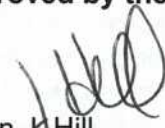


**FAIRFAX COUNTY, VIRGINIA  
PROCEDURAL MEMORANDUM NO. 04-11**

<b>To:</b> Agency Directors		<b>Implemented:</b> November 18, 1996
		<b>Amended:</b> March 24, 2022
<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 Use of the Government Center Campus</b>	
<b>Reference:</b>	<b>DCCS PROCEDURAL MEMORANDUM NO. 08-05 Regulations for Public Use of Facilities and Grounds of the Fairfax County Government Center Complex, dated April 24, 2015</b>	
<b>Reference:</b>	<b>DCCS Procedural Memorandum No. 08-05.01 Addendum to Regulations for Public Use of Facilities and Grounds of the Fairfax County Government Center Complex, dated December 19, 2017</b>	

**I. PURPOSE**

To establish regulations governing the governmental and public use of the Government Center Campus (Campus). These regulations do not address Fairfax County facilities at other sites.

**II. POLICY**

- A.** In addition to official governmental uses, the Fairfax County Board of Supervisors encourages the use of the Campus by Fairfax County non-profit organizations and its residents for charitable, civic, cultural, educational, recreational, religious, or similar activities of a non-profit nature.
- B.** The Board of Supervisors also encourages activities that support the morale and wellness of Fairfax County employees.
- C.** The Parks and Sidewalks within the Campus are available to the public for peaceful assembly and debate, subject to reasonable time, place, and manner restrictions intended to promote public safety and avoid conflicting uses.
- D.** Such activities may not interfere with County government functions or conflict with official activities of the Board of Supervisors; County Boards, Authorities, and Commissions; County agencies; or other governmental functions.
- E.** This Procedural Memorandum establishes an orderly procedure for the reservation of these areas. Due to the high demand for use of the facilities, it is necessary to establish guidelines on how often, in what areas, and in what manner an organization or individual may reserve and use the facilities.

### **III. GENERAL REGULATIONS**

- A.** The Department of Cable and Consumer Services is responsible for scheduling the facilities of the Campus.
  - 1. County government departments and staff must complete a reservation request using the County scheduling management system.
  - 2. Organizations or individuals, other than County government departments and staff, seeking to reserve space on the Campus must complete the Government Center Campus Use Application and attach a Proof of Insurance Certificate meeting Fairfax County Risk Management coverage requirements.
  - 3. All users must agree to comply with all rules and regulations set forth in this Procedural Memorandum.
  - 4. The locator map depictions within this Procedural Memorandum are a reasonable approximation of the locations described and should not be construed as precise boundaries.
  - 5. 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. However, Confirmed Reservations are not required for Passive Recreation uses of 25 or fewer people; Public Forum uses of 25 or fewer people; or Building Parking. All Confirmed Reservations require an event contact, who must be at least 18 years of age, and 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 the Campus, 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 Executive and Deputy County Executives;
  - 5. Planning Commission and Board of Zoning Appeals;
  - 6. County Boards, Authorities, and Commissions appointed by the Board of Supervisors that do not control their own facilities;
  - 7. County departments;

8. Other entities for Fairfax County Government use;
9. Other Fairfax County political subdivisions, including Fairfax County Public Schools, that have access to their own facilities;
10. Federal, state, regional, or local governmental entities or associations, if their business relates to the provision of governmental services to Fairfax County;
11. Fairfax County Civic Associations; candidates for a public office serving Fairfax County; Fairfax County non-profit organizations (as defined on page seven); and Fairfax County residents for non-commercial use.

**E. Limitations on Reservations of the Fairfax County Government Center Campus.**

1. Only Fairfax County Governmental entities may submit reservation requests more than one year in advance.
2. The common areas inside the buildings of the Campus may be reserved by the same non-profit organization, individual, or non-Fairfax County Governmental entity for one Confirmed Reservation each calendar month.
3. 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. This provision (Section II (E)(3)) does not apply to authorized Public Forum Uses.
4. If Emergency Administrative Leave is granted due to inclement weather or other emergencies, Confirmed Reservations are cancelled. Similarly, if Unscheduled Leave is granted, Confirmed Reservations may be subject to change.
5. Fairfax County is not liable for any costs associated with a rescheduled or cancelled Confirmed Reservation.
6. The Board Auditorium and the Forum cannot be reserved on any Board of Supervisors meeting day for any use other than by the Board of Supervisors until the meeting schedule has been established for the period in question.
7. The Board Auditorium and the Forum cannot be reserved on any Wednesday or Thursday after 6 PM for any use other than by the Planning Commission until the Planning Commission has established its meeting schedule for the period in question.
8. The Board Auditorium and the Forum cannot be reserved on any Wednesday for any use other than by the Board of Zoning Appeals until the Board of Zoning Appeals has established its meeting schedule for the period in question.
9. Any Confirmed Reservation requiring Fairfax County staff support may not be scheduled on Sundays.

- 10.** This Procedural Memorandum does not apply to the following areas:
- a.** The Board of Supervisors Conference Room (Room 160.1 and 162.1),
  - b.** Conference Room 11,
  - c.** Conference Room 232,
  - d.** Conference rooms located in office suites throughout the Government Center Campus,
  - e.** Parking Lots D through H, or the 15 Minute Waiting Area of Parking Lot C,
  - f.** Public Safety Headquarters Building located at 12099 Government Center Parkway, Fairfax, VA, and
  - g.** Virginia Department of Transportation Right of Way for public roadways that traverse the Government Center Campus.
- 11.** Celebrate Fairfax Incorporated (CFI) is a non-profit event organization operating two festivals in coordination with Fairfax County Government to promote and support Fairfax County, its residents, and government. These Celebrate Fairfax events are scheduled for one weekend in the spring and one weekend in the fall which are not subject to this Procedural Memorandum. They shall be coordinated with the Office of the County Executive, the Department of Cable and Consumer Services, and the Facilities Management Department. Other CFI events are subject to this Procedural Memorandum.
- F.** Any use of the Campus 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 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 on the Campus is prohibited.

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Regulations for the Use of the Government Center Campus

- I. Any Exhibit that is not removed as specified in this Procedural Memorandum may be removed by the Department of Cable and Consumer Services at its discretion. Any Exhibit that is not sponsored, maintained, or funded by Fairfax County or other governmental entity must be accompanied at all times by a sign provided by the Department of Cable and Consumer Services that clearly states that it is not so affiliated.
- J. Any facility identified in this Procedural Memorandum is offered in an “as is” condition. Fairfax County shall have no obligation to provide any enhancements to these facilities. All users are responsible for returning the facility in the same “as is” condition.
- K. 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.
- L. 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.
- M. No use will restrict ingress, egress, or flow of pedestrian or vehicular traffic.
- N. No use will block any permanent signage.
- O. 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 Campus provided that they do not impede pedestrian walkways throughout the Campus or within any building located on 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.
- P. 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.
- Q. County Government functions may be scheduled outside of Building Hours.
- R. Photography, film, and video production that is not accessory to a Confirmed Reservation must not interfere with the business requirements of the Campus.

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Regulations for the Use of the Government Center Campus

- S.** The projection of any image onto the exterior surface of any building on the Government Center Campus is prohibited.
- T.** The County assumes no responsibility for bodily injury, personal injury, and/or property damage that may occur on County property.
- U.** 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.
- V.** Any space not specifically referenced in this Procedural Memorandum is reserved for Fairfax County Government use.
- W.** This Procedural Memorandum supersedes Procedural Memorandum No. 08-05 (dated April 24, 2015) and Procedural Memorandum No. 08-05.01 (dated December 19, 2017) and it has been relabeled as Procedural Memorandum No. 04-11. If these regulations conflict with any other existing regulations that pertain to the use of the Campus, these regulations control.

**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.** Campus: See Government Center Campus.
- C.** Civic Engagement: Polling, surveying, distributing literature, voter registration, petitioning, or other similar activity. This definition does not apply to any such activity that is accessory to a Confirmed Reservation, or other use.
- D.** Community Event: Any gathering by individuals and non-profit organizations for non-profit use.
- E.** Confirmed Reservation: A reservation submitted and approved using the County scheduling management system or the Government Center Campus Use Application.
- F.** Exhibit: Any use or structure composed of tables, booths, or three-dimensional displays.
- G.** Fundraising Activity: Bake sale, craft fair, and other such sale of merchandise that supports the morale and wellness of Fairfax County employees or any sale accessory to a Confirmed Reservation for non-profit purposes.

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Regulations for the Use of the Government Center Campus

- H. Government Center Campus:** The Government Center Campus is the Government Center located at 12000 Government Center Parkway, the Pennino Building located at 12011 Government Center Parkway, and the Herrity Building located at 12055 Government Center Parkway and includes the land and grounds of these buildings. These parcels are shown on Fairfax County Tax Map Numbers 56-1 ((15)) parcels 7, 8, and 14, and 56-2 ((9)) parcels 13 and 14. The Government Center Campus includes the common areas that may be reserved pursuant to this Procedural Memorandum.
- I. Market:** Sales activity that supports the morale and wellness of Fairfax County employees.
- J. Meeting:** Includes a normal and customary activity associated with a discussion or conference.
- K. Non-Profit:** Charitable, civic, cultural, educational, recreational, religious, or similar organization located within Fairfax County that does not or is not intended to generate a profit. Any non-profit organization must attach a copy of a letter from the Internal Revenue Service that establishes such organization as exempt from Federal income tax under the Internal Revenue Code, or such other proof of non-profit status as may be applicable.
- L. Parking:**
  - 1. Building Parking:** Routine parking for Campus facilities including passenger pick-up and drop-off.
  - 2. Parking Event:** Use that requires a significant portion of a parking lot such as the display of trucks or other large equipment, or a passenger meeting area for a non-profit organization and for which a Confirmed Reservation is required.
- M. Parks and Sidewalks:**
  - 1. The Center Island Mall** in front of the Government Center Building (see Locator Map on page 28 for specific location); and
  - 2. Pennino Park and Herrity Plaza** (see Locator Map on page 36 for specific location).
- N. Presentation:** An activity such as an assembly or performance.
- O. Public Forum Use:** Use by the public for peaceful assembly and debate, subject to reasonable time, place, and manner restrictions set forth in this Procedural Memorandum.
- P. Reception:** Any formal social event to celebrate a retirement or other special occasion.

