



# County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Dear Applicant,

Thank you for choosing Providence Community Center for your rental use. Attached you will find the Building Use Application. After you have completed and signed the application, you may fax, scan or drop it off at the center. Within a week the requested rental date will be either approved or disapproved, and you will receive a copy of the rental application. All fees are due the day of the rental date.

### Room Capacity and Cost:

Space	Capacity	Cost	Special Notes:
<b>Upstairs Classroom 1 or 2 is rented for all kinds of meetings and celebrations: birthday's, graduations, baby showers, etc. (kitchen area not included)</b>	50 people per room.	Cost: \$30 per hour. All payments must be made on the day of the requested rental date.	<b>Food can be stored in the downstairs kitchen during the rental hours.</b>  <b>Microwave is available to heat food up.</b>  <b>No chafing burners allowed.</b>  <b>List Items Bringing to Event.</b>

### Guidelines:

- Rental Hours: **9:00 a.m. – 9:30 p.m. (Saturday)**
- **6:30 p.m. – 9:30 p.m. (Monday – Friday)**
- Applications must be submitted **4 weeks** prior to the requested date.
- Room Rental Coordinator will reply to applicant within a week of application submission.
- **Payment must be made on the day of the reservation date before the reservation time.**
- All rentals are limited to a maximum of **4 hours** which includes set up and clean up.
- Applicants must be **18 years or older and must be a Fairfax County Resident.**
- Tables and chairs will be provided based on the number requested.
- Rental Room must be arranged in the same way it was found before the event.
- **Absolutely NO Alcohol or Tobacco permitted on premises (inside or outside).**

### After Application has been approved:

- Applicant will receive notice of application status by email or phone call.
- Payment may be made by cash, check, or money order. Please **make Check/Money Order payable to DNCS - Providence Community Center.**
- **All Refunds must go through Fairfax County Dept. of Finance.**

Please note all rentals are subject to cancellation due to an emergency or extreme circumstance beyond our control. If you have any question or concerns please do not hesitate to contact Providence Community Center.

Providence Community Center  
3001 Vaden Drive  
Fairfax, Virginia 22031  
Phone: 703-865-0520, TTY 711  
Fax : 703-653-7003

Department of Neighborhood and Community Services

**Region 3**

11484 Washington Plaza W  
Reston, VA 20190

**Phone:** 703-787-4962 **TTY:** 711

[www.fairfaxcounty.gov/ncs](http://www.fairfaxcounty.gov/ncs)