


**FAIRFAX COUNTY, VIRGINIA  
PROCEDURAL MEMORANDUM NO. 04-15**

<b>To:</b> Agency Directors		<b>Implemented:</b> December 1, 2020
<b>Initiated by:</b> Department of Cable and Consumer Services		<b>Approved by the County Executive:</b>  Bryan J. Hill
<b>Subject:</b>	<b>Regulations for the Governmental Use of Government Center Conference Rooms 11 and 232</b>	

**I. PURPOSE**

To establish regulations for the governmental use of Government Center Conference Rooms 11 and 232. These regulations do not address other areas at the Government Center Campus.

**II. POLICY**

- A. Conference Rooms 11 and 232 are available primarily for the use of the Fairfax County Board of Supervisors (Board of Supervisors).
- B. Conference Rooms 11 and 232 are also available for governmental use by County Boards, Authorities, and Commissions appointed by the Board of Supervisors that do not control their own facilities and other uses designated by the County Executive or designee as established in this Procedural Memorandum.
- C. Such activities may not interfere or conflict with official activities of the Board of Supervisors.
- D. This Procedural Memorandum establishes an orderly procedure for the reservation and use of Conference Rooms 11 and 232.

**III. GENERAL REGULATIONS**

- A. The Office of the County Executive approves the reservation and use of Conference Rooms 11 and 232. The Department of Cable and Consumer Services (DCCS) is responsible for the support of Conference Rooms 11 and 232.
  - 1. Requests for use must be submitted to the Office of the County Executive for approval.
  - 2. All users must agree to comply with all rules and regulations set forth in this Procedural Memorandum.
  - 3. The locator map depictions within this Procedural Memorandum are a reasonable approximation of the locations described and should not be construed as precise boundaries.

Procedural Memorandum No. 04-15  
Regulations for the Use of the Government Center Conference Rooms 11 and 232

4. Questions regarding this Procedural Memorandum should be directed to the director of the Department of Cable and Consumer Services.
- B. Any space set forth in this Procedural Memorandum requires a Confirmed Reservation. All Confirmed Reservations require an event contact who will be present during the entire use.
- C. Any such Confirmed Reservation will authorize use of the reserved space by a group no larger than the capacity of that reserved space. DCCS may assign a Confirmed Reservation to align with its intended use and configurations.
- D. The following entities, in descending order of priority, may schedule the use of Conference Rooms 11 and 232, except that two entities with the same priority shall be scheduled on a first-come, first-served basis:
  1. Board of Supervisors;
  2. Committees of the Board of Supervisors;
  3. Chairman and individual members of the Board of Supervisors;
  4. County Boards, Authorities, and Commissions appointed by the Board of Supervisors that do not control their own facilities; and
  5. Other uses designated by the County Executive, or designee.
- E. Limitations on Reservations of Conference Rooms 11 and 232.
  1. Requests may be submitted for approval on a calendar year basis, subject to the Board of Supervisors annual meeting schedule.
  2. A Confirmed Reservation may be rescheduled or cancelled if a higher priority request is received. If a Confirmed Reservation must be rescheduled for any reason, the applicant may request another available date, time, or location and staff will endeavor to accommodate that request, or the applicant may cancel the Confirmed Reservation.
  3. If Emergency Administrative Leave is granted due to inclement weather or other emergencies, Confirmed Reservations may be cancelled. Similarly, if Unscheduled Leave is granted, Confirmed Reservations may be subject to change.

Fairfax County is not liable for any costs associated with a rescheduled or cancelled Confirmed Reservation.
  4. Fairfax County staff support is not provided during meetings. Arrangements for a site visit and/or walk thru can be made prior to the use of the conference rooms.
  5. This Procedural Memorandum does not apply to the areas governed in Procedural Memorandum No. 04-11.

Procedural Memorandum No. 04-15  
Regulations for the Use of the Government Center Conference Rooms 11 and 232

- F.** Any use of Conference Rooms 11 and 232 must be lawful. Failure to do so, or failure to comply with this Procedural Memorandum, will result in the revocation of a Confirmed Reservation, removal from the Campus, prohibition against future use, and any other remedies.
- G.** The following items are prohibited:

