

NOTICE 8422

Facilities and Transportation Services
Community Use

Effective: August 26, 2025
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Subject: **Community Use of School Facilities as Polling Places for the Sept. 9, 2025, Special Election in the 11th Congressional District**

Effective: August 26, 2025

Expires: September 16, 2025

Affects: 109 FCPS facilities (listed on later pages)

This notice provides essential guidance for all FCPS schools designated as polling places for the upcoming election on **Tuesday, September 9, 2025**. Please review the following requirements and responsibilities carefully to ensure full compliance.

Regulation 8422: Community Use of School Facilities as Polling Places

Responsibilities for the use of school facilities as polling places are outlined in the current version of *Regulation 8422, Community Use of School Facilities as Polling Places*. Review that regulation carefully, especially the sections regarding the display of flags and required hours of access for election officials.

Polling place survey

A polling place survey will be emailed to your point of contact approximately **six to eight weeks before Election Day**. This survey is used to coordinate delivery of voting equipment and timing of facility access for setup on the Monday before Election Day. Ensure the survey is completed and submitted by the specified deadline.

Voting equipment delivery and pickup

- **Delivery window:** between Wednesday, August 27 and Wednesday, September 3
- **Pickup window:** between Wednesday, September 10 and Wednesday, September 18

Election cages (**65"H, 63"W, 33"D**) containing voting equipment will be delivered to each school one to two weeks before Election Day.

Custodians should be advised that Office of Elections staff will visit each location the week before Election Day to verify that the correct equipment has been delivered. A custodian or other staff member in each facility should be prepared to direct the Office of Elections staff to the location(s) of the equipment within each facility.

Voting equipment will be picked up within one week after Election Day.

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Voting room, tables, and chairs

Although school is in session, the voting room must be in the gym or another room that provides at least 1,500 square feet of unobstructed space.

The voting room must include:

- At least 10 tables (tables with attached chairs are not permitted)
- At least 20 separate, moveable, adult-sized chairs

If additional equipment is needed, submit a request to the Logistics Center for more tables or chairs no later than **Friday, August 29**.

Entry access and door procedures

Voters cannot be required to sign in at the main office. If your school has a door access system:

- Deprogram the voter entrance doors for the day, OR
- Assign a staff member to monitor the door and ensure voters can enter without delay

Prohibited activities within 40 feet of polling place entrance

In accordance with Virginia Code § 24.2-604, no campaigning, bake sales, fundraising, or other solicitation may take place within 40 feet of the polling place entrance.

Parking & accessibility

All polling places must be fully ADA-compliant, including clear and accessible entry to the building from the designated accessible entrance.

- Do **NOT** allow school buses to park near any entrance designated for voter access.
- Election officers will post signs to reserve accessible parking spaces for voters.
- Refer to the attached chart for the required number of voter-reserved parking spaces.

Election day requirements – Tuesday, September 9, 2025

The building must be open by 5:00 a.m. Each school is authorized for two hours of custodial overtime. In addition:

- Ensure all lighting (interior and exterior) is functional.
- Adjust exterior lighting to turn on early for election worker arrival at 5:00 a.m.
- Ensure climate control is active in the voting area from 5:00 a.m. until 10:00 p.m.
- Do not schedule fire drills on Election Day.

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FCPS FACILITIES USED AS ELECTION DAY POLLING PLACES September 9, 2025, Special Election in the 11th Congressional District

Elementary Schools (81)		Parking Spaces	
Aldrin (2 precincts)	20	Island Creek	10
Armstrong (2 precincts)	20	Keene Mill	10
Bonnie Brae	10	Kings Park	10
Brookfield	10	Lake Anne	10
Bull Run	10	Lane	10
Camelot	10	Laurel Hill (2 precincts)	20
Canterbury Woods	10	Laurel Ridge	10
Cardinal Forest	10	Lees Corner	10
Cedar Lane	10	Little Run	10
Centre Ridge	10	London Towne	10
Centreville	10	Lorton Station (2 precincts)	20
Cherry Run	10	Lynbrook	10
Clearview	10	Mantua	10
Coates	10	Marshall Road	10
Colvin Run	10	McNair	10
Crestwood	10	Mosaic (2 precincts)	20
Crossfield	10	Navy	10
Cub Run	10	Newington Forest (2 precincts)	20
Cunningham Park	10	Oak Hill	10
Deer Park	10	Oak View (2 precincts)	20
Dogwood	10	Olde Creek	10
Eagle View (2 precincts)	20	Orange Hunt	10
Fairfax Villa	10	Poplar Tree	10
Fairhill	10	Powell	10
Fairview	10	Ravensworth	10
Flint Hill (2 precincts)	20	Rolling Valley	10
Floris	10	Sangster	10
Forest Edge	10	Saratoga (2 precincts)	20
Forestdale	10	Silverbrook	10
Forestville	10	Spring Hill	10
Fox Mill (2 precincts)	20	Sunrise Valley (2 precincts)	20
Freedom Hill	10	Terra Centre	10
Garfield	10	Wakefield Forest	10
Great Falls	10	Waples Mill	10
Greenbriar East	10	West Springfield	10
Greenbriar West	10	Westbriar (2 precincts)	10
Halley (2 precincts)	20	Westgate	10
Herndon	10	White Oaks	10
Hunt Valley	10	Willow Springs	10
Hunters Woods	10	Wolftrap	10
Hutchison	10		

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Middle Schools (12)	Parking
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Carson	10
Cooper	10
Franklin (2 precincts)	20
Herndon	10
Hughes	10
Irving	10
Key	10
Kilmer	10
Jackson (2 precincts)	20
Rocky Run	10
Stone	10
Thoreau	10

Secondary Schools (2)	Parking
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Lake Braddock (2 precincts)	20
Robinson	10

High Schools (12)	Parking
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Centreville (2 precincts)	20
Chantilly	10
Edison	10
Herndon	10
Lewis	10
Madison (2 precincts)	20
Mountain View	10
Oakton	10
South County	10
South Lakes	10
West Springfield (2 precincts)	20
Woodson (2 precincts)	20

Other FCPS Facilities (2)	Parking
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Sprague Technology Center	10
Gatehouse Administration Center	10