

# **Regulations for Public Use of Community Rooms**

## **I. Policy for Use of Community Rooms**

### **A. Public use of community rooms shall be limited to:**

- Any nonprofit organization that serves the residents of Fairfax County,
- Any resident, age 18 or older, of Fairfax County, and
- Any non-Fairfax County governmental agency for official business that relates to the provision of governmental services to residents of Fairfax County.

Any such use is limited to civic, cultural, charitable, educational, religious, recreational, and similar activities of a nonprofit or non-commercial nature and for intergovernmental purposes.

### **B. Limitations on Reservations of Community Rooms:**

1. The community rooms can be reserved for the next calendar year no earlier than September 1 of the previous year.
2. The community rooms cannot be reserved in advance by or for the same applicant and/or activity for more than one activity each calendar month. No activity reserved in advance shall be allowed to take place for more than two consecutive days.
3. In the event a community room has not been reserved within 72 hours of a particular day, then that community room can be reserved by an applicant even if that applicant has already had a reserved activity earlier that month or an advance reservation for later in the month.
4. Any reservation is subject to cancellation if the space is needed for official Fairfax County business.
5. No applicant shall be allowed to reserve or use the community rooms for commercial purposes.
6. No fees can be charged for any activity or event

## **II. Use of Community Rooms**

### **A. Application Requirements**

Any use by the public of the community rooms shall require a signed and approved application.

#### B. Temporary Signs

Only directional signs shall be allowed outside the reserved community room. Requested for signage must be included and approved in the application and must comply with the following:

1. The maximum size of any sign is one square foot and no more than three signs shall be used.
2. Signage shall not be set up more than one hour prior to the scheduled event and must be removed at the conclusion of the event.
3. No signs shall be placed so as to block the line of sight of the county's permanent signage or block the line of sight of any vehicles.

#### C. Fund-Raising Activities

1. If the usage includes the sale of merchandise or services, the applicant must be a nonprofit organization. The funds raised must be used to support or benefit activities of a nonprofit or noncommercial nature that serve Fairfax County residents.
2. Space may be reserved no more than twice a year per nonprofit organization to sell merchandise or services.

### III. Making and Canceling Reservations

- A. Reservations are required for the use of any community room.
- B. No application will be considered approved until our office has given verbal or written confirmation. Any changes made to an approved application may cause the initial approval to be rescinded.
- C. Cancellations must be reported as soon as possible. **No-shows or failure to cancel in a timely fashion could result in the denial of future use.**

### IV. Applicant's Responsibilities

Once an application is approved, the applicant shall:

- A. Ensure that a person listed on the application is present in the reserved area at all times and has in their possession a copy of the approved application. If the only responsible adult present was not listed on the original application, that person must inform the office of that fact and add their name to the application. The newly-identified responsible adult should then receive and review a copy of the updated application.

- B. Ensure that event participants shall not be restricted from participation based on race, religion, color, gender, age, national origin or disability.
- C. Ensure that any use shall be the use approved in the application.
- D. Ensure that no signs or objects are affixed to any building surfaces.
- E. Provide at least one adult chaperone for every 10 children under 18 years of age. Thus, if 11 children are present, two adult chaperones are required.
- F. Ensure that the number of participants does not exceed the approved number of participants.
- G. Ensure that participants park only in designated parking areas.
- H. Ensure that the events and participants remain within the approved community room(s).
- I. Ensure that food and drink are only consumed in areas designated for eating and only after receiving permission in the approved application. The applicant is also responsible for supplying all serving equipment, cleaning all tables and spills, and placing all refuse and recyclable materials in the appropriate containers.
- J. Ensure that alcoholic beverages are not served or consumed unless prior permission has been granted by the County Executive and the appropriate license has been obtained from the Virginia Department of Alcoholic Beverage Control.
- K. Guarantee that activities shall be peaceful, orderly, lawful, and not of a nature to incite others to disorder and ensure that activities are not disruptive to other persons.
- L. Prohibit smoking in the building and at least 50 feet away from any entrance. No candles or open flames are permitted.
- M. Ensure that gambling is not permitted.
- N. Ensure that furniture is not removed from any room.
- O. Strictly observe the time limits specified for the event and leave the furniture, building, and grounds in a clean, neat, and orderly condition.
- P. Ensure that any damage is reported immediately and that the county is paid for the cost of any damages occurring during a reserved activity. **Applicants will be responsible for any damage to county property.**
- Q. Ensure that the owner of any private property brought into community rooms is solely responsible for that property. **The county assumes no responsibility for damage or loss of private property or for personal injury that may occur on county property.**
- R. Comply with all federal, state, and county laws, statutes, ordinances, regulations, and licensing requirements.

- S. Agree to hold harmless and indemnify the County of Fairfax and its agents and employees with respect to any claim of loss, injury, or damage because of any actions taken by the applicant, or the applicant's employees, agents, or guests, including damage to county property or property for which the county is responsible.

**V. County Denial or Cancellation of Applications**

- A. The County of Fairfax reserves the right to deny any application to use the community rooms or cancel any approved application when it deems such action to be in the best interest of the county.
- B. Any violation of any rules or requirements set forth in this document may be grounds for immediate expulsion and denial of future use of community rooms at any county facility. The applicant's signature on the application constitutes an acknowledgement that the applicant will comply with all regulations stated herein.
- C. The county shall not be liable for any costs incurred and/or damages suffered by applicants as the result of denial of any application or cancellation of any use of the facility.