

Fairfax County, Virginia Procedural Memorandum No. 08-05	
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Initiated by: General Services/Facilities Mgmt	Approved by County Executive: (Signed)
Subject: REGULATIONS FOR PUBLIC USE OF FACILITIES AND GROUNDS AT THE FAIRFAX COUNTY GOVERNMENT CENTER COMPLEX	

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I. PURPOSE

To establish the procedures and determine the conditions for public use of the common areas at the Fairfax County Government Center Complex (hereinafter referred to as the "Government Center Complex").

For the purposes of this Procedural Memorandum, the Government Center Complex is defined as the land (including buildings, grounds and parking areas) as found on Fairfax County Tax Map Numbers 56-1 ((15)) parcels 4, 5A, 5B, 6, 7, 8, and 14, and 56-2 ((9)) parcels 13 and 14. The buildings located at 12000, 12011 and 12055 Government Center Parkway, Fairfax, Virginia, shall be referred to as the Government Center Building, the Pennino Building and the Herrity Building, respectively. These regulations do not address facilities at the Public Safety Center, District Governmental Centers or other sites. To the extent these regulations are in conflict with any existing regulations which may pertain to the use of the Government Center Complex, the regulations set forth herein shall control.

II. POLICY

- A.** It is a policy of the Fairfax County Board of Supervisors to encourage use of the common areas of the Government Center Complex by Fairfax County non-profit organizations and individual citizens of Fairfax County for civic, cultural, educational, religious, recreational and similar activities of a non-profit nature —and for intergovernmental purposes —so as not to interfere with County government functions or conflict with official activities of the Board of Supervisors, Board-appointed commissions, the Board of Zoning Appeals or County agencies.
- B.** The Facilities Management Department is responsible for the management and operation of the Government Center Complex. Due to the high demand for use of the facilities, it is necessary to impose guidelines on how often, in what areas, and in what manner an organization or individual may reserve and use facilities. Any organization or individual seeking to reserve space at the Government Center Complex must complete an application form in accordance with paragraph VII hereof and must agree to comply with all of the rules and regulations set forth in this Procedural Memorandum.
- C. Limitations on Reservations of Common Areas**
 - 1.** The common areas of the Government Center Complex cannot be reserved by any non-profit organization, private individual or non-Fairfax County governmental agency more than one year in advance. However, Fairfax County government agencies may reserve space more than one year in advance.
 - 2.** The common areas inside the buildings at the Government Center Complex may be reserved by the same non-profit organization, private individual, or non-Fairfax County governmental agency for more than

one activity each calendar month. A fee-generating activity shall be allowed to take place for two or more consecutive days, based on availability.

3. A reservation of a particular area is not a guarantee that a conflict with an activity having higher priority will not result, thereby causing a need for rescheduling or cancellation of an event. Reservations being charged a facility-use fee will not be subject to cancellation, unless cancellation of a reservation is required by the Fairfax County Board of Supervisors, (as an entity, by the Chairman and individual members of the Board of Supervisors, the County Executive, or Deputy County Executives).

In the event that a meeting or event must be pre-empted in this way or in the event of a natural disaster, the applicant will be given the option of cancelling the reservation and requesting a refund of the facility use fee. If the applicant wishes to reschedule the reservation for another date and/or time (based on availability) instead, the applicant may do so and Facilities Management Department will retain the facility-use fee.

In the event of minor inconveniences or disruptions within the building itself (example: evacuation due to a fire alarm), there will be no refunds.

If a fee-generating meeting or event is pre-empted and moved to another comparable room during the same timeframe instead (example: moved from 9/10 to either 2/3 or 4/5 instead or moved from Room 7 into Room 8 instead), the facility-use fee will remain unchanged.

4. The Board Auditorium and the Forum cannot be reserved for any Monday for any use other than by the Board of Supervisors until the Board of Supervisors has established its meeting schedule for the period in question.
5. The Board Auditorium and the Forum cannot be reserved for any Wednesday or Thursday after 4:00 PM for any use other than by the Planning Commission until the Planning Commission has established its meeting schedule for the period in question.
6. The Board Auditorium and the Forum cannot be reserved for any Tuesday for any use other than by the Board of Zoning Appeals until the Board of Zoning Appeals has established its meeting schedule for the period in question.

- D. In publicizing an event to be held at the Government Center Complex, the identity of the sponsoring organization or individual and the time and location of the event must be clearly stated on all advertisements and invitations for

each event. The sponsoring organization or individual shall provide the Facilities Management Department with advance copies of all advertisements and invitations for each event prior to the public distribution of such advertisements and invitations for the purposes of ensuring that the advertised activity will be covered by an approved Facilities Use Permit and, for private activities, to ensure that the sponsoring organization or individual is clearly identified.

- E. Reservations made prior to the adoption of this revised Procedural Memorandum #08-05 are subject to all of the rules and regulations set forth herein. The Facilities Management Department shall make its best efforts to inform those parties with preexisting reservations of the adoption of this revised Procedural Memorandum #08-05.

III. WHO MAY RESERVE THE FACILITIES OF THE GOVERNMENT CENTER COMPLEX

The common areas of the Government Center Complex may be reserved by the following entities for the purposes specified below:

- A. Any board, commission, authority, department, agency, office or employee of the Fairfax County government for official County business.
- B. Any governmental entity in which the Fairfax County government is accorded official representation for the official business of that entity.
- C. Any governmental entity in the greater Metropolitan Washington Area for official business of that entity which specifically relates to the provision of governmental services to citizens of Fairfax County.
- D. The government of the Commonwealth of Virginia for official state business which specifically relates to the provision of governmental services to citizens of Fairfax County.
- E. The United States government for official business of the federal government which specifically relates to the provision of governmental services to citizens of Fairfax County.
- F. Any non-profit organization which has an office in Fairfax County and/or serves the citizens of Fairfax County (hereinafter referred to as "organization") for personal/private use.
- G. Any employee of the Fairfax County government for personal/private use.
- H. Any individual resident of Fairfax County (hereinafter referred to as "individual") for non-profit personal/private use.

