



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. Property damage is to be reported immediately. I accept responsibility for control of the reserved area until the activity is completed. I accept responsibility for complying with all Americans with Disabilities Act (ADA) requirements. I recognize that it is my responsibility to supply ADA required assistance for this event. I have received a copy of, read and agree to comply with the requirements for use of the District Governmental Center and any special conditions noted below. I understand that I may have to reapply if any changes are made to this application.

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.

**Not Permitted At This Facility:** Fund raisers and weddings (except 30-minute ceremony with celebrant – no receptions)

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(Signature)

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(Print Name)

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(Approved by: Office Use Only)

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(Date: Office Use Only)

**Submit application:**

**Email as a WORD document or PDF:** Sarah.Hughes@FairfaxCounty.gov

***Drop Off or Mail:***

Lee District Supervisor's Office  
Franconia Governmental Center, Suite 107  
6121 Franconia Road  
Alexandria, VA 22310  
Main: 703-971-6262  
Office Hours: 8 .m. to 5 p.m.  
Or leave in Night Drop Box by office front door after hours

**Fax to 703-971-3032**

**Reservations are NOT confirmed until you have completed this form and have been told that you are on the calendar.**