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Regulations for the Use of the Government Center Campus

**Q. Recreation:**

1. Active Recreation: Organized leisure activity including sports and play.
2. Passive Recreation: Recreational activity that is commonly unorganized and non-competitive, including, but not limited to, bicycling, bird watching, kite flying, picnicking, and walking.

**R. Sign:** Poster, board, flyer, banner, and other such two-dimensional exhibit used to identify or provide notice.

**S. Wall Display:** Any object suspended from a wall that weighs less than 35 pounds and does not extend more than 6" in depth from the wall.

**T. Working Hours:** Monday – Friday: 7:00 AM – 5:30 PM



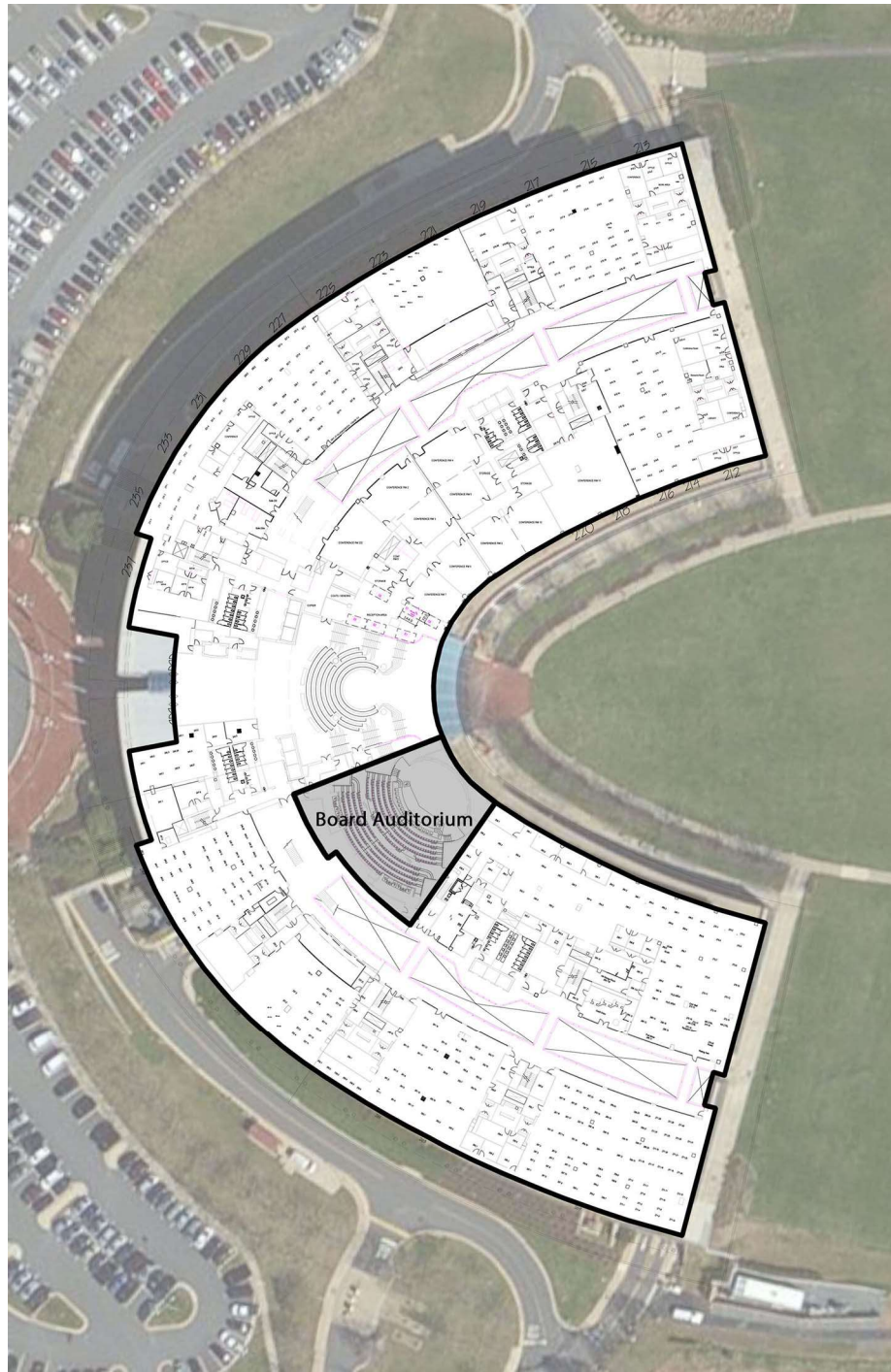
**V. DESCRIPTIONS OF FACILITIES AND GROUNDS**

**A. BOARD AUDITORIUM**

1. Authorized Uses Meetings of the Board of Supervisors, Planning Commission, Board of Zoning Appeals, or other Meetings or Presentations
2. Availability 

Monday – Friday:	7:30 AM – 10 PM
Saturday:	7:30 AM – 5 PM
3. Capacity Board Auditorium: 375 occupants
4. Signage
  - a. No Sign may be affixed to the walls or doors of the Board Auditorium.
  - b. No Sign shall obstruct the view of any attendee.
5. Other Regulations
  - a. Food and drinks are not permitted in the seating area of the Board Auditorium.
  - b. The first three rows of seating to the left in the Board Auditorium are reserved for media and speakers during public meetings.
  - c. The first three rows of seating to the right in the Board Auditorium are reserved for staff during public meetings.
  - d. Helium balloons are prohibited.