IV. CONDITIONS OF USE OF THE FACILITIES AT THE GOVERNMENT CENTER COMPLEX

A. Priority for Scheduling and Use of Facilities and Grounds

While it is the policy of the Board of Supervisors to encourage usage of the Government Center Complex by applicable organizations and individuals, some priorities for scheduling and using the Board Auditorium, Conference Center Rooms, the Forum and other facilities at the Government Center Complex must be set for meetings, seminars, press conferences and other events.

These priorities are as follows, in descending order:

1. Board of Supervisors (as an entity). (NO FEE)
2. Formal Sub-committees of the Board of Supervisors. (NO FEE)
3. Chairman and Individual Members, Board of Supervisors. (NO FEE)
4. County Executive and Deputy County Executives. (NO FEE)
5. Planning Commission. (NO FEE)
6. Board of Zoning Appeals. (NO FEE)
7. Authorities/Boards/Commissions appointed by the Board of Supervisors which do not control their own facilities. (NO FEE)
8. County Department and Agency Heads. (NO FEE)
9. Official Fairfax County Government Uses. (NO FEE)
10. Fairfax County Governmental entities which have access to their own facilities for meetings and special events. (NO FEE)
Examples include but are not limited to:
 - a. *Fairfax County School Board;*
 - b. *Fairfax County Park Authority;*
 - c. *Fairfax County Redevelopment and Housing Authority.*
11. Federal, state, regional or local governmental entities including, but not limited to, the following: (NO FEE)
 - a. *Metropolitan Washington Council of Governments;*
 - b. *Commonwealth of Virginia;*
 - c. *Federal Government.*
12. Fairfax County Civic Associations. (FEE)
13. Fairfax County non-profit organizations. (FEE)
14. Individual Fairfax County residents or Fairfax County employees for private/personal use. (FEE)
15. Campaign rallies, debates and press conferences of candidates for a public office serving the citizens of Fairfax County. (FEE)

Preemption of an event, previously scheduled by another organization (including fee-generating reservations), could potentially occur, but only with the approval of the County Executive or his designee. Reservations so impacted will be notified at the earliest possible time if preemption of an event became necessary.

Categories #1 – #11 are not charged fees for using the facilities. Categories #12 - #15 are charged fees for using the facilities. Additional information about the Fee Policy may be found in Section XIV.

B. Verification of Non-profit Status

All non-profit organizations must attach a copy of a letter from the Internal Revenue Service which establishes such organizations as exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, or such other proof of non-profit status as may be applicable, to the first Facilities Use Permit Application (Section XV) submitted. Unless changes occur, all subsequent applications need only include the IRS tax exempt number.

C. Fund-Raising Activities

1. Organizations requesting to use the facilities or grounds at the Government Center Complex will be required to verify the non-profit status of the organization by providing on the application form for such use the tax-exempt number issued by the Internal Revenue Service for such organization.
2. Organizations which have verified their non-profit status may sell merchandise in Government Center facilities only to support or benefit civic, charitable, educational, religious or cultural activities which serve Fairfax County residents. Any such organization must fully comply with all of the rules and regulations set forth in this Procedural Memorandum.
3. When the purpose of the usage is for selling merchandise, the application for such use must satisfy one of the following conditions:
 - a. The user is a non-profit organization;
 - b. The user is a current or retired County employee, or a member of the immediate family of a current or retired County employee, participating in an event sponsored by the Employees Advisory Council.

D. Solicitation and the Sale of Goods and Services

1. Sales of goods and services in conjunction with the activity may only occur as detailed elsewhere in this Procedural Memorandum. (See Fairfax Fair, Bake Sales, Fund-Raising Activities and Craft Fairs.)
2. Solicitation of visitors and/or employees for the collection of funds and/or for the sales of goods or services at the Government Center Complex outside of designated areas is prohibited.

V. SCOPE OF USE OF FACILITIES

The policies set forth in this Procedural Memorandum specifically apply to the entire Government Center Complex. Except as provided below, any use of the common areas of the Government Center Complex shall require an approved Facilities Use Permit - (see Attachment 1).

Use of any of the common areas of the Government Center Complex by an organizational entity of the Fairfax County government will not require such an application if the use does not involve space reconfigurations, special equipment, food service, product distribution or sale, or any other unusual circumstances.

Activities approved for the Government Center Complex must not achieve a noise level which is disruptive to County employees working at the Government Center Complex and/or other persons participating in activities approved at the Government Center Complex. However, activities which might achieve such a noise level may be permitted during a County workday from 12:00 noon to 1:00 PM or 4:30 PM to 11 PM or on non-County workdays from 7:30 AM to 11:00 PM.

Listed below are those types of displays or activities and the common areas of the Government Center Complex that can be used by those entities listed in paragraph III above for the purposes specified below.

A. MEETINGS, CONFERENCES, SEMINARS, LECTURES, AND DEBATES

1. Meetings, conferences, seminars, lectures, and debates are allowed in the Board Auditorium and Conference Center of the Government Center Building.
2. Events scheduled in the Board Auditorium will take precedence over events scheduled in the Forum. Unrelated events will not be scheduled simultaneously in the Board Auditorium and the Forum.
3. Meetings, conferences, seminars, lectures, debates and any other activities which do not require sound amplification and would not be disruptive to employees working in the Government Center Building are allowed in the Forum on a County workday from 7:30 AM to 4:30 PM.
4. Meetings, conferences, seminars, lectures, debates and any other activities, including performances, which require sound amplification and/or could possibly be disruptive to employees working in the Government Center Building are allowed in the Forum of the Government Center Building only between 12:00 noon and 1:00 PM on County workdays. The only exceptions to this rule will be for events specifically approved by the County Executive to take place in the Forum which may require sound amplification on a County workday during the hours of 7:30 AM to 12:00 noon and 1:00 PM to 4:30 PM.

