

**FAIRFAX COUNTY, VIRGINIA
PROCEDURAL MEMORANDUM NO. 25-24**

To: Administrative Staff	Date: July 13, 2004
	Reference:
Initiated by: DPWES/Facilities Management Division	Approved by the County Executive: (signed by A. H. Griffin)
Subject: Regulations for Public Use of Community Rooms at Fairfax County District Governmental Centers	

TABLE OF CONTENTS

<u>PAGE</u>	<u>SECTION</u>	<u>TOPIC</u>
1	I.	Purpose of this Procedural Memorandum
1	II.	Policy for Use of Community Rooms at District Governmental Centers (DGCs)
2	III.	Use of Community Rooms at DGCs
	A.	Application Requirements
	B.	Advertisements
	C.	Temporary Signs
	D.	Fund-Raising Activities
3	IV.	Making and Canceling Reservations
3	V.	Applicant's Responsibilities
5	VI.	County Denial or Cancellation of Application

- Attachments:
1. District Governmental Centers Contact Information
 2. Description of Community Rooms Available at DGCs
 3. Community Room Use Permit Application

Note: Each DGC may maintain additional location specific information and/or regulations as an addendum to this procedural memorandum.

I. PURPOSE OF THIS PROCEDURAL MEMORANDUM

To establish the procedures and determine the conditions for public use of community rooms at Fairfax County District Governmental Centers (hereinafter referred to as "DGCs"). See Attachment 1 for a list of all DGC contact information and locations. See Attachment 2 for information on each community room.

These regulations do not provide for public use of the office suites of the District Supervisor and any other county agencies located in the DGC and any other space other than the community rooms at the DGCs. These regulations do not apply to the use of the community rooms by the Fairfax County government and authorized county agencies and employees. To the extent these regulations are in conflict with any existing regulations that may pertain to the use of a DGC by the public, these regulations shall take precedence.

II. POLICY FOR USE OF COMMUNITY ROOMS AT DGCs

A. The primary purpose of facilities of the Fairfax County Government is to allow the Board of Supervisors, county agencies, and county employees to conduct county business.

B. Public use of community rooms at a DGC shall be limited to:

- any nonprofit organization that serves the residents of Fairfax County,
- any resident, age 18 or older, of Fairfax County, and
- any non-Fairfax County governmental agency for official business that relates to the provision of governmental services to residents of Fairfax County.

Any such use is limited to civic, cultural, charitable, educational, religious, recreational and similar activities of a nonprofit or non-commercial nature and for intergovernmental purposes.

C. The District Supervisor and/or his/her designee is responsible for the management and operation of the community rooms at the DGC where his/her office is located. Anyone seeking to reserve a room at a DGC must complete the application process as detailed in Section IV, Making and Canceling Reservations. In the absence of the District Supervisor and/or his/her designee, any county agency resident in the DGC is hereby authorized to enforce this procedural memorandum.

D. Limitations on Reservations of Community Rooms

1. The community rooms of a DGC can be reserved for the next calendar year no earlier than September 1st of the previous year.
2. The community rooms of a DGC cannot be reserved in advance by or for the same applicant and/or activity for more than one activity each calendar month. No activity reserved in advance shall be allowed to take place for more than two consecutive days.

3. In the event a community room at a DGC has not been reserved within 72 hours of a particular day, then that community room can be reserved by an applicant even if that applicant has already had a reserved activity earlier that month or an advance reservation for later in the month.
 4. **Any reservation is subject to cancellation if the space is needed for official Fairfax County business.**
 5. No applicant shall be allowed to reserve or use the community rooms for commercial purposes.
 6. No fees can be charged for any activity or event at a DGC.
- E.** Reservations made prior to the adoption of this procedural memorandum are subject to all of the rules and regulations set forth herein. However, anyone with an approved reservation of a community room as of the effective date of this procedural memorandum will be allowed to use that space in accordance with the approved reservation even if that person or organization no longer qualifies under this procedural memorandum.

III. USE OF COMMUNITY ROOMS AT DGCs

A. Application Requirements

Any use by the public of the community rooms at a DGC shall require a signed and approved application (See Attachment 3).

B. Advertisements

The identity of the sponsoring person or organization and the time and location of the event must be clearly stated on all advertisements and invitations. Directions to the DGC must also be included.

C. Temporary Signs

Only directional signs shall be allowed outside the reserved community room. Requests for signage must be included and approved in the Application and must comply with the following:

1. The maximum size of any sign is one square foot and no more than three signs shall be used.
2. Signage shall not be set up more than one hour prior to the scheduled event and must be removed at the conclusion of the event.
3. No signs shall be placed so as to block the line of sight of the county's permanent signage at a DGC or block the line of sight of any vehicles.

D. Fund-Raising Activities

1. If the usage of the DGC includes the sale of merchandise or services, the applicant must be a nonprofit organization. The funds raised must be used to support or benefit activities of a nonprofit or noncommercial nature that serve Fairfax County residents.
2. Space may be reserved no more than twice a year per nonprofit organization to sell merchandise or services.