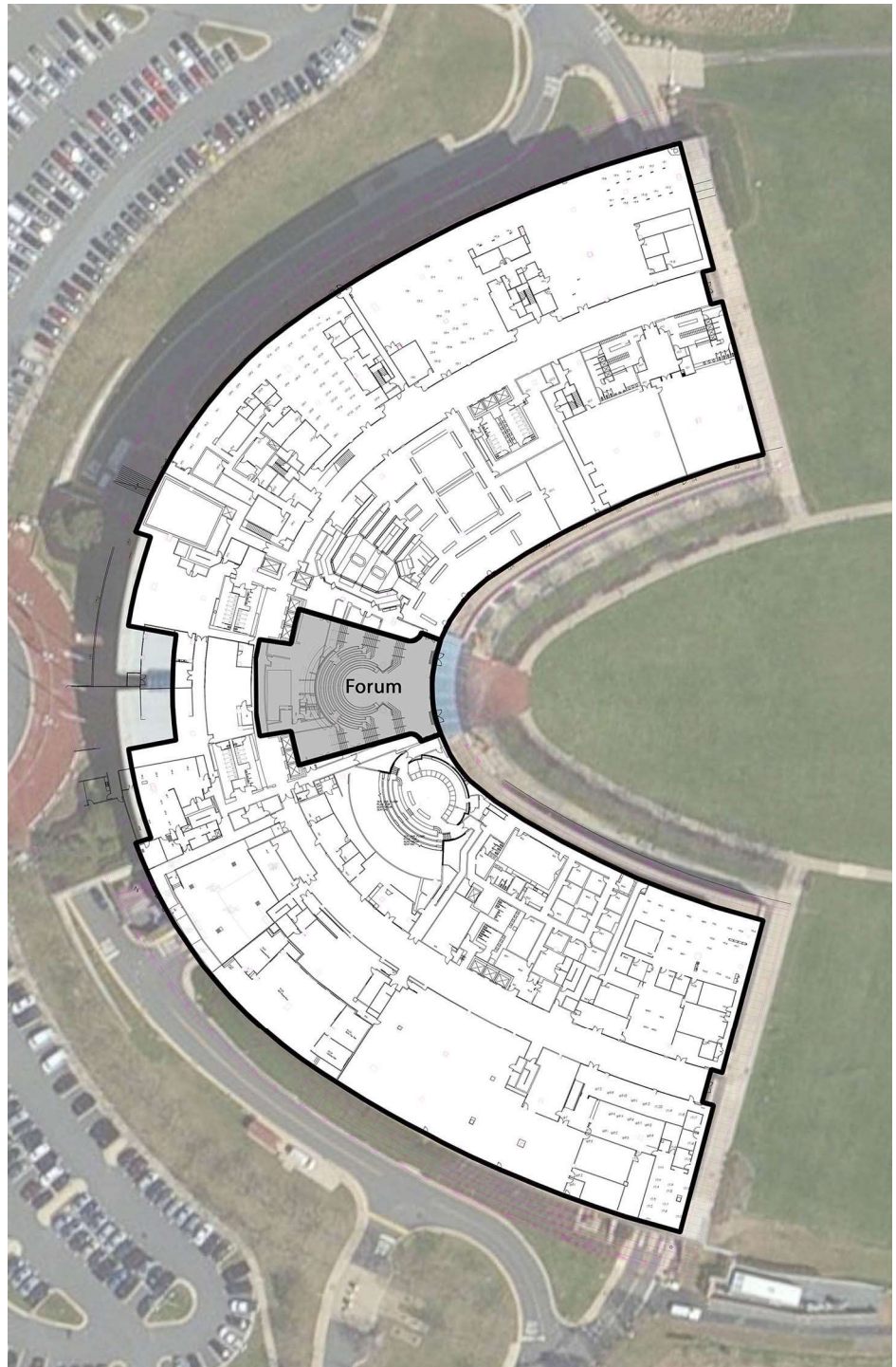
6. Board Auditorium Locator Map



## **B. FORUM**

1. Authorized Uses Exhibits, Fundraising Activities, Meetings, Presentations, or Receptions
2. Availability Monday – Friday: 7:30 AM – 10 PM  
Saturday: 7:30 AM – 5 PM
3. Capacity Forum: 300 occupants
4. Signage
  - a. Any Sign must be accessory to the Confirmed Reservation, or other use within the building.
  - b. No Sign shall obstruct the view of any attendee.
  - c. Any affixed Sign must be hung by County staff and must be received by the Department of Cable and Consumer Services at least two workdays prior to the Confirmed Reservation.
5. Other Regulations
  - a. Events scheduled in the Board Auditorium will take precedence over events scheduled in the Forum. Unrelated events may not be scheduled simultaneously in the Board Auditorium and the Forum.
  - b. The area located at the top left of the Forum, beyond the Lobby, may be reserved for Exhibits. No such Exhibit will be wider than 12', higher than 8', or extend more than 4' from the wall.
    - i. Exhibits are only permitted if they are sponsored by a County Board, Authority, Commission, or department and are in furtherance of official County business.
    - ii. Any Exhibit will be allowed for a period of up to one week from Monday at 7:30 AM to Saturday at 5 PM.
    - iii. Any Exhibit will be authorized for up to one week per year.
    - iv. Only one Exhibit will be authorized at any particular time.
    - v. Any Exhibit must be removed at the end of the Confirmed Reservation.
  - c. Any Exhibit set up in conjunction with the "Presentations Section" of the Board of Supervisors meeting or with a Confirmed Reservation scheduled in the Forum will be located at the base of the Forum, between the two middle columns, against the glass windows. No such Exhibit will be wider than 6' or extend more than 8' from the wall. Any Exhibit must be removed at the conclusion of the Confirmed Reservation.
  - d. Helium balloons are prohibited.
  - e. The four glass display cases located at the top left and top right of the Forum are reserved for the use of the Chairman's Office.
  - f. The Heritage Resources display located at the top right of the Lobby is reserved for the Fairfax County Park Authority's use.

**6. Forum Locator Map**



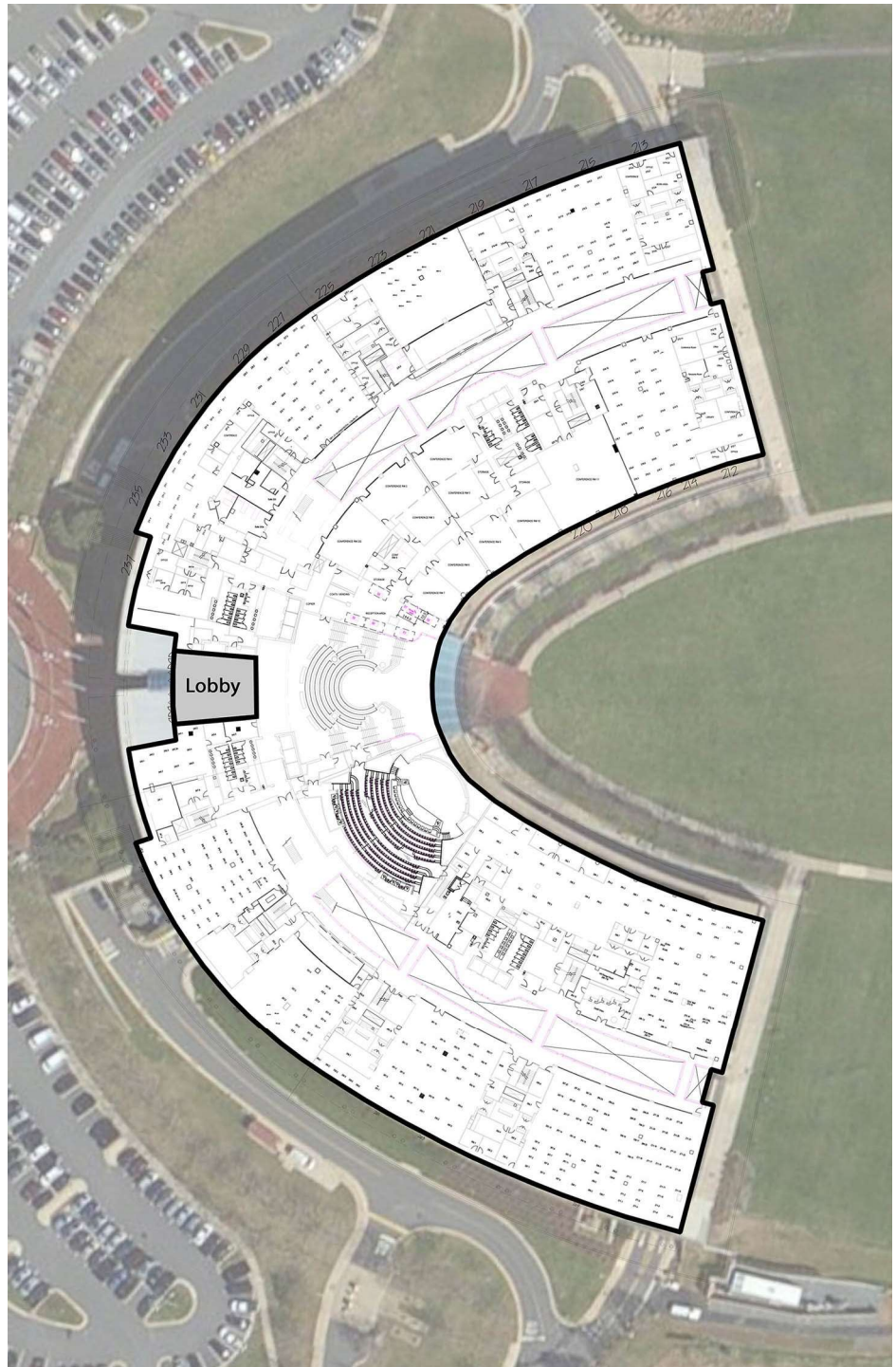
**C. LOBBY**

1. Authorized Uses For uses accessory to other uses within the Government Center building
2. Availability 

Monday – Friday:	7:30 AM – 10 PM
Saturday:	7:30 AM – 5 PM
3. Capacity N/A
4. Signage
  - a. Any Sign must be accessory to a Confirmed Reservation, or other use within the building.
  - b. No Sign shall obstruct the view of any attendee.
  - c. Any affixed Sign must be hung by County staff and must be received by the Department of Cable and Consumer Services at least two workdays prior to the Confirmed Reservation.
5. Other Regulations
  - a. The Pamphlet Alcove located next to the Information Counter is reserved for the display of government services information made available by the Office of Public Affairs.