  - 1. Firearms as set forth in Virginia Code § 18.2-287.4.
  - 2. Firearms, ammunition, or components or combination thereof as set forth in Fairfax County Code Section 6-2-1.
  - 3. Any bat, shield, pole, brick, stone, rock, piece of asphalt or concrete, knife, hatchet, ax, saw, slingshot, blackjack, metal knuckles, mace, metal buckle, chain, crowbar, hammer, club, bludgeon, or such item that may be used as a weapon.
- H.** Unauthorized private solicitation for a commercial purpose in Conference Rooms 11 and 232 is prohibited.
- I.** Conference Rooms 11 and 232 are offered in an “as is” condition. Fairfax County shall have no obligation to provide any enhancements to Conference Rooms 11 and 232. All users are responsible for returning Conference Rooms 11 and 232 in the same “as is” condition.
- J.** Food and drinks are not permitted in Conference Room 11. Fairfax County reserves the right to charge a cleaning fee when reserved areas are not left in the condition that they were received. Subsequent Confirmed Reservations may require a cleaning deposit as a condition of any such reservation.
- K.** The identity of the sponsoring organization or individual and the time and location of the Confirmed Reservation must be clearly stated on all advertisements and invitations. Prior to the public distribution of such materials, the Department of Cable and Consumer Services must be provided with copies to ensure that the materials are consistent with the Confirmed Reservation.
- L.** No use will restrict ingress, egress, or flow of pedestrian traffic.
- M.** No use will block any permanent signage.
- N.** Signs:

  - 1. The timing and placement of Signs must conform to the regulations of each location as set forth below.
  - 2. Informational and/or directional Signs are allowed in conjunction with a Confirmed Reservation occurring on the Government Center Campus (Campus) provided that they do not impede pedestrian walkways throughout the Campus.
  - 3. Maximum size for any Sign is 3' x 8'. The Sign or its display stand may not impede pedestrian walkways.
  - 4. In no event may any Sign be attached to any surface with damaging materials.

Procedural Memorandum No. 04-15  
Regulations for the Use of the Government Center Conference Rooms 11 and 232

- O.** Unless otherwise noted within this Procedural Memorandum, sound that is plainly audible and discernible outside the reserved space is not permitted during Working Hours unless specifically approved by the County Executive or designee because this sound will not interfere with governmental functions.
- P.** Photography, film, and video production that is not accessory to a Confirmed Reservation must not interfere with the business requirements of Conference Rooms 11 and 232.
- Q.** The County assumes no responsibility for bodily injury, personal injury, and/or property damage that may occur on County property.
- R.** Fairfax County does not discriminate on the basis of age, race, color, sex, sexual orientation, gender identity, religion, national origin, marital status, disability, veteran's status, or socio-economic status.

**IV. DEFINITIONS**

- A.** Building Hours: Monday – Friday: 7:30 AM – 10 PM  
Saturday: 7:30 AM – 5 PM  
Sunday: Closed

The buildings are also closed on County holidays and on the Saturday of a holiday weekend.

- B.** Confirmed Reservation: A reservation scheduled and approved using the County scheduling management system.
- C.** Meeting: Includes a normal and customary activity associated with a discussion or conference.
- D.** Presentation: An activity such as an assembly or performance.
- E.** Sign: Poster, board, flyer, banner, and other such two-dimensional exhibit used to identify or provide notice.
- F.** Working Hours: Monday – Friday: 7:00 AM – 5:30 PM