IV. MAKING AND CANCELING RESERVATIONS

- A. Reservations are required for the use of any community room at a DGC. Each DGC has its own established hours of operation.
- B. No application will be considered approved until the District Supervisor and/or his/her designee has approved it. Any changes made to an approved Application may cause the initial approval to be rescinded.
- C. Cancellations must be reported as soon as possible to the applicable Supervisor's office. **No-shows or failure to cancel in a timely fashion could result in denial of future use.**
- D. On days that county employees are granted unscheduled leave, staff may not be able to accommodate any special requests previously approved.
- E. Any reservation is automatically canceled on any day that the county government employees are granted administrative leave.

V. APPLICANT'S RESPONSIBILITIES

Once an application is approved, the applicant shall:

- A. Ensure that a person listed on the application is present in the reserved area at all times and has in his/her possession a copy of the approved application. If the only responsible adult present was not listed on the original application, that person must inform the supervisor's office of that fact and add their name to the application. The newly-identified responsible adult should then receive and review a copy of the updated application and a copy of this procedural memorandum.
- B. Ensure that event participants shall not be restricted from participation based on race, religion, color, gender, age, national origin or disability.
- C. Ensure that any use shall be the use approved in the application.
- D. Ensure that no signs or objects are affixed to any building surfaces.

- E.** Provide at least one adult chaperone for every 10 children under 18 years of age. Thus, if 11 children are present, two adult chaperones are required.
- F.** Ensure that the number of participants does not exceed the approved number of participants.
- G.** Ensure that participants park only in designated parking areas.
- H.** Ensure that the events and participants remain within the approved community room(s).
- I.** In those DGCs where food and drink is allowed, ensure that it is only consumed in areas designated for eating and only after receiving permission in the approved application. The applicant is also responsible for supplying all serving equipment, cleaning all tables and spills, and placing all refuse and recyclable materials in the appropriate containers. In some cases, the applicants may be required to remove their trash from the site.
- J.** Ensure that alcoholic beverages are not served or consumed at the DGC unless prior permission has been granted by the County Executive and the appropriate license has been obtained from the Virginia Department of Alcoholic Beverage Control.
- K.** Guarantee that activities shall be peaceful, orderly, lawful and not of a nature to incite others to disorder and ensure that activities are not disruptive to other persons.
- L.** Prohibit smoking in the building and at least 50 feet away from any entrances. No candles or open flames are permitted.
- M.** Ensure that gambling is not permitted.
- N.** Ensure that animals (except guide or service animals) do not enter any DGC.
- O.** Ensure that furniture is not removed from any room. Rooms must be returned to their standard configuration at the end of the reserved time.
- P.** Strictly observe the time limits specified for the event and leave the furniture, building and grounds in a clean, neat and orderly condition.
- Q.** Ensure that any damage is reported to the DGC immediately and that the county is paid for the cost of any damages occurring during a reserved activity. Applicants will be responsible for any damage to county property.
- R.** Ensure that the owner of any private property brought into community rooms is solely responsible for that property. The county assumes no responsibility for damage or loss of private property or for personal injury that may occur on county property.
- S.** Comply with all federal, state and county laws, statutes, ordinances, regulations, and licensing requirements.

- T. Agree to hold harmless and indemnify the County of Fairfax and its agents and employees with respect to any claim of loss, injury or damage because of any actions taken by the applicant, or the applicant's employees, agents, or guests, including damage to county property or property for which the County is responsible. An insurance policy for such liability coverage is recommended and may be required if deemed necessary by the Department of Finance, Risk Management Division.

VI. COUNTY DENIAL OR CANCELLATION OF APPLICATIONS

- A. The County of Fairfax reserves the right to deny any application to use the community rooms of any DGC or cancel any approved application when it deems such action to be in the best interest of the county.
- B. **Any violation of any rules or requirements set forth in this Procedural Memorandum may be grounds for immediate expulsion and denial of future use of community rooms at any county facility.** The applicant's signature on the application constitutes an acknowledgment that the applicant will comply with all regulations stated herein. Any questions should be referred to the particular DGC.
- C. The county shall not be liable for any costs incurred and/or damages suffered by applicants as the result of denial of any application or cancellation of any use of the facilities at any DGC.

District Governmental Centers
Contact Information for Reserving Community Rooms - as of June 2004

This attachment will be updated by County staff as necessary without the need to return it to the Board for additional approval.