6. Lobby Locator Map



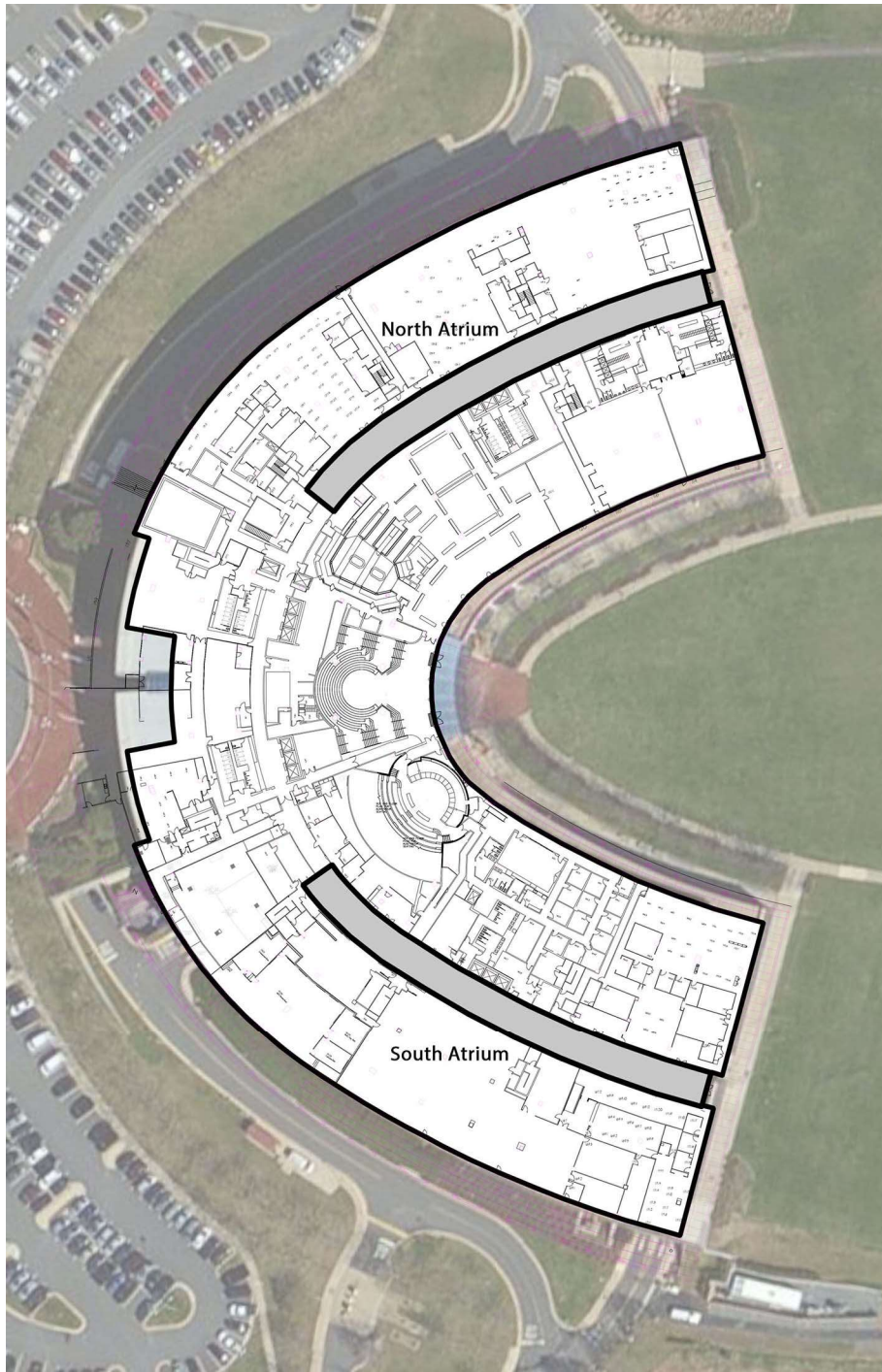
#### **D. ATRIUMS**

1. Authorized Uses Exhibits, Fundraising Activities, Presentations, or Receptions
2. Availability 

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

Atrium – North:	200 occupants
Atrium – South:	200 occupants
4. Signage
  - a. Any Sign must be accessory to a Confirmed Reservation, or other use within the building.
  - b. No Sign shall obstruct the view of any attendee.
  - c. Any affixed Sign must be hung by County staff and must be received by the Department of Cable and Consumer Services at least two workdays prior to the Confirmed Reservation.
5. Other Regulations
  - a. Authorized uses are limited to Fairfax County Government uses, except when accessory to a Confirmed Reservation, or other use within the building.
  - b. Any Exhibit will be allowed for a period of up to one week from Monday at 7:30 AM to Saturday at 5 PM.
  - c. No Exhibit will be wider than 12', higher than 8', or extend more than 6' from the wall.
  - d. Any Exhibit must be removed at the end of the Confirmed Reservation.
  - e. Helium balloons are prohibited.

6. Atriums Locator Map

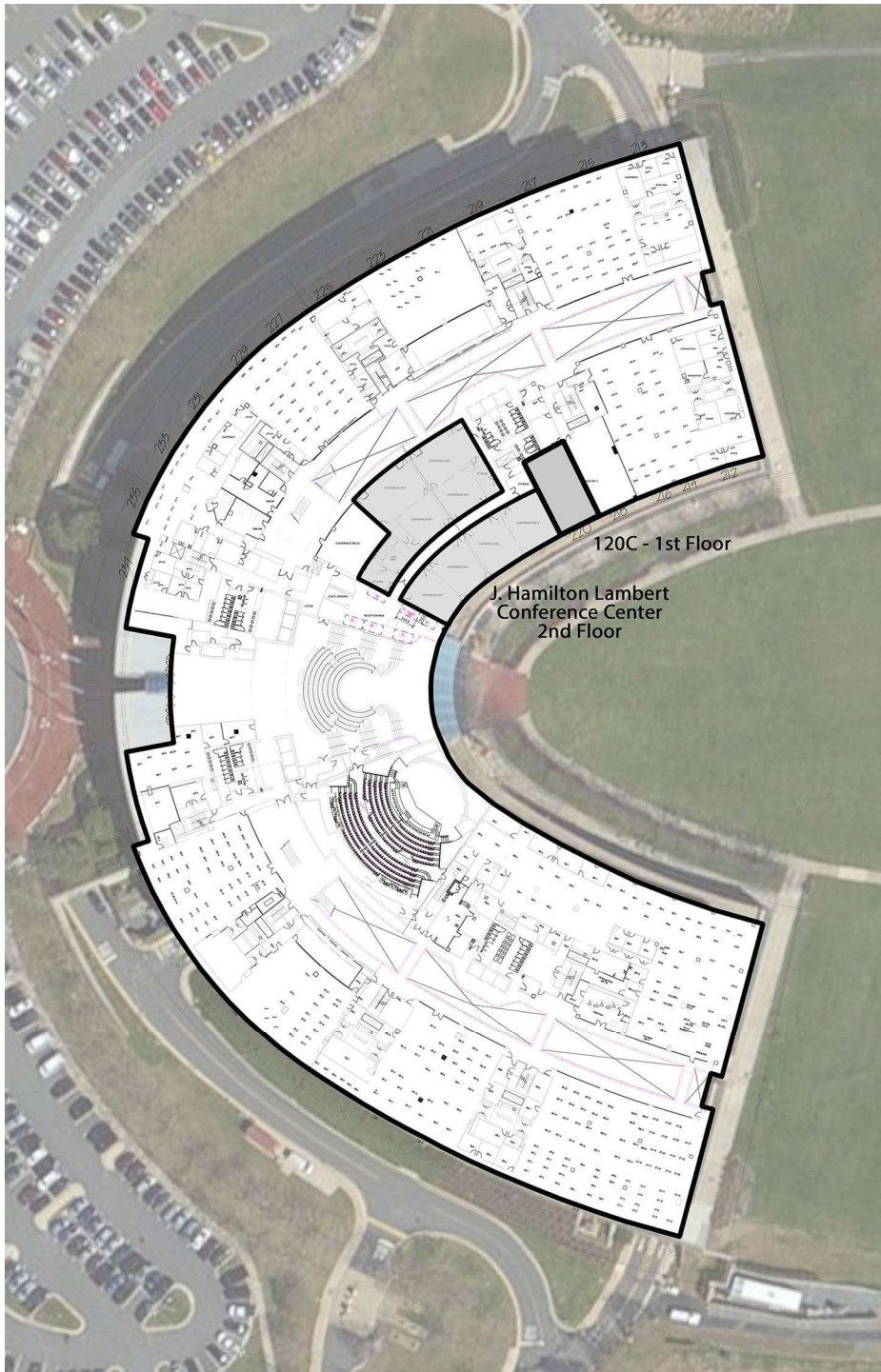




**E. J. HAMILTON LAMBERT CONFERENCE CENTER**

1. Authorized Uses      Community Events, Exhibits, Fundraising Activities, Meetings, Presentations, or Receptions
2. Availability              Monday – Friday:              7:30 AM – 10 PM  
                                        Saturday:                      7:30 AM – 5 PM
3. Capacity                  Reception:                      60 occupants  
                                        Room 2/3:                      80 occupants  
                                        Room 4/5:                      80 occupants  
                                        Room 6:                        15 occupants  
                                        Room 7:                        30 occupants  
                                        Room 8:                        30 occupants  
                                        Room 9/10:                    90 occupants  
                                        Room 120C:                    60 occupants
4. Signage                  a. Any Sign must be accessory to a Confirmed Reservation.  
                                        b. No Sign shall obstruct the view of any attendee.  
                                        c. Any affixed Sign must be hung by County staff and must be received by the Department of Cable and Consumer Services at least two workdays prior to the Confirmed Reservation.
5. Other Regulations      a. Conference Room 11 is reserved for committee meetings of the Board of Supervisors or other uses designated by the County Executive.  
                                        b. Wall and decorative space within the Conference Center is reserved for the use of Fairfax County.  
                                        c. No Exhibit in the reception area will be wider than 12', higher than 8', or extend more than 6' from a wall.  
                                        d. No Exhibit is allowed in the Conference Center main hallway.  
                                        e. Any Exhibit must be removed at the end of the Confirmed Reservation.

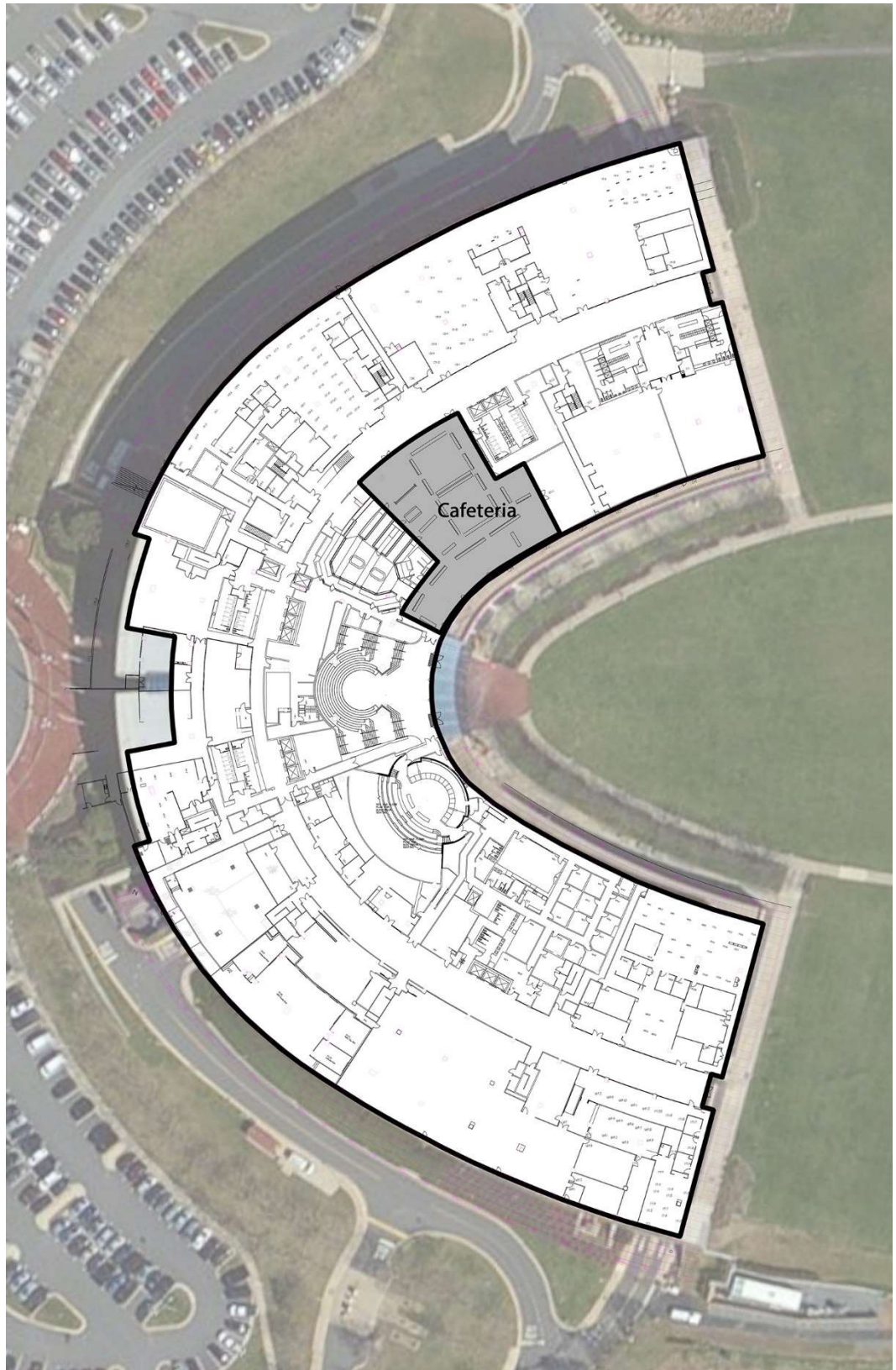
6. J. Hamilton Lambert Conference Center Locator Map



