

**Notice 8422**  
Facilities and Transportation Services  
Community Use  
Effective: February 15, 2024

## **FACILITIES**

### **Leasing and Community Use of Facilities**

#### **Community Use of School Facilities as Polling Places for the March 5, 2024, Democratic and Republican Presidential Primary Elections**

##### **I. PURPOSE**

To provide a list of the 167 school facilities that have been made available to the Fairfax County Electoral Board as polling places for the **March 5, 2024, Democratic and Republican Presidential Primary Elections** (see attachment), and to supply related information.

This notice is effective until Tuesday, March 12, 2024.

##### **II. RESPONSIBILITIES**

Responsibilities associated with the use of school facilities as polling places are set forth in the current version of Regulation 8422, Community Use of School Facilities as Polling Places. Attention is called to the paragraphs pertaining to requirements for the display of flags and times the facilities are open to election officials. Buildings must be open on time.

A polling place survey will be sent to your point of contact approximately 6 weeks prior to the election. The information collected ensures the coordination of the delivery of the voting equipment as well as the timing of access to your facility for set-up on the Monday before Election Day. Please ensure that the survey is returned by the specified deadline.

Polling facilities for all elections must comply with the Americans with Disabilities Act (ADA) including admittance from the accessible entrance to the building. If necessary, election officers will put up signs to reserve parking spaces for voters requiring accessibility near that entrance. Additionally, please ensure that no school buses are parked near an entrance designated as ingress to the polling place as state law prohibits anything that may impede voter access.

Parking spaces are to be reserved for voters. Please reference the attachment for the number of reserved parking spaces required for your facility.

**Polling activities should be in either the gym or cafeteria, or in a space that provides at least 1500 square feet of unobstructed space. To accommodate multiple pieces of electronic voting equipment, tables with separate, movable, adult-sized chairs designated for ballot distribution and ballot marking, election staff, voters with disabilities and older voters must be provided. **If your facility does not have an****

**Notice 8422**

Page 2

Effective: February 15, 2024

**adequate number of tables and chairs, these items should be ordered from the Logistics Center. Contact Ms. Maria Hernandez-Mata, (703) 658-3640.**

Voters do not need to sign in at the main office. If your school has a door access system, please deprogram the door(s) used by the voters. If you do not want to disable the door(s) on Election Day, you must post someone near the door(s) to allow voters to enter without impediment. A school should not plan a fire drill on any Election Day.

Virginia Election Law 24.2-604 banning campaigning within 40 feet of any entrance to the polling place applies to soliciting for charitable causes as well.

The Fairfax County Office of Elections has been advised that warehouse personnel will move the election cart (58"H, 61"W, 32.5"D) from the warehouse to the schools beginning the week of Monday, February 26 through Wednesday, February 28, 2024. Voting equipment will be picked up for storage beginning Wednesday, March 6, 2024. Custodians should be advised that Office of Elections personnel will visit each location on Monday, March 4, 2024, to verify that the correct equipment has been delivered.

Each polling location listed on the attachment is authorized for two hours custodial overtime. Schools must be opened at 5:00 a.m. and outside lights must be turned on. Please check your exterior lighting prior to the polling date to ensure that all lights function properly. Additionally, please ensure that climate control is set to work in the assigned voting areas from 5:00 a.m. until 10:00 p.m. on Tuesday, March 5, 2024.

It is requested that a custodian in each school facility be advised on this subject and be prepared to direct the Office of Elections staff to the location(s) of the equipment within each facility.

Legal Reference: Virginia Election Law § 24.2-604

See also the current version of: Regulation 8422, Community Use of School Facilities as Polling Places

**Attachment  
Notice 8422**

Page 1 of 2

Effective: February 15, 2024

**FAIRFAX COUNTY SCHOOL FACILITIES USED AS POLLING PLACES  
March 5, 2024, Democratic and Republican Presidential Primary Elections**