Braddock District Governmental Center

Kings Park Library Building
9002 Burke Lake Road, Burke, VA 22015
Phone: 703-425-9300, TTY 703-978-7973
Fax: 703-503-9583
www.fairfaxcounty.gov/gov/bos/bd/default.htm
E-mail: braddock@fairfaxcounty.gov

Dranesville District Governmental Center

McLean Governmental Center
1437 Balls Hill Road, McLean, VA 22101
Phone: 703-356-0551, TTY 703-356-5320
Fax: 703-821-4275
www.fairfaxcounty.gov/gov/bos/dd/default.htm
E-mail: dranesville@fairfaxcounty.gov

Hunter Mill District Governmental Center

North County Governmental Center
12000 Bowman Towne Drive, Reston, VA 20190
Phone: 703-478-0283, TTY 703-736-4460
Fax: 703-471-6847
www.fairfaxcounty.gov/gov/bos/hm/default.htm
E-mail: hntmill@fairfaxcounty.gov

Lee District Governmental Center

Franconia Governmental Center
6121 Franconia Road, Alexandria, VA 22310
Phone: 703-971-6262, TTY 800-828-1120
Fax: 703-971-3032
www.fairfaxcounty.gov/gov/bos/ld/default.htm
E-mail: leedist@fairfaxcounty.gov

Mason District Governmental Center

Mason Governmental Center
6507 Columbia Pike, Annandale, VA 22003
Phone: 703-256-7717, TTY 703-642-3540
Fax: 703-354-8419
www.fairfaxcounty.gov/gov/bos/md/default.htm
E-mail: mason@fairfaxcounty.gov.

Mount Vernon District Governmental Center

Mount Vernon Governmental Center
2511 Parkers Lane, Alexandria, VA 22306
Phone: 703-780-7518, TTY 711 (Virginia Relay System)
Fax: 703-780-1491
www.fairfaxcounty.gov/gov/bos/mvd/default.htm
E-mail: mtvernon@fairfaxcounty.gov.

Springfield District Governmental Center

West Springfield Governmental Center
6140 Rolling Road, Springfield, VA 22152
Phone: 703-451-8873, TTY 703-455-6691
Fax: 703-451-3047
www.fairfaxcounty.gov/gov/bos/spd/default.htm
E-mail: springfield@fairfaxcounty.gov

Sully District Governmental Center

Sully District Governmental Center
4900 Stonecroft Boulevard, Chantilly, VA 20151
Phone: 703-814-7100, TTY 703-814-7109
Fax: 703-814-7110
www.fairfaxcounty.gov/gov/bos/sud/default.htm
E-mail: sully@fairfaxcounty.gov

Providence District Governmental Center

Providence District

(There are no community rooms at this facility.)

Information on DGC Community Rooms Available as of June 2004

Community room sizes vary and can accommodate meetings of various sizes. The locations, the rooms and their standard configurations and capacities are shown in the following table.

Applicants have access to tables and chairs which they must setup themselves. Everything must be put away or returned to a standard configuration by the applicant as agreed upon at the time the reservation was approved.

This attachment will be updated by County staff as necessary without the need to return it to the Board for additional approval.

DGC	NUMBER OF COMMUNITY ROOMS	CONFERENCE STYLE	THEATER STYLE
Braddock DGC (Kings Park Library Bldg)	1	24	60
Dranesville DGC (McLean GC)	1	50	80
Hunter Mill DGC (North County GC)	1	40	80
Lee DGC (Franconia GC)	2 rooms combined to form 1 large room Rooms A, B	40 25, 25	80 45, 45
Mason DGC	3 separate rooms	16, 60, 85	32, 100, 182
Mount Vernon DGC	3 rooms combined to form 1 large room Rooms 1, 2, 3	100 44, 31, 32	150 50, 50, 50
Springfield DGC (West Springfield GC)	2 rooms combined to form 1 large room Room 1, 2	50 25, 25	80 40, 40
Sully DGC	2 rooms combined to form 1 large room Room 1, 2	75 35, 20	115 75, 40

COUNTY OF FAIRFAX COMMUNITY ROOM USE PERMIT APPLICATION

TO USE COMMUNITY ROOM(S) AT A FAIRFAX COUNTY DISTRICT GOVERNMENTAL CENTER

Name of District Governmental Center: _____

Name of Applicant or Representative: _____ Phone: _____

Address: _____ FAX: _____

(Street) (City, State, Zip)

Name of Organization Represented (if applicable): _____

Title/Subject/Purpose of Activity: _____

Number of Individuals Participating in this Activity: _____

Category of Activity (check applicable box):

- Governmental
- County-Based Nonprofit Organization
- County Resident

Requested Date and Time of Activity: _____ Date From -- To

First Choice: _____

Second Choice: _____

Activity Start Time (if different): _____

Requested Location(s) for Activities: _____

Community Room(s): _____

Describe below or on a separate sheet of paper the particulars of the use.

Will Food/Drinks be served? Yes/No. If Yes, describe: _____

Is the activity, or any part thereof, a fundraiser? Yes/No. If Yes, describe: _____

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, cancelled, 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. 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.

Special Conditions of Approval: _____

Applicant's Signature

Date: _____

APPROVED

District Governmental Center

Date: _____

Send application to appropriate District Governmental Center at the address listed on Attachment 1