5. Meetings, conferences, seminars, lectures and debates are allowed in any of the Shared Conference Rooms. Reservations are limited to any board, commission, authority, department, agency, office or employee of the Fairfax County Government for official County business.

B. UNATTENDED STATIC DISPLAYS

1. The following regulations are applicable to short-term, unattended static displays in buildings at the Government Center Complex:
 - a. Unattended static displays are only permitted in the areas listed below if they are sponsored by a board, commission, authority, department, agency or office of the Fairfax County government and are in furtherance of official County business.
 - b. Unattended static displays will be allowed for periods of one week from Monday morning at 7:30 AM to the following Sunday at 5:00 PM. A reservation for a particular display for all or only part of the period described above shall be considered a reservation for "one week" as that term is used herein.
 - c. No unattended display will be authorized for any approved location for more than one week per year.
 - d. Only one unattended display will be authorized for any approved location at any particular time.
 - e. The applicant for any unattended static display is responsible for erecting, dismantling and removing any such display from the approved location at the Government Center Complex.
 - f. The Facilities Management Department is hereby authorized to remove and dispose of any unattended static display which is erected without prior approval or which exceeds the conditions placed on any such approval by the regulations set forth herein or the approval itself.
 - g. An applicant's failure to dismantle and remove any unattended static display in a timely manner may result in the applicant being denied permission to exhibit future unattended static displays at the Government Center Complex for a period of one year.
 - h. Separate conditions are specified below for unattended static displays at particular locations.
 - (1) Government Center Building, Top of Forum, under bridge, Conference Center side. No such display will be allowed to exceed any of the following dimensions: 4' wide by 12' long by 8' high.
 - (2) Government Center Building, 1st floor atrium, north end, in the vicinity of the Fitness Center. No such display will be allowed to exceed any of the following dimensions: 6' wide by 12' long by 8' high.
 - (3) Government Center Building, 1st floor atrium, south end, in the vicinity of the Publications Counter. No

such display will be allowed to exceed any of the following dimensions: 6' wide by 12' long by 8' high.

- (4)** Pennino Building Lobby. No such display will be allowed to exceed any of the following dimensions: 6' wide by 8' long by 8' high.
- (5)** Herrity Building Lobby. No such display will be allowed to exceed any of the following dimensions: 6' wide by 12' long by 8' high.
- (6)** Base of the Forum, between the two middle columns, against the glass windows.
 - (a)** This location will only be used for displays set up in conjunction with proclamations scheduled to be issued by the Board of Supervisors or in conjunction with an approved event scheduled in the Forum.
 - (b)** This display will encompass an area no larger than 6' wide x 8' deep.
 - (c)** In the event the proclamation is being given to a group or organization which already has a display located at the top of the Forum, under the bridge, no additional space will be granted.
 - (d)** When more than one proclamation is given by the Board of Supervisors per meeting, the display locations will be granted on a first-come, first-served basis. Room will be made available to accommodate all. Therefore, space allocations may have to be reduced.
 - (e)** Displays may be put up two hours before the Board of Supervisors meeting begins and must be taken down within 30 minutes after the Board approves the proclamation.

2. Listed below are the only long-term, unattended static displays in buildings allowed at the Government Center Complex.

- a.** The Heritage Resources Display Case located at the top of the Forum in the Government Center Building is reserved for use by the Office of Comprehensive Planning.
- b.** The Publications Display Case located in the lobby of the Government Center Building is for the display of items sold by the Publications Center.
- c.** The Pamphlet Alcove located next to the Information Counter in the lobby of the Government Center Building is reserved for the display of governmental services informational pamphlets distributed by the Office of Public Affairs.
- d.** The Reception Area of the Conference Center in the Government Center Building is reserved for the display of historic and cultural items which are owned by or have been donated to the County.

3. Listed below are the only unattended static displays outdoors at the Government Center Complex.
 - a. The Backyard Composting Demonstration Area beside the Government Center Building encompasses an area no larger than 50' wide by 100' long and is reserved for and maintained by the Department of Public Works.
 - b. Newspaper Rack area at the Government Center Building.
 - (1) The area designated will be no larger than 6' wide by 20' long.
 - (2) No individual rack will be any larger than 2' wide by 3' deep by 4' tall.
 - (3) The maximum number of racks that can be accommodated at the Government Center Building is 12. No particular organization will be issued more than two spaces. The spaces will be issued on a first-come, first-served basis.
 - c. Two Newspaper Rack areas at the rear entrance of the Pennino Building.
 - (1) The areas designated will be no larger than 3' wide by 5' long.
 - (2) No individual rack will be any larger than 2' wide by 3' deep by 4' tall.
 - (3) The maximum number of racks that can be accommodated at the Pennino Building is 6. No particular organization will be issued more than one space. The spaces will be issued on a first-come, first-served basis.
 - d. Two Newspaper Rack areas at the rear entrance to the Herrity Building.
 - (1) The areas designated will be no larger than 3' wide by 5' long.
 - (2) No individual rack will be any larger than 2' wide by 3' deep by 4' tall.
 - (3) The maximum number of racks that can be accommodated at the Herrity Building is 6. No particular organization will be issued more than one space. The spaces will be issued on a first-come, first-served basis.

