

Fairfax County Department of Neighborhood and Community Services
 Community and Local Use of Public Buildings
 Providence Community Center
 3001 Vaden Drive, Fairfax, VA 22031
Building Use Application Form

Instructions:

1. Application must be filed with NCS at least **4 weeks** before the requested use date.
2. All rentals are limited to a maximum of **4 hours** which includes set up and clean up.
3. In order to process the application, all information must be furnished at the time of application. Please print clearly.
4. Rental fees are **payable to DNCS**, and submitted on the day of the requested use date.

Individual/ Organization _____ Facility Requested (name) Providence Community Center
 Select One _____ Profit _____ Nonprofit _____ Tax-Exempt # _____
 Address _____ **Telephone** _____
 _____ **Date Application Filed** _____

Email Address _____
 Representative _____ Title _____ Office Phone _____
 (In charge of the event and will attend)
 Address _____ Home Phone _____
 Email Address: _____

Request 1 st & 2 nd Choice Event Date(s):		Time Requested (Must include set-up and clean-up time):			
1st Choice	_____	_____	p.m.	_____	p.m.
2nd Choice	_____	_____	p.m.	_____	p.m.

Type of Activity _____
 Description of Use _____

Number of Participants _____ Age Range of Participants _____ - _____
 Number of Adult Supervisors _____

Spaces(s) Requested:	<input type="checkbox"/> Class Room 1 Parties \$30.00 per hour	<input type="checkbox"/> Class Room 2 Parties \$30.00 per hour	<input type="checkbox"/> Other
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of Table & Chairs(s) Requested _____
Other Equipment Requested Items Bringing to Event _____

Admission Charges (if none, so indicate): _____

Are you selling advertisements and/or soliciting donations? Yes () No ()

OFFICE USE ONLY

Special Usage Comment _____
 _____ Approved _____ Disapproved Date _____

FEES COLLECTED:
 Building Rental \$ _____
 Security Deposit _____
 Custodial _____
 Staff _____
 Other (specify) _____

Signature _____ Title _____

Distribution of Copies: (1) Original – Neighborhood & Community Services
 (2) Copy – Applicant

TOTAL \$ _____

Waiver of Liability: By completing this application for use of NCS facilities, the applicant/facility user hereby agrees to hold harmless and indemnify the County of Fairfax, the Board of Supervisors of Fairfax County, and the Fairfax County Department of Neighborhood and Community Services and its/their agents and employees with respect to any claim of loss, injury, or damage because of any act or omission of the applicant, the applicant's employees, the applicant's guests or other event participants, or the applicant's agents, to include any and all claims for personal injury and/or damage to County and/or NCS property and/or property for which the County and/or NCS is/are liable. The applicant accepts for the facility user the full responsibility for prompt and proper settlement of any and all claims for such damage. An insurance policy for such liability coverage is recommended and may be required as a condition of NCS facility use. In addition, the applicant acknowledges that he/she has received, read and agrees to the Instructions for Rental of Space for Community and Local Use of Public Buildings.

Signature of Applicant _____ **Date** _____