

COUNTY OF FAIRFAX COMMUNITY ROOM USE PERMIT APPLICATION

FAX : 703-354-8419

TO USE COMMUNITY ROOM(S) AT MASON DISTRICT GOVERNMENTAL CENTER

(All items must be completed. If not applicable, please write "not applicable" or "N/A" in space)

Applicant (individual or organization using room): _____

Category of applicant: Governmental Nonprofit serving County residents County resident

Name and address of contact: _____

(Full Name / Street / City / State / Zip)

Phone: _____ Fax: _____

E-mail: _____ Website: _____

Title/subject/purpose of activity: _____

Category of activity:

Civic Cultural Charitable Educational Religious Recreational

Other nonprofit/noncommercial/intergovernmental use (Describe): _____

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

Will food or drinks be served? Yes No. If Yes, describe: _____

Requested date and time of activity: **4 HOUR MAXIMUM** - **set up & clean up** - Daily, 8:00 a.m. to 10:00 p.m.
Date(s), Start Time, & End Time: _____

Activity start time (if different): _____ Number of participants: _____

Requested location(s) for activities (capacity limits listed below each room):

[] Main Community Room, [] Large Conference Room, [] Small Conference Room
(100) (100) (15)

Permission granted for use of any portion of the facilities and/or grounds at Mason District Governmental Center by any organization or individual may be revoked, cancelled, postponed, or rescheduled without recourse. 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 local, state, and federal laws including the Americans with Disabilities Act (ADA). I recognize that it is my responsibility to supply ADA required assistance for this event. I have received a copy of (URL on reverse side of this form), read and agree to comply with the requirements for use of the District Governmental Center.* I understand that I may be required to reapply if any changes are made to this application.

▶ _____

Applicant's Signature

Date: _____

APPROVED _____

Mason District Governmental Center

Date: _____

Initials _____ - I have read and will comply with the regulations as stated on the reverse side of this form.

- Please supply proof of Fairfax County residence and nonprofit status as applicable to Mason District Supervisor's Office prior to your event.

note the following:

ANY violation of room use regulations will be noted and kept in your file. Failure to follow the room use regulations may result in immediate expulsion and denial of future use of these facilities. You may be charged for the cost of clean-up that you fail to do before your departure. By signing this application, you are agreeing that you and the members of your group will comply with all regulations as stated.

- It is your responsibility to ensure that **all** in attendance at your meeting(s) are aware of the room use regulations for groups and organizations utilizing meeting space at this facility. After 6:00 PM, Monday to Friday or during weekends, please see the Police desk for access to rooms.
- Please call at least **48 hours** in advance for cancellations so that the rooms may be made available for other groups. **No-shows will be recorded and repeated no-shows will result in denial of future use.**
- Meeting rooms may be used daily, **8:00 AM to 10:00 PM, limited to a total of 4 hours (this includes time for setup and cleanup)**. Groups using County facilities are responsible for maintaining order. Any noise during your use of the room may not be plainly discernable in any other office in the Mason District Governmental Center. **NO** amplified music allowed. **NO** open flames or burning materials, including for food service.
- **Tables and chairs.** This facility has a limited supply of tables and chairs for use in the meeting rooms. Please check with the Supervisor's Office for table/chair availability before reserving a room. You may need to bring extra tables/chairs for some events. After use, all chairs must be stacked, and all tables folded up and returned to the back of the room against the wall. DO NOT block doorways with furniture.
- **BRING WHAT YOU NEED! ALL** supplies required for your meetings at the Governmental Center are your responsibility. Neither the Supervisor's Office nor the Police Department can provide equipment, supplies, copy services, access to computers, etc. **Please note:** Public restrooms and vending machines are available on site.
- **You are responsible for cleaning up your meeting room(s) before departure.** If food is served, tables, chairs, and floors must be cleaned. All food and beverage crumbs/spills must be removed. **You must bring cleanup supplies** – sturdy trash bags, paper towels, cleaning solution and a vacuum cleaner, along with a broom and dustpan. ALL trash must be bagged and removed. You must dispose of it in the dumpster at the western end of the parking lot or take it with you, not in the trash cans at the main entrance. You may be charged the cost of any clean-up that you fail to do.
- **NO** areas outside the meeting rooms may be used. The main lobby is **restricted to Police business only.** The hallway to the Supervisor's Office **must** remain clear at all times. You **may not** move, use or store tables, chairs, or any other equipment outside the room(s) without approval from the Supervisor's Office.
- In publicizing a meeting to be held in a County facility, the sponsoring group, time, location (**including directions**) must be clearly identified on all flyers. **Do not** include the Mason District Governmental Center telephone number on any flyers. **No selling, soliciting, or admission fees are allowed except fundraising activities as permitted in Procedural Memorandum 25-24.**
- **Alcoholic beverages may NOT be served** and all groups using County facilities must observe Fairfax County Government smoking ordinances. **Food must be pre-made, catered, or delivered.** **Please note:** there are **NO** microwaves available for public use at this facility.
- **Private property brought into the rooms is the sole responsibility of the owner.** Fairfax County assumes no responsibility or liability for damages to private property or for any personal injury that may occur on County property. Groups and organizations will be held responsible and liable for any damage done to County property and must report such damage to County staff of the facility where the damage occurred. **Do not** leave materials in the room after your meeting to collect at a later time/date – doing so gets in the way of other groups using the room(s).