C. ATTENDED STATIC DISPLAYS

The following regulations are applicable to attended static displays:

1. Attended static displays are allowed in the following indoor locations from 7:30 AM to 4:30 PM, Monday through Friday. However, such displays are only permitted if they are shown in conjunction with an activity and are sponsored by a board, commission, authority, department, agency, or office of the Fairfax County government and when such activity is in furtherance of official County business. Signs

which contain advertising and/or logos of commercial enterprises may be allowed during such County-sponsored activities.

a. Forum of the Government Center Building.

- (1)** Such displays are not allowed to have any noise amplification except between 12:00 noon and 1:00 PM and between 4:30 PM and 11:00 PM.
- (2)** Such displays shall be allowed only in conjunction with an event scheduled in the Forum or in conjunction with a proclamation by the Board of Supervisors during its meeting.
- (3)** Such displays must be attended at all times by a responsible adult at least 18 years of age who must remain in the immediate vicinity of the display.
- (4)** Such displays must be removed during any period that the display cannot be attended.

b. Conference Center and Reception Area of the Government Center Building.

- (1)** Such displays are not allowed to have any noise amplification except between 12:00 noon and 1:00 PM and between 4:30 PM and 11:00 PM.
- (2)** Such displays shall be allowed only in conjunction with an event scheduled in the Conference Center or in conjunction with a proclamation by the Board of Supervisors during its meeting.
- (3)** Such displays must be attended at all times by a responsible adult at least 18 years of age who must remain in the immediate vicinity of the display.
- (4)** Such displays must be removed during any period that the display cannot be attended.

c. North and South Atriums of the Government Center Building.

- (1)** Such displays are not allowed to have any noise amplification except between 12:00 noon and 1:00 PM and between 4:30 PM and 11:00 PM.
- (2)** Such displays shall be allowed only in conjunction with an event scheduled in the Government Center or in conjunction with a proclamation by the Board of Supervisors during its meeting.
- (3)** Such displays must be attended at all times by a responsible adult at least 18 years of age who must remain in the immediate vicinity of the display.
- (4)** Such displays must be removed during any period that the display cannot be attended.

2. Attended static displays are allowed in the following indoor locations during evenings and weekends.

a. Forum of the Government Center Building.

- (1)** Such displays shall be allowed only in conjunction with an event scheduled in the Conference Center, Forum or Board Auditorium.

- (2) Such displays must be exhibited only in the location delineated on the map included with the approved Facilities Use Permit.
 - (3) Such displays must be attended at all times by a responsible adult at least 18 years of age who must remain in the immediate vicinity of the display.
 - (4) The display, if not sponsored by a board, commission, authority, department, agency or office of the Fairfax County government and in furtherance of official County business, must be accompanied at all times by a sign which clearly states that it is a private display which is not sponsored, maintained or funded by the County of Fairfax.
 - (5) Such displays must be removed during any period that the display cannot be attended and during any period outside the hours for which permission has specifically been granted.
- b. Conference Center and Reception Area of the Government Center Building.
 - (1) Such displays shall be allowed only in conjunction with an event scheduled in the same area.
 - (2) Such displays must be exhibited only in the location delineated on the map included with the approved Facilities Use Permit.
 - (3) Such displays must be attended at all times by a responsible adult at least 18 years of age who must remain in the immediate vicinity of the display.
 - (4) The display, if not sponsored by a board, commission, authority, department, agency or office of the Fairfax County government and in furtherance of official County business, must be accompanied at all times by a sign which clearly states that it is a private display which is not sponsored, maintained or funded by the County of Fairfax.
 - (5) Such displays must be removed during any period that the display cannot be attended and during any period outside the hours for which permission has specifically been granted.
- 3. Attended displays are allowed in only one outdoor location at the Government Center Complex, which is across the driveway from the front entrance of the Government Center Building in the center island area. Such displays are limited to one week (Monday through Sunday, 6:30 AM to 11:00 PM) per year.
 - a. Such displays must be attended at all times by a responsible adult at least 18 years of age who must remain in the immediate vicinity of the display.
 - b. The display, if not sponsored by a board, commission, authority, department, agency or office of the Fairfax County government and in furtherance of official County business,

must be accompanied at all times by a sign which clearly states that it is a private display which is not sponsored, maintained or funded by the County of Fairfax.

- c. Such displays must be exhibited only in the location delineated on the map included with the approved Facilities Use Permit.
- d. Such displays must be removed during any period that the display cannot be attended and during any period outside the hours for which permission has specifically been granted.

D. BANNERS

1. The following regulations are applicable to banners hung in the Forum of the Government Center Building.
 - a. Banners can be hung only in conjunction with an event scheduled in the Forum.
 - b. Any banner which is to be hung in the Forum shall be installed and removed by staff from Facilities Management Department.
 - c. The banner(s), suitable for hanging, must be received by Facilities Management Department at least one workday prior to the scheduled event.
2. The following regulations are applicable to banners hung in the North and South Atriums and Center Lobby of the Government Center Building.
 - a. Banners may be hung from the balconies in the North and South Atriums and Center Lobby of the Government Center Building only during, and in conjunction with, an approved activity in that area.
 - b. Any banner which is to be hung shall be installed and removed by staff from Facilities Management Department.
 - c. The banner(s), suitable for hanging, must be received by Facilities Management Department at least one workday prior to the scheduled event.
3. No poles or stakes for banners will be allowed to be driven into the ground in any areas of the Government Center Complex where a sprinkler system has been installed. Because of underground utilities, no poles or stakes for banners shall be installed until a site plan specifically locating each sign has been approved by Facilities Management Department.
4. No banners shall be hung on the grounds of the Government Center Complex except in conjunction with an event approved in accordance with the rules and regulations set forth herein. Nothing may be tied to the flagpoles. Nothing may block existing signage, contradict existing signage or block motorist visibility.
5. Any request for hanging banners must be described in detail in the Facilities Use Permit Application.