## **F. CAFETERIA**

- 1. Authorized Uses** Dining, Exhibits, Meetings, or Receptions
- 2. Availability**
  - Exhibits:
    - Monday – Friday: 7:30 AM – 10 PM
    - Saturday: 7:30 AM – 5 PM
  - Meetings:
    - Monday – Friday: 7:30 AM – 10 PM
    - Saturday: 7:30 AM – 5 PM
  - Receptions:
    - Monday – Friday: 10 AM – 11 AM  
3 PM – 10 PM
    - Saturday: 7:30 AM – 5 PM
- 3. Capacity**
  - Exhibits: 6 occupants
  - Meetings: 12 occupants
  - Receptions:
    - Monday – Friday:
      - 10 AM – 11 AM 360 occupants
      - 3 PM – 10 PM 360 occupants
    - Saturday: 360 occupants
- 4. Signage**
  - a. Any Sign must be accessory to a Confirmed Reservation.
  - b. No Sign shall obstruct the view of any attendee.
  - c. Any affixed Sign must be hung by County staff and must be received by the Department of Cable and Consumer Services at least two workdays prior to the Confirmed Reservation.
- 5. Other Regulations**
  - a. No Exhibit will be wider than 12', higher than 8', or extend more than 6' from a wall.
  - b. Any Exhibit must be located at the front of the Cafeteria near the main entrance without blocking ingress and egress.
  - c. Any Exhibit must be removed at the end of the Confirmed Reservation.

**6. Cafeteria Locator Map**

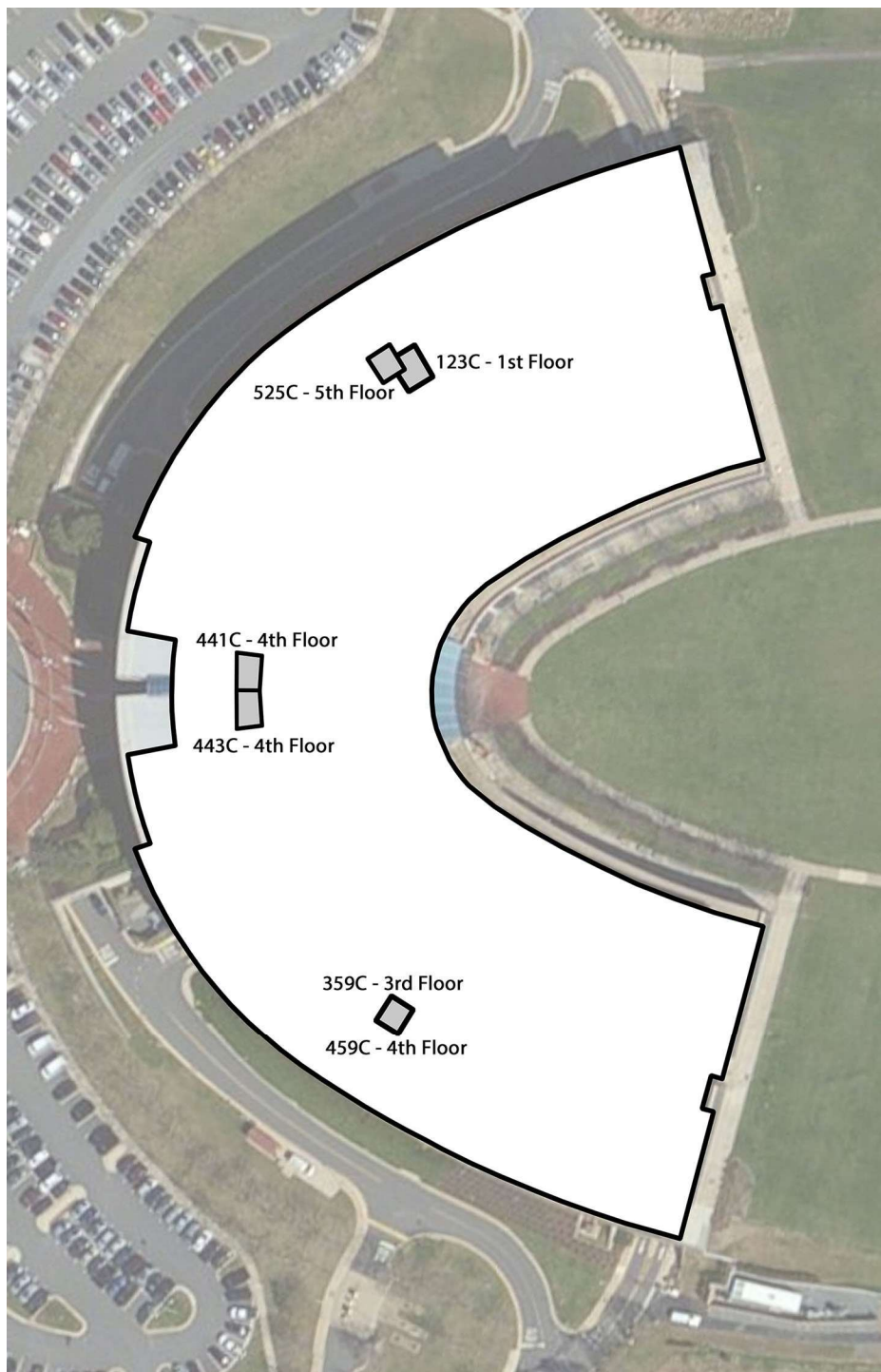


**G. MEETING ROOMS**

1. Authorized Uses      Meetings or Presentations
2. Availability            Monday – Friday:            7:30 AM – 10 PM
3. Capacity                Meeting Room 123-C:      16 occupants  
                                 Meeting Room 359-C:      15 occupants  
                                 Meeting Room 441-C:      15 occupants  
                                 Meeting Room 443-C:      15 occupants  
                                 Meeting Room 459-C:      15 occupants  
                                 Meeting Room 525-C:      15 occupants
4. Signage                N/A
5. Other Regulations    a. Only Fairfax County Government uses are permitted in the Meeting Rooms.



