

COUNTY OF FAIRFAX
Mount Vernon Community Room – Mount Vernon Governmental Center
COMMUNITY ROOM USE APPLICATION

Office Use Only

Date Received: _____ Date Entered: _____ Approval: _____

Room(s) Reserved: 1 2 3 Confirmed: YES NO

PLEASE PRINT OR TYPE

Today's Date: _____

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

_____ to _____
Month/Day/Year Begin End

Name of Applicant or Representative: _____

Address: _____
Street/City/State/Zip

Home Phone: _____ FAX: _____

Work Phone: _____ * Cell Phone: _____

Email: _____

*Do not provide *only* a Governmental Center phone number. In the event of questions regarding your event, an immediate contact number is necessary.

Name of Organization: _____

Title/Subject/Purpose of Activity: _____

Number of Individuals Participating in this Activity: _____

Category of Activity (check applicable box):

- Governmental County-Based Nonprofit County Resident

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

Will refreshments be served? ***Only light refreshments such as bottled water, coffee, tea are allowed.***

Yes 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 and in 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 the 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.

NOT PERMITTED AT THIS FACILITY: Fundraisers, weddings (with the exception of ceremonies performed by a Celebrant), wedding receptions, boisterous parties, singing, instruments, radio, or amplified music of any kind.

Reservations are NOT confirmed until you have completed this form *and have received a confirmation* that your application has been accepted and entered into the scheduling software.

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 Mount Vernon 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.

Printed Name

Signature

Submit Application:

Email: Donna.Slaymaker@FairfaxCounty.gov

Fax: 703-780-1491

Deliver: Mail slot in door after-hours

Mail: Mount Vernon Governmental Center
Attn: Meeting Room Scheduler
2511 Parkers Lane
Alexandria, VA 22306-3273