E. TEMPORARY SIGNS

No signs shall be placed in the buildings or on the grounds of the Government Center Complex for any non-governmental purpose except in accordance with the rules and regulations set forth herein. Requests for the placement of signage must be included in the Facilities Use Permit Application and must comply with the following specifications. Any signs posted in any common areas at the Government Center Complex by any board, commission, authority, department, agency or office of the Fairfax County government shall receive approval of a Facilities Use Permit prior to placing any such signs.

- 1.** Top of the Forum of the Government Center Building, Front Lobby of the Pennino Building and Front Lobby of the Herrity Building — Informational and/or directional signs are allowed in these areas as approved by Facilities Management Department in conjunction with an event occurring in the building.
 - a.** Maximum size 36" high x 36" wide (to fit on a tripod). The tripod must be placed next to a column or wall.
 - b.** Such signage shall not be set up more than one hour prior to the scheduled event and must be removed within one hour after the conclusion of such event.
- 2.** Government Center Building Conference Center Reception Area — Directional signs are allowed in these areas as approved by Facilities Management Department in conjunction with an event occurring in the Conference Center.
 - a.** Maximum size 36" high x 36" wide (to fit on a tripod).
 - b.** Such signage shall not be set up more than one hour prior to the scheduled event and must be removed within one hour after the conclusion of such event.
- 3.** Government Center Building Top of Atrium Stairwells and in Atriums - Directional signs are allowed in these areas as approved by Facilities Management Department. Informational signs which relate directly to an activity approved for these areas are allowed if located at the particular site approved for that activity.
 - a.** Maximum size 36" high x 36" wide (to fit on a tripod).
 - b.** Such signage shall not be set up more than one hour prior to the scheduled event and must be removed within one hour after the conclusion of such event.
- 4.** Signs may only be posted on the grounds of the Government Center Complex under the following conditions:
 - a.** The signs must relate directly to an approved activity occurring at the Government Center Complex.
 - b.** No such signs shall exceed 16 square feet in area, 6 feet in height or be located closer than 5 feet to any street line. No more than one sign per activity may be placed between curb breaks, with a maximum of 15 signs per activity, and no signs shall be placed so as to block the line of sight of vehicles using the roadways at the Government Center Complex. No signs shall be placed so as to block the line of sight of the County's permanent signage at the Government Center Complex.

- c. No signs will be allowed in any areas of the Government Center Complex where a sprinkler system has been installed. Because of underground utilities, no signs shall be installed until a site plan specifically locating each sign has been approved by Facilities Management Department.
 - d. No sign shall be posted on the grounds of the Government Center Complex more than 12 hours before the start of the activity to which it is related, and any such sign must be removed within one hour after the conclusion of the activity to which it is related.
- 5. Building Bulletin Boards located in elevator lobbies of the Herrity and Pennino Buildings and in the cafeteria, in the Conference Center, and on the 2nd floor near the top of the north open stairwell of the Government Center Building. All such signs must be approved and date-stamped by the Building Management Office.
 - a. Maximum size 9" x 12" for 24" x 36" bulletin boards; 11" x 17" for larger bulletin boards.
 - b. Signs may be posted for a maximum of one month.
 - c. All signs posted on Building Bulletin Boards advertising an upcoming event must comply with current Americans with Disabilities Act (ADA) standards including, but not limited to:
 - (1) Accessibility symbol must be on the document.
 - (2) TTY number should be included on the sign in order to provide additional information.
 - (3) Must include some format of the following statement: "Special accommodations will be provided upon request. For information or to request special accommodations, call (agency representative or citizen contact, phone and TTY number). Please allow seven working days in advance of the event in order to make the necessary arrangements."
 - (4) For more information, please contact the Fairfax County Office of Equity Programs at 324-2207.
- 6. Signs posted on Building Bulletin Boards or directional signage not approved in advance by Facilities Management Department will be removed and disposed of.
- 7. Signs which contain advertising and logos of commercial enterprises are prohibited unless expressly allowed elsewhere in this procedural memorandum.

F. ART WORK

- 1. Art work may be displayed on the molding provided for this purpose in 12 designated areas in the Government Center Building. Specific locations are noted in the reference notebook maintained in the Department of General Services and are set forth below.
 - a. First Floor Locations.
 - Area 1 is outside the Fitness Center.
 - Area 2 is outside the Cafeteria.

Area 3 is inside the Cafeteria.

Area 4 is between the Cafeteria and the green elevators.

Area 5 is between the green and yellow elevators.

Area 6 is on the far south end wall on the right.

Area 7 is in the Board Office Suite.

b. Second Floor Location.

Area 8 is the Conference Center hallway.

c. Third Floor Locations.

Area 9 is the south wall at top of stairwell.

Area 10 is the north wall at top of stairwell.

d. Fourth Floor Locations.

Area 10 is also the north and south wall by central elevators.

e. Fifth Floor Locations.

Area 11 is the Chairman's Office Suite and atrium wall outside the suite.

Area 12 is the County Executive's Office Suite.

2. The Arts Council of Fairfax County will coordinate with Facilities Management Department to schedule all installations and removals of art work at the Government Center Building.
3. Full rotations occur approximately every four months. At this time, art groups may move their works to a new location.
4. Interim rotations may occur at approximately the two-month point. At this time groups may rotate the art work within their designated spaces.
5. Each art organization is responsible for its own installation and removal of art work, including all necessary equipment affiliated with the installation and removal. Any art work hung in the common areas of floors 1, 2, and 3 of the Government Center Building must be removed at least 7 days before the opening of the Fairfax Fair.
6. All art work must be hung with 60-90 lb. filament wire and no individual work can weigh more than 50 pounds.
7. All works must be two-dimensional and not extend in depth from the canvas beyond the frame.