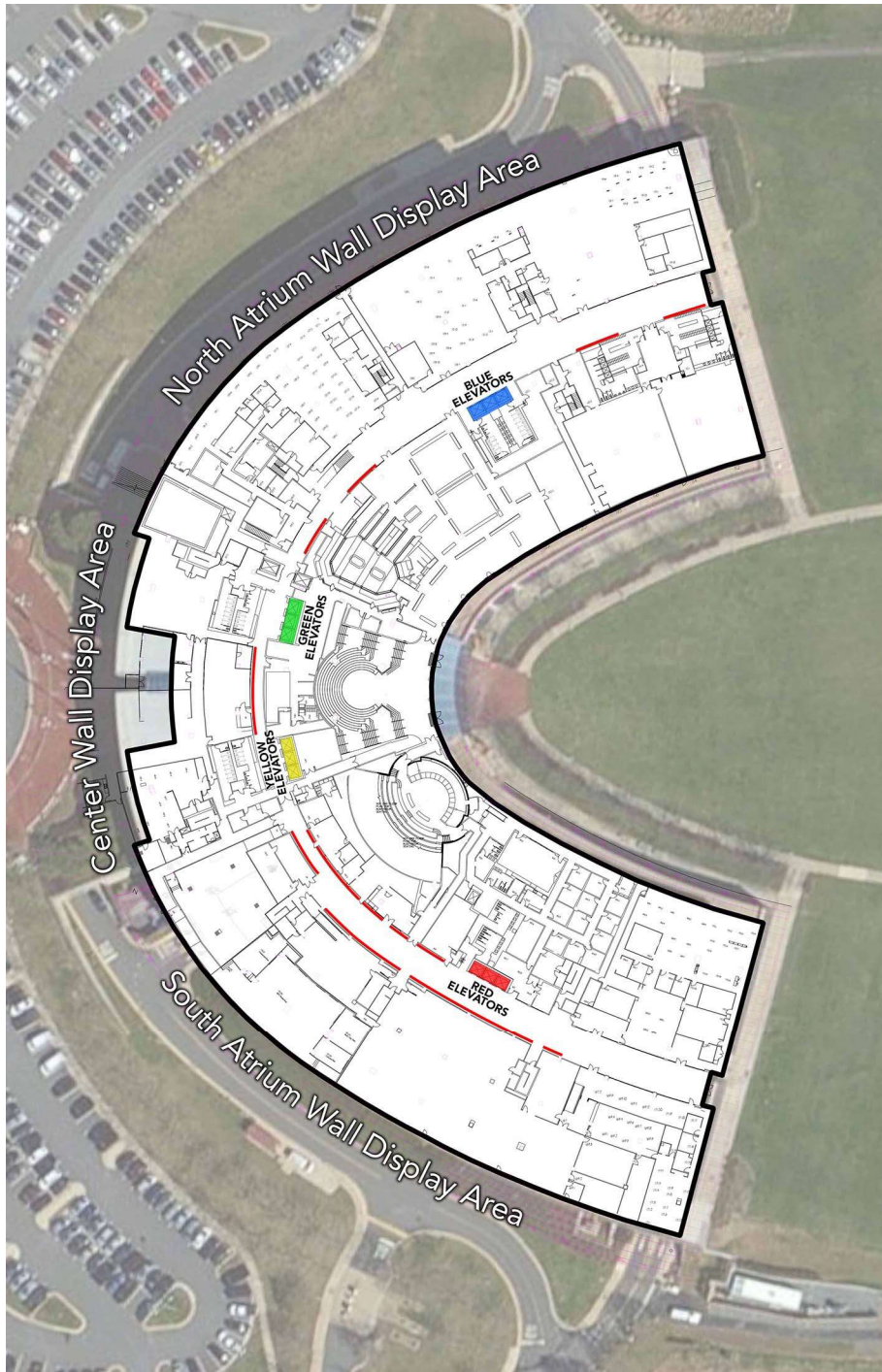
**6. Meeting Rooms Locator Map**



## **H. WALL DISPLAY AREAS**

1. Authorized Uses      Wall Displays
2. Availability            N/A
3. Capacity                N/A
4. Signage
  - a. Any Sign must be accessory to a Confirmed Reservation.
  - b. Any affixed Sign must be hung by County staff and must be received by the Department of Cable and Consumer Services at least two workdays prior to the Confirmed Reservation.
5. Other Regulations
  - a. Any Wall Display may be suspended from the wall molding provided for this purpose in three designated first floor locations in the Government Center Building. Specific locations are identified in the Locator Map.
  - b. No individual Wall Display may weigh more than 35 pounds.
  - c. Any Wall Display may not extend more than 6" in depth from the wall.
  - d. Installation and removal of any Wall Display must be scheduled and coordinated with the Department of Cable and Consumer Services.
  - e. Any Wall Display hung in the designated areas of the Government Center Building will be removed at least seven days before the opening of Celebrate Fairfax.
  - f. Fairfax County does not assume liability for damage or theft.
  - g. Wall Space Display Areas are reserved for the use of Fairfax County.
  - h. The Awards Wall located on the second floor South Atrium is reserved for the use of Fairfax County.

6. Wall Display Areas Locator Map

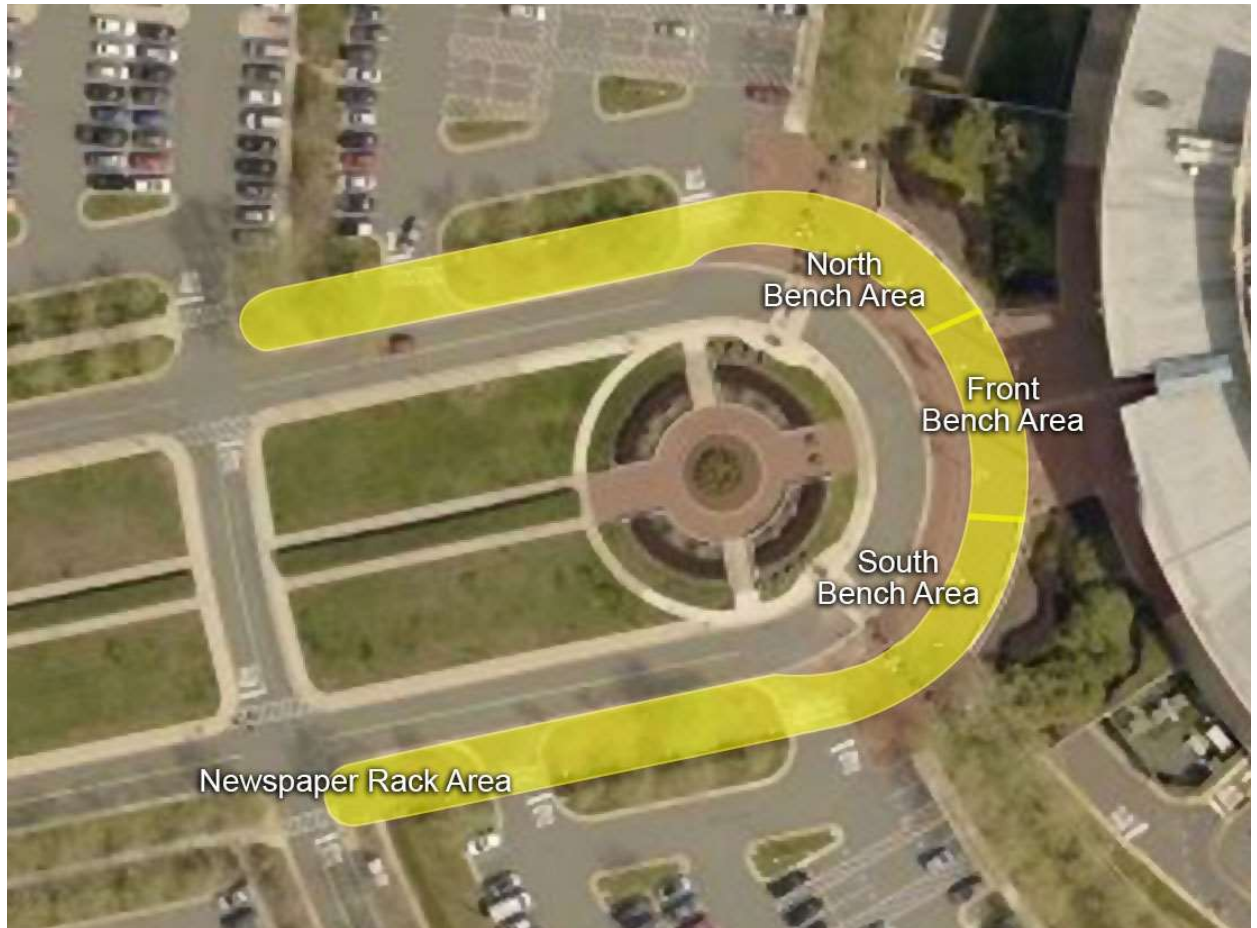




## **I. BENCH AREAS**

1. Authorized Uses      Civic Engagement or Community Events
2. Availability              Monday – Friday:              7:30 AM – 10 PM  
                                        Saturday:                      7:30 AM – 5 PM
3. Capacity                  North Bench Area:              10 occupants  
                                        South Bench Area:              10 occupants  
                                        Front Bench Area:              10 occupants
4. Signage                  a. Any Sign must be accessory to a Confirmed Reservation.  
                                        b. No Sign may be posted on the grounds of the Campus before the day of the Confirmed Reservation and must be removed within one day after the conclusion of the Confirmed Reservation.  
                                        c. No Sign can block ingress and egress to the building.
5. Other Regulations      a. Sound that is plainly audible and discernible within the building is not permitted during Working Hours.  
                                        b. All leaflets, literature, and other materials must be removed from the Campus by the end of each day.  
                                        c. No individual newspaper rack will be wider than 2', higher than 4', or extend more than 3' from the back edge of the sidewalk. No more than six newspaper racks can be located in the South Bench Area. No newspaper racks are permitted in the North or Front Bench Areas. No publication may use more than one space. The spaces are available on a first-come, first-served basis.  
                                        d. No applicant, organization, or group may reserve more than one Bench Area simultaneously.  
                                        e. The Front Bench Area may not be reserved when its use will impede ingress and egress to the building.  
                                        f. All trash must be removed following any use.