**V. DESCRIPTIONS OF CONFERENCE ROOMS**

**A. CONFERENCE ROOM 11**

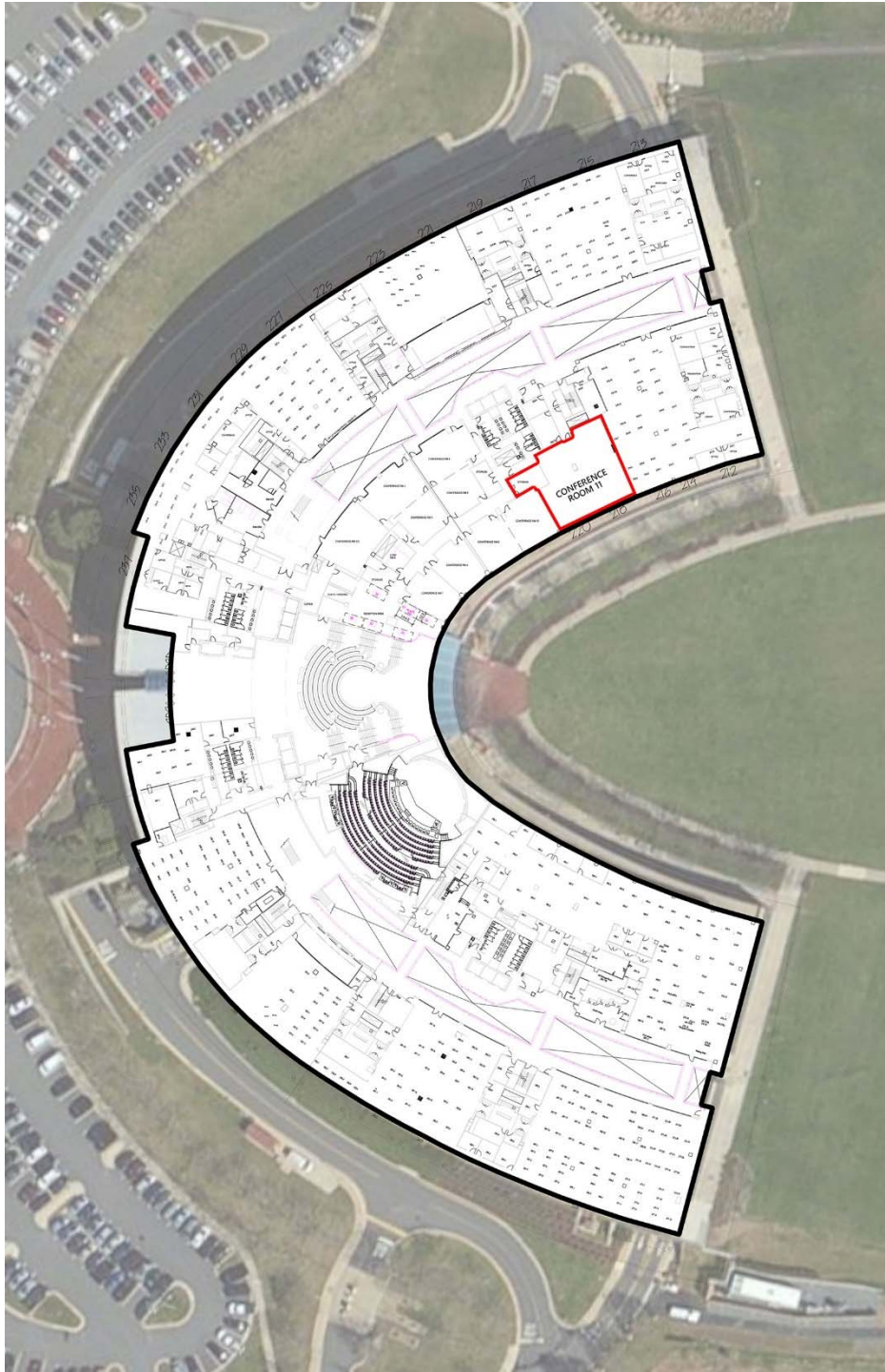
1. Authorized Uses Meetings of the Board of Supervisors, Committees of the Board of Supervisors, BACs, or other Meetings or Presentations
2. Availability 

Monday – Friday:	7:30 AM – 10 PM
Saturday:	7:30 AM – 5 PM
3. Capacity 

Main Table:	28
Staff Tables:	12
Audience Gallery:	129
4. Signage
  - a. No Sign may be affixed to the walls or doors of Conference Room 11.
  - b. No Sign shall obstruct the view of any attendee.
5. Other Regulations
  - a. Food and drinks are not permitted.
  - b. The table configuration cannot be altered.
  - c. The room setup cannot be adjusted.
  - d. Requests for video production services must be coordinated with the Department of Cable and Consumer Services.
  - e. BACs, or other Meetings or Presentations may use the microphones, computer presentation equipment, video conference bridge, and audio conference bridge.

Procedural Memorandum No. 04-15  
Regulations for the Use of the Government Center Conference Rooms 11 and 232

6. Conference Room 11 Locator Map



**B. CONFERENCE ROOM 232**

1. Authorized Uses Meetings of the Board of Supervisors, Committees of the Board of Supervisors, BACs, or other Meetings or Presentations
2. Availability 

Monday – Friday:	7:30 AM – 10 PM
Saturday:	7:30 AM – 5 PM
3. Capacity 

Main Table:	24
Audience Gallery:	25
4. Signage
  - a. No Sign may be affixed to the walls or doors of Conference Room 232.
  - b. No Sign shall obstruct the view of any attendee.
5. Other Regulations
  - a. The table configuration cannot be altered.
  - b. BACs, or other Meetings or Presentations may use the microphones, projector presentation equipment, video conference bridge, and audio conference bridge.

6. Conference Room 232 Locator Map