G. PERFORMANCES

Performances may only occur in the Forum and the Board Auditorium in the Government Center Building when not in conflict with other meetings, conferences or activities occurring in the building.

1. Forum: Performances may occur, without the specific approval of the County Executive, on County workdays between 12:00 noon and 1:00 PM or in the evenings (4:30 PM -11:00 PM) or on weekends (7:30 AM - 11:00 PM) excluding County holidays and County holiday weekends.
2. Forum: Performances may only occur, with the specific approval of the County Executive, on a County work day during the hours of 7:30 AM to 12:00 noon and 1:00 PM to 4:30 PM.

3. Board Auditorium: Performances can occur in the evenings (4:30 PM - 11:00 PM) or on weekends (7:30 AM - 11:00 PM), excluding County holidays and County holiday weekends.

H. CELEBRATE FAIRFAX! (AKA THE “FAIRFAX FAIR”)

Celebrate Fairfax!, as directed by the Board of Supervisors, will be held at the Government Center Complex on the second weekend of each June. The event will be open to the public for a fee on Friday from 6:00 PM to 12:00 midnight, on Saturday from 10:00 AM to 12:00 midnight, and on Sunday from 10:00 AM to 6:00 PM.

1. The entire Government Center Complex and common areas are reserved for-Celebrate Fairfax! from 5:00 PM Friday to 6:00 AM Monday of the Fair weekend.
2. Set up for Celebrate Fairfax! will require that a number of the parking lots and some of the common areas in the buildings at the Government Center Complex may be closed during the week prior to the Fair weekend. Reservations for other purposes during this period will be allowed only in those areas not impacted by Celebrate Fairfax! set-up and operations.
3. Tickets may be sold for admission to Celebrate Fairfax!, AKA the “Fairfax Fair”, on the grounds of the Government Center Complex during the event. In addition, fees may be collected during the event on the grounds of the Government Center Complex for goods and services sold at the event.
4. During the time Celebrate Fairfax! is open to the public, all displays will be attended at all times by a responsible adult at least 18 years of age who must remain in the immediate vicinity of the display. Security guards contracted by Celebrate Fairfax, Inc. will monitor the displays at all other times.
5. Signs and banners containing advertising and/or logos of commercial enterprises shall be allowed at Celebrate Fairfax! if such signs are posted in conjunction with an approved activity at Celebrate Fairfax!.
6. All participants must have an approved application with Celebrate Fairfax, Inc., the nonprofit producer of Celebrate Fairfax!.
7. Notwithstanding the limitations placed on the posting of signs and the placement of banners by other provisions of this Procedural Memorandum, banners and signs may be placed indoors and outdoors at the Government Center Complex by the Celebrate Fairfax, Inc. or its agents in specific locations and for specific times during Celebrate Fairfax! as approved by Facilities Management Department.

I. BAKE SALES

Bake sales are subject to the limitations and requirements set forth below.

1. Bake sales may occur in the Government Center Building, 1st floor atrium, north end between the blue elevators and the Fitness Center.

- a. Space may be reserved twice a year per organization or individual to sell merchandise only to support or benefit civic, charitable, educational, religious or cultural activities which serve Fairfax County residents.
 - b. Bake sales are limited to Fridays, or the last workday of the week if Friday is a holiday, from 7:30 AM to 4:30 PM.
 - c. Persons participating in bake sales in the Government Center Building must use the tables and chairs provided. Such tables and chairs must be used in the particular area approved for such use.
- 2. Bake sales may occur in the lobby of the Pennino Building.
 - a. Space may be reserved twice a year per organization or individual to sell merchandise only to support or benefit civic, charitable, educational, religious or cultural activities which serve Fairfax County residents.
 - b. Bake sales are limited to Fridays, or the last workday of the week if Friday is a holiday, from 7:30 AM to 4:30 PM.
 - c. Persons participating in bake sales in the Pennino Building must use the tables and chairs provided. Such tables and chairs must be used in the particular area approved for such use.
- 3. Bake sales may occur in the lobby of the Herrity Building.
 - a. Space may be reserved twice a year per organization or individual to sell merchandise only to support or benefit civic, charitable, educational, religious, or cultural activities which serve Fairfax County residents.
 - b. Bake sales are limited to Fridays, or the last workday of the week if Friday is a holiday, from 7:30 AM to 4:30 PM.
 - c. Persons participating in bake sales in the Herrity Building must use the tables and chairs provided. Such tables and chairs must be used in the particular area approved for such use.

J. FUND-RAISING ACTIVITIES

Any fund-raising activities other than those specifically addressed elsewhere in this Procedural Memorandum shall comply with the limitations set forth below for the locations in which such activities are allowed.

- 1. Fund-Raising Activities during County Work Days
 - a. Fund-raising activities may occur in the Government Center Building, 1st floor atrium, north end between the blue elevators and the Fitness Center during County work days in accordance with the following restrictions and limitations:
 - (1) Space may be reserved twice a year per non-profit organization/individual to sell merchandise only to support or benefit non-profit civic, charitable, educational, religious or cultural activities which serve Fairfax County residents.
 - (2) Fund-raising activities are limited to one day, from 7:30 AM to 4:30 PM, per application.

