounds." In order to obtain the permit, a copy, sample, or description of any material or item proposed for distribution or display, with a written statement regarding the activity, must be submitted to the appropriate GSA Buildings Manager.

The Buildings Manager then decides to approve or deny the application/permit. These applications/permits are filed chronologically by some 117 GSA Buildings Managers. They use the information as historic records in their decision to approve or deny the request.

3. Use of Information Technology.

The collection of information does involve the use of automated, electronic submission of responses. The basis for adopting this means of collection is the ease with which a person may submit the information. It also allows the GSA buildings manager to retrieve information faster. GSA plans to phase out the use of hard copy submissions once the majority of requestors submit information via automation.

4. Non-duplication.

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There is no similar information already available that could be used or modified for this purpose.

5. Burden on Small Business.

Collection of information does not have a significant impact on small businesses or other small entities.

6. Less Frequent Collection.

The consequence to Federal program activities if the collection is not conducted is that GSA building managers will have no record of the numbers and types of persons or entities who request access to public buildings and grounds for educational, recreational, or cultural purposes. Due to the high turnover rate of building managers, these records are important historically. There are no technical or legal obstacles to reducing burden.

7. Paperwork Reduction Act Guidelines.

GSA can think of no special circumstances that would cause an information collection to be conducted in the manner noted above.

8. Consultation and Public Comments.

A 60-day notice was published in the *Federal Register* at 90 FR 12162 on March 14, 2025. No public comments were received.

A 30-day notice was published in the *Federal Register* at 90 FR 21305 on May 19, 2025.

9. Gifts or Payment.

To date, there has not been a decision to provide any payment or gift to respondents.

10. Privacy & Confidentiality.

There is no assurance of confidentiality provided to respondents. The facilities under GSA's control are open to the public and the respondents will be using public spaces for events.

11. Sensitive Questions.

There are no questions on GSA Form 3453 that apply to this question.

12 & 13. Burden Estimate.

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Space provided to the general public engaged in cultural, educational, or recreational activities is usually made available gratis; however, when GSA must supply services such as heat, air-conditioning, or guards, a fee is charged to cover costs. The fee is based on the number of hours that a mechanic or guard would be needed. Based on past experience, it is expected that approximately 8,000 requests for space will be made during a given year.

GSA expects the amount of time to complete the GSA Form 3453 is less than one hour. The estimate from an original study was 8,000 requests per year with a burden of less than one hour per requestor. The estimated cost per response is \$1.44, with a total cost burden on \$11,552.

Total Annual Requests.....	8,000
Estimates hours/response.....x	<u>.05</u>
Estimated total burden/hours.....	400
Average Cost/hour.....x	<u>\$28.88</u>
Total Cost to Public.....	\$11,552.00

14. Estimated cost to the Government.

Reviewing Time/hr.....	.05
Requests/year.....x	<u>8,000</u>
Review Time/year.....	400
Average Cost/hr.....x	<u>\$28.88</u>
Total Government Cost.....	\$11,552.00

15. Reasons for changes.

There are no program changes or adjustments.

16. Publicizing Results.

There are no plans to publish the collected information, which is for internal GSA use only.

17. OMB Not to Display Approval.

GSA does not plan to not display the expiration date for OMB approval of the information collection.

18. Exceptions to “Certification for Paperwork Reduction Act Submissions”.

There are no exceptions to the certification.

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19. Surveys, Censuses, and Other Collections that Employ Statistical Methods.

Not applicable.