**6. Bench Areas Locator Map**



## **J. CENTER ISLAND MALL**

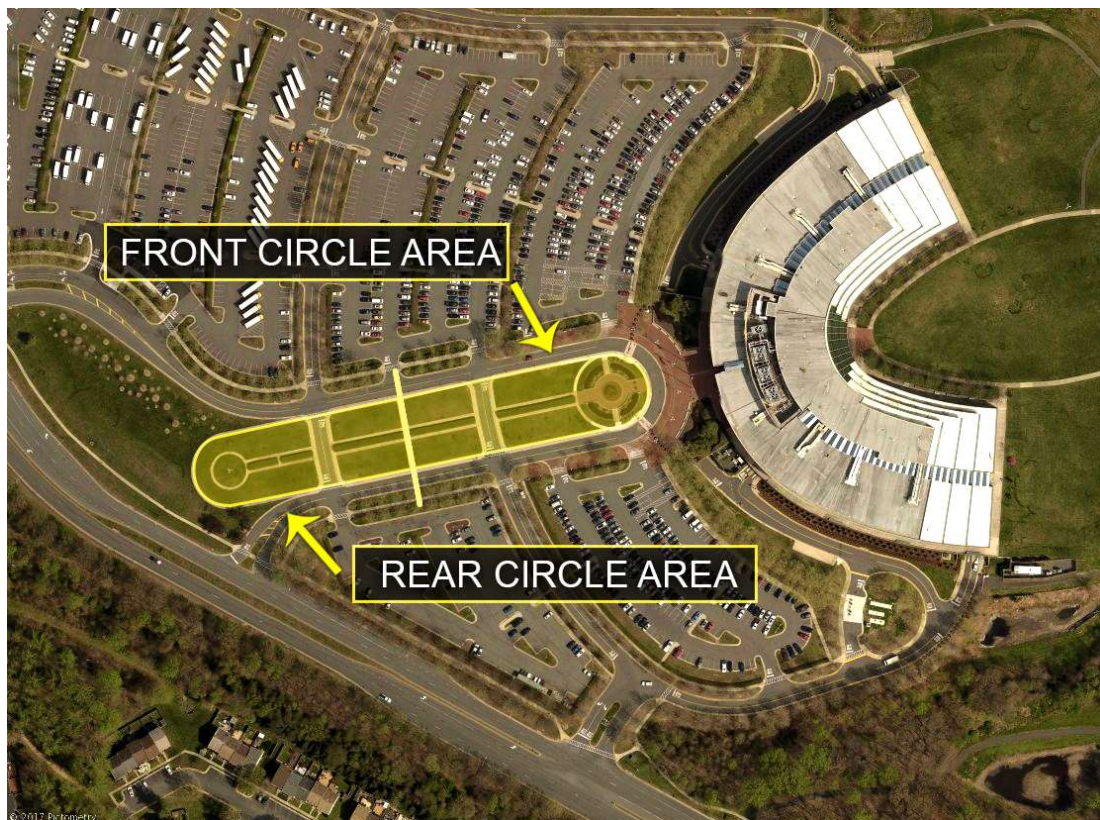
- 1. Authorized Uses** Public Forum Uses, Civic Engagement, Community Events, Markets, or Passive Recreation
- 2. Availability**

Monday – Friday:	7:30 AM – 10 PM
Saturday:	7:30 AM – 5 PM
Passive Recreation:	Daylight Hours
- 3. Capacity**

Front Circle Area:	750 occupants
Rear Circle Area:	750 occupants
- 4. Signage**
  - a. Any Sign must be accessory to the event.
  - b. No Sign may be installed until a site plan has been approved by the Facilities Management Department.
  - c. No Sign may block the line of sight of vehicles using the roadways or the County's permanent signage on the Campus.
  - d. No Sign may be posted on the grounds of the Campus before the day of the event and must be removed within one day after the conclusion of the event.
- 5. Other Regulations**
  - a. No event may last more than one day.
  - b. Only one Confirmed Reservation is permitted in each Circle Area, regardless of the size of the reservation.
  - c. Reservation requests for Public Forum Uses will be processed in the order in which they are received, and a Confirmed Reservation will be issued within three business days of receipt if the requested space is available and it meets all the requirements and conditions of this Procedural Memorandum.
  - d. If the requested space is unavailable or the reservation request fails to meet all the requirements and conditions of this Procedural Memorandum, the denial of the reservation request will be communicated to the requestor within three business days of the reservation request.
  - e. Uses of 25 or fewer people are not required to obtain a Confirmed Reservation. If, however, any such use of 25 or fewer people does not have a Confirmed Reservation, they may be required to move to accommodate a use that has obtained a Confirmed Reservation.
  - f. Any use greater than 25 people must receive a Confirmed Reservation and agree to comply with all rules and regulations set forth in this Procedural Memorandum.
  - g. The location of any item requiring installation such as any staking, tent, pole, or vehicle must be identified on a site plan approved by the Facilities Management Department to protect Fairfax County property.

- h. Sound that is plainly audible and discernible within the building is not permitted during Working Hours.
- i. All trash must be removed following any use.

**6. Center Island Mall Locator Map**



## **K. PARKING LOTS**

1. Authorized Uses      Building Parking or Parking Events
2. Availability              Monday – Friday:              6:30 AM – 10 PM  
                                    Saturday, Sunday:            6:30 AM – 5 PM
3. Capacity                Parking Lot A:                208 spaces  
                                    Parking Lot B:                172 spaces  
                                    Parking Lot C:                268 spaces
4. Signage                a. Any Sign must be accessory to a Confirmed Reservation.  
                                    b. No Sign may be posted on the grounds of the Campus before the day of the Confirmed Reservation and must be removed within one day after the conclusion of the Confirmed Reservation.  
                                    c. No Sign may block ingress and egress to the building.  
                                    d. No Sign may block the line of sight of vehicles using the roadways or the County's permanent signage on the Campus.  
                                    e. No Sign can interfere with building activities, accessible parking, or designated parking spaces.
5. Other Regulations    a. No Confirmed Reservation may last more than one day.  
                                    b. During Working Hours, only Parking Lot B may be reserved.  
                                    c. Outside of Working Hours, Parking Lots A, B, and C may be reserved.  
                                    d. No use can interfere with building activities, accessible parking, or designated parking spaces.  
                                    e. Parking Lots D, E, F, G, and H cannot be reserved.  
                                    f. All trash must be removed following any use.



**6. Parking Lots Locator Map**



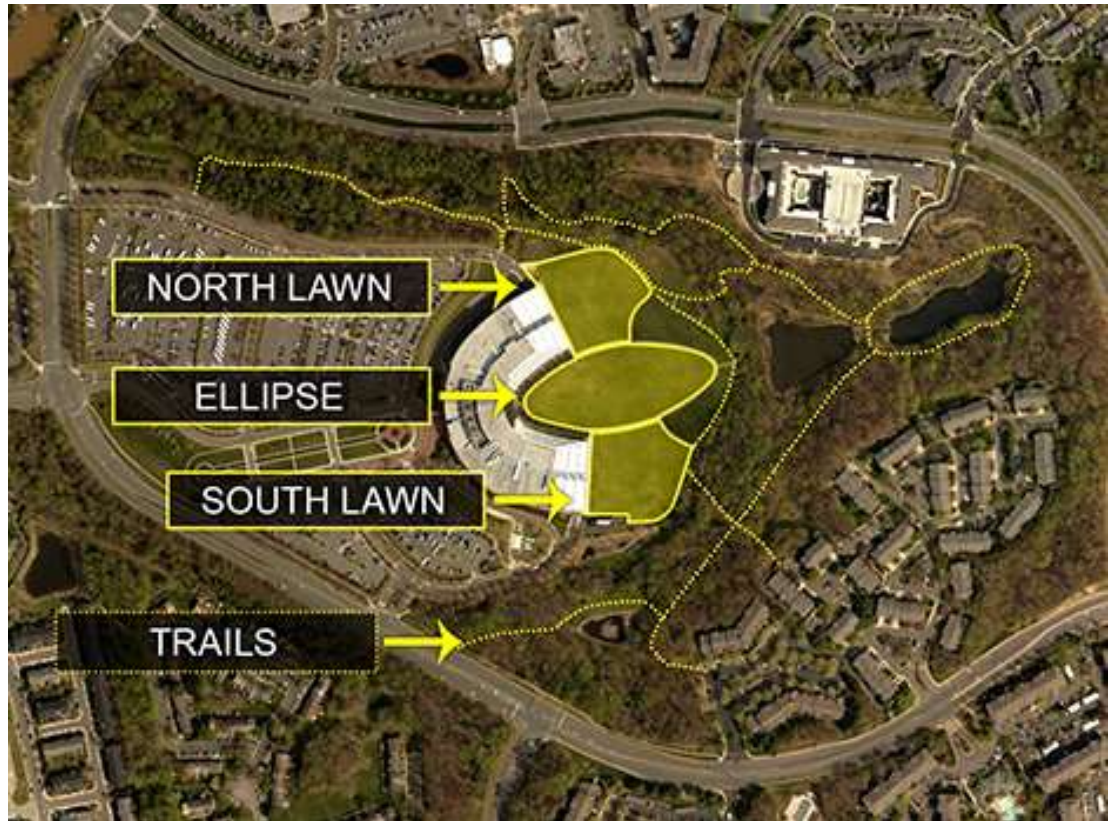
## **L. ELLIPSE, LAWNS, AND TRAILS**

- 1. Authorized Uses** Active or Passive Recreation, Community Events, Fundraising Activities, or Markets
- 2. Availability**

Monday – Friday:	7:30 AM – 10 PM
Saturday:	7:30 AM – 5 PM
Active Recreation:	Daylight Hours
Passive Recreation:	Daylight Hours
- 3. Capacity**

Ellipse:	600 occupants
North Lawn Area:	100 occupants
South Lawn Area:	100 occupants
Trails:	1000 occupants
- 4. Signage**
  - a. Any Sign must be accessory to a Confirmed Reservation.
  - b. No Sign may be installed until a site plan has been approved by the Facilities Management Department.
  - c. No Sign may be posted on the grounds of the Campus before the day of the Confirmed Reservation and must be removed within one day after the conclusion of the Confirmed Reservation.
  - d. No Sign can block ingress and egress to the building.
- 5. Other Regulations**
  - a. No Confirmed Reservation may last more than one day.
  - b. Sound that is plainly audible and discernible inside the building is not permitted during Working Hours.
  - c. Vehicle access is limited and must be coordinated with the Department of Cable and Consumer Services.
  - d. Any use must comply with posted signage.
  - e. All trash must be removed following any use.