- b.** Fund-raising activities may occur in the lobby of the Pennino Building during County work days in accordance with the following restrictions and limitations:

- (1) Space may be reserved twice a year per non-profit organization/individual to sell merchandise only to support or benefit non-profit civic, charitable, educational, religious or cultural activities which serve Fairfax County residents.
- (2) Fund-raising activities are limited to one day from 7:30 AM to 4:30 PM.
- (3) Persons participating in fund-raising activities in the Pennino Building must use the tables and chairs provided. Such tables and chairs must be used in the particular area approved for such use. Persons participating in fund-raising activities must remain at the tables and chairs provided by the County in the area designated for such activities, and such persons shall allow passersby to stop at their discretion without any undue influence from fund-raising participants.

- c. Fund-raising activities may occur in the lobby of the Herrity Building during County work days in accordance with the following restrictions and limitations:

- (1) Space may be reserved twice a year per non-profit organization/individual to sell merchandise only to support or benefit non-profit civic, charitable, educational, religious or cultural activities which serve Fairfax County residents.
- (2) Fund-raising activities are limited to one day from 7:30 AM to 4:30 PM.
- (3) Persons participating in fund-raising activities in the Herrity Building must use the tables and chairs provided. Such tables and chairs must be used in the particular area approved for such use. Persons participating in fund-raising activities must remain at the tables and chairs provided by the County in the area designated for such activities, and such persons shall allow passers-by to stop at their discretion without any undue influence from fund-raising participants.

2. Fund-Raising Activities After Work Hours and on Non-County Holiday Weekends
 - a. Fund-raising activities may occur in the following areas:
 - (1) the Conference Center, Forum, Board Auditorium, and north and south atrium areas of the first and second floors of the Government Center Building;
 - (2) the brick-paved grounds areas between the parking lots and the concrete benches in front of the entrance to the Government Center Building, but not extending to the areas in front of the concrete benches;
 - (3) across the driveway from the front entrance of the Government Center Building in the center island area;
 - (4) the main driveway to the Government Center Building on both sides of the center island area;
 - (5) the parking lot in front of the Government Center Building with the exception of parking areas “C” and “D”(these exceptions are the two parking areas closest to the building north of the front entrance); and
 - (6) the pedestrian trails on the grounds of the Government Center.
 - b. Such activities may occur after hours on County work days and on non-County holiday weekends in accordance with the following limitations and restrictions:
 - (1) Space may be reserved twice a year per nonprofit organization/individual to sell merchandise only to support or benefit non-profit civic, charitable, educational, religious or cultural activities which serve Fairfax County residents.
 - (2) Such fund-raising activities may only occur in the buildings on County workdays from 4:30 PM to 11:00 PM or on non-County holiday weekends from 7:30 AM to 11:00 PM. They may only occur on the grounds on County workdays from 4:30 PM to 11:00 PM or on weekends from 6:30 AM to 11:00 PM so long as no sound amplification equipment is utilized for any such use of the grounds prior to 7:30 AM.
 - (3) Such activities can only be approved if they are not disruptive to and would not interfere with other activities occurring at the Government Center Complex.

K. CRAFT FAIRS

Craft fairs are subject to the limitations and requirements set forth below.

1. Craft fairs will not be allowed during a County workday from 7:30 AM to 4:30 PM unless they are sponsored by the Fairfax County Employees Advisory Council. All participating crafters must be current or retired County employees or a member of the immediate family thereof, and the individual must qualify as a home-based business. The crafts sold at any craft fair at the

Government Center Complex must be manufactured and produced by the participating crafter or a member of the immediate family of the participating crafter.

2. Craft fairs may be held during a County workday after 4:30 PM or on a non-holiday weekend by a nonprofit group other than the Fairfax County Employees Advisory Council.
3. The craft fair location is limited to the Government Center Building, 1st floor north atrium and 1st floor south atrium.
4. Craft fairs are limited to a one-day activity and may be held no more than twice in any calendar year.

L. POLLING, SURVEYING AND DISTRIBUTION OF LITERATURE

Polling, surveying and the distribution of literature to employees and citizens at the Government Center Complex are subject to the requirements and restrictions set forth below.

1. The polling and surveying of the opinions and observations of persons at the Government Center Complex shall be limited to those areas which are expressly designated for such purposes in this Procedural Memorandum. Any persons wishing to conduct any polls or surveys at the Government Center Complex must secure the approval of a Facilities Use Permit.
2. The distribution of literature, pamphlets or any other papers to persons at the Government Center Complex shall be limited to those areas which are expressly designated for that purpose. Any persons seeking to distribute literature, pamphlets or other papers at the Government Center Complex must secure the approval of a Facilities Use Permit.
3. Any polls and surveys conducted at the Government Center Building, as well as the distribution of any literature, pamphlets or any other papers shall be limited to the areas between the concrete benches and the driveway on either side of the front entrance to the Government Center Building. Any Facilities Use Permits approved for such activities shall specify the area in which the approved activity shall be permitted.
4. Any polls and surveys conducted at the Pennino Building, as well as the distribution of any literature, pamphlets or any other papers shall be limited to the areas between the shrubbery and the driveway on either side of the front entrance to the Pennino Building. Any Facilities Use Permits approved for such activities shall specify the area in which the approved activity shall be permitted.
5. Any polls and surveys conducted at the Herrity Building, as well as the distribution of any literature, pamphlets or any other papers, shall be limited to the areas between the shrubbery and the driveway on either side of the front entrance to the Herrity Building. Any Facilities Use Permits approved for such activities shall specify the area in which the approved activity shall be permitted.
6. The restrictions set forth above regarding polls, surveys and the distribution of literature, pamphlets and other papers shall not apply if the conduct in

question is an accessory to an activity or event approved for a different location at the Government Center Complex. In such cases, the polling, surveying and distribution of literature, pamphlets and other papers shall be limited to the area where the activities are already approved.

7. Any organization or individual receiving approval for activities concerning polling, surveying or the distribution of literature, pamphlets or other papers shall not block the access of visitors and/or employees to the buildings or parking lots.

