



GOVERNMENT CENTER CAMPUS USE APPLICATION

Name of Applicant: _____

Applicant Phone Number: _____ Applicant Email: _____

Organization Name: _____

Address: _____
Street City, ST Zip

Type of Organization: _____

Meeting or Event Details

Name of meeting/event: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Expected number of Participants: _____ Do you plan to serve refreshments? _____

Food/drink is only permitted in certain rooms. Refreshments are not permitted in the Board Room

Is this a public meeting (open to the public to attend) or closed meeting (limited to invited guests only)? _____

Please Indicate your preferred event date and alternative date(s):

Preferred Date: _____ Alternative date(s): _____

Start Time: _____ End Time: _____ Set-Up Time: _____ Clean-Up Time: _____

For recurring events and meetings, please include a separate list with all dates and times. When selecting your preferred date and time, keep in mind that the Fairfax Government Center closes at 10:00 PM Monday through Friday, so all meetings or events must end by 9:30 PM. On Saturdays, the building closes at 5:00 PM, and all meetings or events must end by 4:30 PM. The building is closed to events/meetings on Sundays and holiday weekends.

Resources

Resources: Within the Conference Center, each room is equipped with modern AV technology to ensure smooth presentations and virtual participation. Rooms operate on a self-service model, supporting in-person, virtual, or hybrid meetings. Do you anticipate needing additional Audio/Visual (AV) resources like podium with a microphone or an Assistive Listening System?

Yes

No

I'm not sure and would like to discuss

Preferred Location Selection(s):

Board Auditorium

Forum

J. Hamilton Conference Center Room

Conference Center Reception

Cafeteria

Atriums – North or South

Center Island Mall

Bench Areas – North, South, or Front

Parking Lots – A, B, or C

Ellipse, Lawns, or Trails

Pennino or Herrity Building Lobby

Pennino Park or Herrity Plaza

DCCS reserves the right to assign locations as set forth in Procedural Memorandum No. 04-11.

Agreement and Applicant Signature:

Permission granted for use of any portion of the Government Center Campus by any organization or individual may be revoked, canceled, postponed, or rescheduled pursuant to this Procedural Memorandum No. 04-11. The applicant understands that if the nature of the use changes the applicant may have to reapply. The applicant accepts liability and hereby agrees to indemnify and hold harmless the County of Fairfax, Virginia, its officers, agents, and all employees and volunteers, from any claims for bodily injury, personal injury, and/or property damage in connection with the applicant's use of the facilities and/or grounds. The applicant accepts responsibility for the condition of the reserved area until the

Confirmed Reservation is completed. The applicant accepts responsibility for complying with all Americans with Disabilities Act (ADA) requirements. The applicant acknowledges that Procedural Memorandum No. 04-11 is available on the County Web site and agrees to be bound by its terms.

Facility Use Policy:

I have read and understand [PM 04-11](#) for regulations and facility use of the Government Center Campus.

I understand that failure to follow policy could result in future applications being denied or being held liable for damages caused to the property during our organization's time of use.

Applicant Signature

By typing your name in this box, you are signing this application electronically. You agree your electronic signature is the legal equivalent of your manual signature on this form

Date

Application Submission & Approval:

For quickest processing and review, please email your completed form to: reservations@fairfaxcounty.gov

Forms can also be returned to: Department of Cable and Consumer Services | 12000 Government Center Parkway, Suite 127 | Fairfax, VA 22035

Approval/Confirmation: Your request will be reviewed and processed by county staff. You will receive an email to confirm your reservation.