6. Ellipse, Lawns, and Trails Locator Map



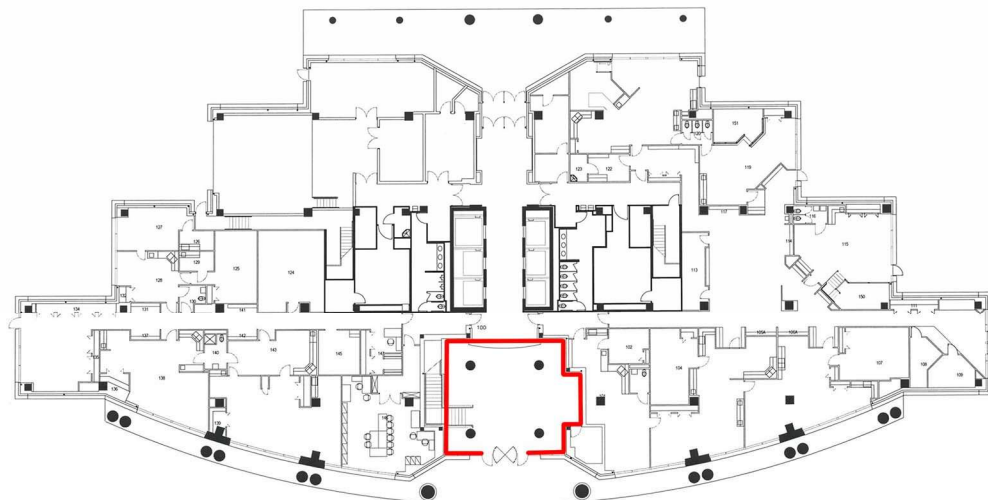


**M. PENNINO AND HERRITY BUILDING LOBBIES**

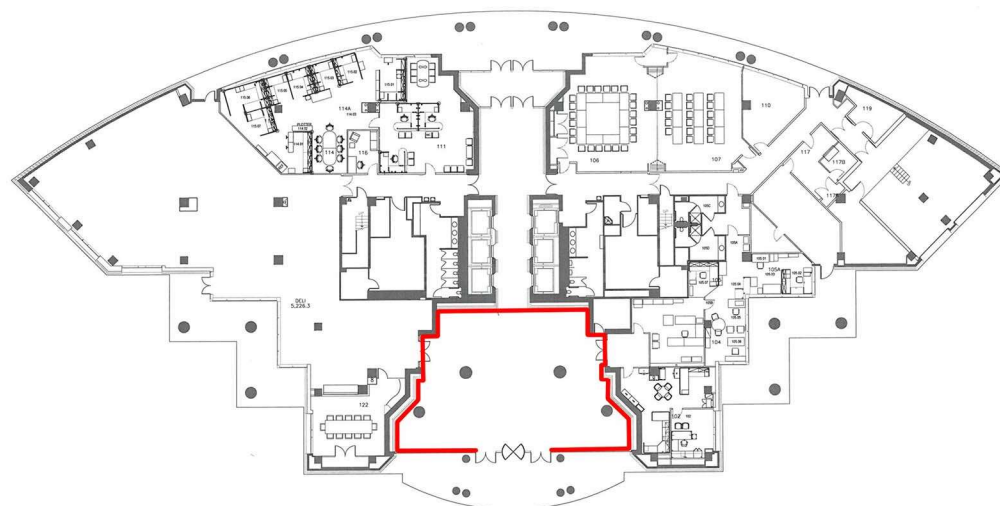
1. Authorized Uses Exhibits or Fundraising Activities
2. Availability 

Monday – Friday:	7:30 AM – 10 PM
Saturday:	7:30 AM – 5 PM
3. Capacity N/A
4. Signage
  - a. Any Sign must be accessory to a Confirmed Reservation, or other use within the building.
  - b. No Sign shall obstruct the view of any attendee.
  - c. Any affixed Sign must be hung by County staff and must be received by the Department of Cable and Consumer Services at least two workdays prior to the Confirmed Reservation.
5. Other Regulations
  - a. Authorized uses are limited to Fairfax County Government uses, except as accessory to a Confirmed Reservation, or other use.
  - b. Any Exhibit will be allowed for a period of up to one week from Monday at 7:30 AM to Saturday at 5 PM.
  - c. No Exhibit will be wider than 12', higher than 8', or extend more than 6' from the wall.
  - d. Any Exhibit must be removed at the end of the Confirmed Reservation.

6. Pennino and Herrity Building Lobbies Locator Map



PENNINO BUILDING LOBBY



HERRITY BUILDING LOBBY

#### **N. PENNINO PARK AND HERRITY PLAZA**

- 1. Authorized Uses** Public Forum Uses, Civic Engagement, Community Events, or Passive Recreation
- 2. Availability**

Monday – Friday:	7:30 AM – 10 PM
Saturday:	7:30 AM – 5 PM
Passive Recreation:	Daylight Hours
- 3. Capacity**

Pennino Park:	500 occupants
Herrity Plaza:	150 occupants
- 4. Signage**
  - a. Any Sign must be accessory to a Confirmed Reservation.
  - b. No Sign may be installed until a site plan has been approved by the Facilities Management Department.
  - c. No Sign may block the line of sight of vehicles using the roadways or the County's permanent signage on the Campus.
  - d. No Sign may be posted on the grounds of the Campus before the day of the event and must be removed within one day after the conclusion of the event.
  - e. No Sign can block ingress or egress to the building.
- 5. Other Regulations**
  - a. No event may last more than one day.
  - b. Each space (Pennino Park or Herrity Plaza) that can be reserved will accommodate only one Confirmed Reservation at a time regardless of the size of the reservation.
  - c. Reservation requests for Public Forum Uses will be processed in the order in which they are received, and a Confirmed Reservation will be issued within three business days of receipt if the requested space is available and it meets all the requirements and conditions of this Procedural Memorandum.
  - d. If the requested space is unavailable or the reservation request fails to meet all the requirements and conditions of this Procedural Memorandum, the denial of the reservation request will be communicated to the requestor within three business days of the reservation request.
  - e. Uses of 25 or fewer people are not required to obtain a Confirmed Reservation. If, however, any such use of 25 or less does not have a Confirmed Reservation, they may be required to move to accommodate a use that has obtained a Confirmed Reservation.
  - f. Any use greater than 25 people must receive a Confirmed Reservation and agree to comply with all rules and regulations set forth in this Procedural Memorandum.

Procedural Memorandum No. 04-11  
Regulations for the Use of the Government Center Campus

- g. The location of any item requiring installation such as any staking, tent, pole, or vehicle must be identified on a site plan approved by the Facilities Management Department.
- h. Sound that is plainly audible and discernible within the building is not permitted during Working Hours.
- i. All trash must be removed following any use.
- j. There are two Newspaper Rack areas at the rear entrance of both the Pennino Building and the Herrity Building. Each of the areas designated will be no wider than 5', or extend more than 3' deep.

6. Pennino Park and Herrity Plaza Locator Map



**O. BULLETIN BOARDS**

1. Authorized Uses      Signs
2. Availability          A Sign may be posted for a maximum of one month.
3. Capacity              N/A
4. Signage
  - a. Any Sign must be approved and date-stamped by the Department of Cable and Consumer Services.
  - b. Maximum size 8 ½" x 11".
  - c. 13 copies must be provided to the Department of Cable and Consumer Services two days prior to posting.
  - d. Any Sign posted on Bulletin Boards advertising an upcoming event must comply with the Countywide Communication Strategy.
  - e. Any Sign that contains advertising and logos of commercial enterprises is prohibited.
  - f. Any Sign posted on Bulletin Boards not approved by the Department of Cable and Consumer Services will be removed.
5. Other Regulations    a. Bulletin Boards are reserved for the use of Fairfax County.
6. Bulletin Board Locations
  - a. Bulletin boards are located in the Government Center Cafeteria, on the second floor near the top of the north open stairwell of the Government Center Building, in the J. Hamilton Lambert Conference Center, and in elevator lobbies of the Government Center, Pennino and Herrity Buildings.



# GOVERNMENT CENTER CAMPUS USE APPLICATION

## APPLICANT

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City, State

Zip Code

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

### Type of Entity

☐ Federal, state, regional, or local governmental entity or association

☐ Fairfax County Civic Association

☐ Candidate for a public office serving Fairfax County

☐ Fairfax County non-profit organization

☐ Fairfax County resident for non-commercial use

## EVENT OR MEETING DETAILS

Title \_\_\_\_\_

Contact Name, Phone, and Email \_\_\_\_\_

_____	_____	_____	_____	_____
	AM PM	AM PM	AM PM	AM PM
Day and Date	Set-Up Time	Start Time	End Time	Clean-Up Time

*For recurring events and meetings, please attach a separate list with all dates and times.*

Number of Participants \_\_\_\_\_

### Preferred Location

Board Auditorium		Center Island Mall	
Forum		Bench Areas – North, South, or Front	
J. Hamilton Conference Center Room		Parking Lots – A, B, or C	
Conference Center Reception		Ellipse, Lawns, or Trails	
Cafeteria		Pennino or Herrity Building Lobby	
Atriums – North or South		Pennino Park or Herrity Plaza	

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

### Resources

☐ Projector

☐ Podium with microphone

☐ Assistive Listening System

## 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.*

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*Applicant Signature*

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*Printed Name*

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*Date*

## SEND COMPLETED APPLICATION TO

Department of Cable and Consumer Services  
12000 Government Center Parkway, Suite 127  
Fairfax, VA 22035

**Email:** [reservations@fairfaxcounty.gov](mailto:reservations@fairfaxcounty.gov)

**Fax:** 703-324-2420

## APPLICATION APPROVAL

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*Approver (Name, Title)*

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*Date*

## APPROVED PER ATTACHED CONFIRMATION