<u>Elementary Schools (123)</u>	<u>Spaces</u>	<u>Elementary Schools (continued)</u>	<u>Spaces</u>
Aldrin (2 precincts)	20	Franklin Sherman	10
Annandale Terrace	10	Freedom Hill	10
Armstrong (2 precincts)	20	Garfield	10
Bailey's	10	Glen Forest	10
Beech Tree	10	Graham Road	10
Belle View	10	Great Falls	10
Belvedere	10	Greenbriar East	10
Bonnie Brae	10	Greenbriar West	10
Braddock	10	Groveton	10
Bren Mar Park	10	Gunston	10
Brookfield	10	Halley (2 precincts)	20
Bull Run (2 precincts)	20	Haycock	10
Bush Hill	10	Hayfield	10
Camelot	10	Herndon	10
Cameron	10	Hollin Meadows	10
Canterbury Woods	10	Hunt Valley	10
Cardinal Forest	10	Hunters Woods	10
Cedar Lane	10	Hutchison	10
Centre Ridge	10	Hybla Valley	10
Centreville	10	Island Creek	10
Cherry Run	10	Keene Mill	10
Chesterbrook (2 precincts)	20	Kent Gardens	10
Churchill Road	10	Kings Park	10
Clearview	10	Lake Anne	10
Clermont	10	Lane	10
Coates	10	Laurel Hill (2 precincts)	20
Colvin Run	10	Laurel Ridge	10
Crestwood	10	Lees Corner	10
Crossfield	10	Lemon Road	10
Cub Run	10	Little Run	10
Cunningham Park	10	London Towne	10
Deer Park	10	Lorton Station (2 precincts)	20
Dogwood	10	Lynbrook (2 precincts)	20
Eagle View (2 precincts)	20	Mantua	10
Fairfax Villa	10	Marshall Road	10
Fairhill	10	Mason Crest	10
Fairview	10	McNair	10
Flint Hill (2 precincts)	20	Mosaic	20
Floris	10	Mount Eagle	10
Forest Edge	10	Mount Vernon Woods (2 precincts)	20
Forestdale	10	Navy	10
Forestville	10	Newington Forest (2 precincts)	20
Fort Hunt	10	North Springfield	10
Fox Mill (2 precincts)	20	Oak Hill	10

**FAIRFAX COUNTY SCHOOL FACILITIES USED AS POLLING PLACES**  
**March 5, 2024, Democratic and Republican Presidential Primary Elections**

<u>Elementary Schools (continued)</u>		<u>Middle Schools (continued)</u>	
Oak View (2 precincts)	20	Liberty	10
Olde Creek	10	Longfellow	10
Orange Hunt	10	Luther Jackson (2 precincts)	20
Parklawn	10	Poe	10
Pine Spring	10	Rocky Run	10
Poplar Tree	10	Stone	10
Powell	10	Thoreau	10
Ravensworth	10	Whitman	10
Riverside	10		
Rolling Valley	10		
Rose Hill	10	<u>Secondary Schools (3)</u>	
Sangster	10	Hayfield (2 precincts)	20
Saratoga (2 precincts)	20	Lake Braddock (2 precincts)	20
Shreveview	10	Robinson	10
Silverbrook	10		
Sleepy Hollow	10	<u>High Schools (17)</u>	
Spring Hill	10	Centreville (2 precincts)	20
Stratford Landing	10	Chantilly	10
Sunrise Valley (2 precincts)	20	Edison (2 precincts)	20
Terra Centre	10	Herndon	10
Timber Lane	10	Justice	10
Virginia Run	10	Langley (2 precincts)	20
Wakefield Forest	10	Lewis	10
Waples Mill	10	Madison (2 precincts)	20
Washington Mill	10	Marshall	10
Waynewood	10	McLean	10
Westbriar (2 precincts)	20	Oakton	10
Westgate	10	South County	10
Westlawn	10	South Lakes	10
West Springfield	10	Thomas Jefferson High School for Science and Technology	10
White Oaks	10	West Potomac	10
Willow Springs (2 precincts)	20	West Springfield (2 precincts)	20
Wolftrap	10	Woodson (2 precincts)	20
Woodburn	10		
Woodley Hills	10		
		<u>Other School Facilities (7)</u>	
<u>Middle Schools (17)</u>		Bryant Alternative High School	10
Rachel Carson	10	Leis Instructional Center	10
Cooper	10	Mountain View High School	10
Franklin (2 precincts)	20	Pimmit Hills Center	10
Herndon	10	Sprague Technology Center	10
Holmes	10	Virginia Hills Center	10
Hughes	10	FCPS Gatehouse Rd. Facility	10
Irving	10		
Key	10		
Kilmer	10		