

COUNTY OF FAIRFAX  
McLean Governmental Center  
1437 Balls Hill Road, McLean, VA. 22101  
703-356-0551 · TTY 711

COMMUNITY ROOM USE APPLICATION

**PLEASE PRINT OR TYPE**

Today's Date: \_\_\_\_\_

Requested Date and Time of Activity: \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Begin End

Name of Applicant or Representative: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City, State, Zip)

Home Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Organization Represented: \_\_\_\_\_

IRS Tax ID Number *(for non-profit use)*: \_\_\_\_\_

Title/Subject/Purpose of Activity *(describe below or on a separate sheet of paper if necessary)*: \_\_\_\_\_

Number of Individuals Participating in this Activity: \_\_\_\_\_

Category of Activity (check applicable box):

- Governmental
- County-Based Nonprofit Organization
- County Resident

Will Food/Drinks be served? Yes/No. If *Yes*, describe: \_\_\_\_\_

**NOTE:** You must bag and remove trash, and you must keep noise level low to avoid disturbing staff in offices adjacent to the community room or at the police station. Make sure room is clean and lights are off when finished.

Permission granted for use of any portion of the facilities and/or grounds at a Fairfax County District Governmental Center by any organization or individual may be revoked, canceled, postponed, or rescheduled. I accept liability and hereby agree to indemnify and hold harmless the County of Fairfax, Virginia, its officers, agents and all employees and volunteers, from any and all claims for bodily injury, personal injury and/or property damage in connection with the use of the facilities and/or grounds. Excessive noise may result in your group being asked to leave immediately. Activities may not be conducted in the hallway or lobby without express prior permission. Do not provide a Governmental center phone number as a point of contact to your guests. If the County receives calls regarding your event, your number will be provided to the caller. Violation of any rules or conditions may revoke your privilege to use of the room in future.

I am an authorized representative of the organization names above, a Fairfax County non-profit group/organization. I have read and agree to comply with the rules and regulations for the use of the County meeting room. I accept responsibility for any damage to the County property and will report such damage to the staff of the facility concerned. I will be responsible for returning the room to the same condition in which it was found.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

Submit application by drop-off, email, mail, or fax:

If you have questions about your submission please call 703-356-0551

**Drop Off or Mail:**

Dranesville District Supervisor's Office  
Attn: Patti Dinkelmeyer  
1437 Balls Hill Road  
McLean, VA 22101

**Fax to 703-821-4275**

**Email as a WORD document or PDF:**  
Patti.Dinkelmeyer@FairfaxCounty.gov

Reservations are NOT confirmed until you have completed this form and have received a confirmation that your application has been accepted and entered into the Community Room Calendar.

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*For Official Use ONLY*

Date(s) Confirmed: \_\_\_\_\_

Date(s) Denied & Reason: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_