

COUNTY OF FAIRFAX
Helen Wilson Community Room – Franconia Governmental Center
COMMUNITY ROOM USE APPLICATION

PLEASE PRINT OR TYPE

Today's Date: _____

Requested Date(s) and Time of Activity: _____ to _____
Month/Day/Year Begin End

Name of Applicant or Representative: _____

Address: _____
(Street) (City, State, Zip)

Home Phone: _____ FAX: _____

Work Phone: _____ Cell Phone: _____

Email: _____

Name of Organization Represented: _____

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

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

Will Food/Drinks be served? Yes or No.

If Yes, describe: _____

NOTE: You must bag and remove trash, and you must keep noise level low to avoid disturbing staff in offices adjacent to the community room or at the police station. Excessive noise may result in your group being asked to leave immediately. Activities may not be conducted in the hallway or lobby without express prior permission. Make sure room is clean and lights are off when finished. Violation of any rules or conditions may revoke your privilege to use of the room in future.

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, canceled, 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. Property damage is to be reported immediately. 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.

Do not provide a Governmental center phone number as a point of contact to your guests. If the County receives calls regarding your event, your number will be provided to the caller.

Not Permitted At This Facility: Fund raisers and weddings (except 30-minute ceremony with celebrant – no receptions)

_____ (Signature)

_____ (Print
Name)

_____ (Approved by: Office Use Only)

_____ (Date: Office Use Only)

Submit application:

Email as a WORD document or PDF: Brittany.McGann@fairfaxcounty.gov

Drop Off or Mail:

Lee District Supervisor's Office
Franconia Governmental Center, Suite 107
6121 Franconia Road
Alexandria, VA 22310
Main: 703-971-6262
Office Hours: 8 .m. to 5 p.m.
Or leave in Night Drop Box by office front door after hours

Fax to 703-971-3032

Reservations are NOT confirmed until you have completed this form and have been told that you are on the calendar.