M. PICKETING AND DEMONSTRATIONS

Picketing and demonstrations for any purpose are allowed in only one location at the Government Center Complex, which is located across the driveway from the front entrance of the Government Center Building, in the center island area.

N. RECEPTIONS

All receptions must be scheduled through Facilities Management Department.

1. Receptions may only be allowed at the Government Center Complex when the activity will not conflict with other scheduled events.
2. During County workdays the rooms of the Conference Center and shared conference rooms (with the exception of shared conference room #120-C) in the Government Center Building may be scheduled for retirement receptions. No other types of receptions will be allowed in these areas during a County workday. Reservations for retirement receptions are not allowed to begin any earlier than 12:00 noon.
3. Receptions will not be authorized in any rooms in the Conference Center in the evenings or on weekends if they will interfere with other scheduled events occurring in the Conference Center.
4. The reception area of the Conference Center may be used for serving refreshments to people attending concurrently scheduled events in the Conference Center, Forum or Board Auditorium or for a retirement reception.
5. The Forum may only be reserved for a reception on County workdays after 4:30 PM or on the non-holiday weekends if it will not interfere with other scheduled events occurring in the Government Center.
6. The cafeteria may be used for serving refreshments for people attending concurrently scheduled events in the Conference Center, Forum or Board Auditorium only if the cafeteria contractor, through Facilities Management Department, authorizes such use. The cafeteria may also be reserved by any board, commission, authority, department, agency or office of the Fairfax County government for receptions between 3:00 PM and 5:30 PM. Requests shall be submitted to Facilities Management Department on a Facilities Use Permit Application.
7. Shared conference room #120-C may be reserved by any board, commission, authority, department, agency or office of Fairfax County government for receptions between 2:00 PM and 5:30 PM on County workdays.
8. The Ellipse and grounds behind the Government Center Building may be reserved no earlier than 6:30 AM.

NOTE: A reference notebook is maintained in Facilities Management Department that contains floor plans for each of the areas listed above. The floor plans contain highlighted boundary lines for each type of usage and any other details necessary to assist Facilities Management Department staff in reviewing and approving or disapproving requests for use of the various areas.

VI. DESCRIPTION OF FACILITIES

Brief descriptions of the facilities available and the types of uses are listed below.

A. BOARD AUDITORIUM

1. The Board Auditorium is suitable for formal events such as presentations, lectures, debates or musical performances. The Board Auditorium seats approximately 375 people, is accessible for individuals with disabilities and is equipped with a podium. Assistive listening devices are available for the hearing impaired.
2. The Board Auditorium is equipped with an overhead television projection system which can display documents and small three-dimensional objects and is self-operable. If arrangements are made in the reservation process, a technician can project 3/4-inch video tape, VHS tape, and slides. If tapes or slides are to be shown, they must be turned in to Facilities Management Department at least two working days prior to the reserved date for testing to ensure no problems occur during the event or meeting.
3. The Board of Supervisors has priority for use of the Board Auditorium at all times and this may require the preemption and rescheduling of any meeting on short notice.

B. FORUM

1. The Forum is best used for press conferences, musical performances, receptions and informal gatherings. For events requiring seating, approximately 300 people can be accommodated. For events where people will be standing in this area, approximately 125 people can be accommodated. (NOTE: A portable podium with microphone is available upon request.)
2. Events scheduled in the Board Auditorium will take precedence over events scheduled in the Forum. Unrelated events will not be scheduled simultaneously in the Board Auditorium and the Forum. Events which require sound amplification and/or could possibly be disruptive to employees working in the Government Center Building will not be scheduled in the Forum on a County workday except between 12:00 noon and 1:00 PM or between 4:30 PM and 11:00 PM or if specifically approved by the County Executive for any other hours during a County work day.

C. CONFERENCE CENTER

The Conference Center is comprised of 9 rooms and a reception area. Room sizes vary and can accommodate meetings of 12 to 100 people. All rooms have been equipped with a lectern, projection screen, white board and cable television/VCR. The rooms and their standard configurations and capacities are shown in the following table:

ROOM NUMBER	STANDARD CONFIGURATION	CAPACITY
Reception Area	Lounge Seating for 24	60 Standing
#2 & #3 (can be split with a special request)	Classroom	50 w/ tables & chairs (plus add'l chairs around perimeter)
#4 & #5 (can be split with a special request)	Auditorium	100 w/ chairs only
#6	Standard Conference	12 w/ tables & chairs
#7	“U”-Shaped Conference	16 at Tables (plus add'l chairs around perimeter)
#8	“U”-Shaped Conference	16 at Tables (plus add'l chairs around perimeter)
#9 (can be combined w/ #10 with a special request)	“U”-Shaped Conference	16 at Tables (plus add'l chairs around perimeter)
#10 (can be combined w/#9 w/ a special request)	“U”-Shaped Conference	16 at Tables (plus add'l chairs around perimeter)

NOTE: Also available are portable overhead projectors, slide projectors and a portable sound system (not available in the evenings or on the weekends). A special request must be made at the same time the Facilities Use Permit Application is submitted to reserve any such equipment.

D. ATRIUMS

Both the North and South Atriums are well suited for displays (informative, historical, cultural, artistic), craft fairs, fund-raising activities and bake sales.

E. SHARED CONFERENCE ROOMS

There are 12 shared conference rooms located throughout the Government Center Building. These rooms are for use by any board, commission, authority, department, agency, office or employee of the Fairfax County government for official County business. Private organizations and individuals will not be permitted to reserve any of the shared conference rooms in the Government Center Building.

F. EXTERIOR GROUNDS

1. Users of the exterior grounds of the Government Center Complex will be held responsible for litter and damage to landscaping.
2. For the convenience of visitors, there are approximately 1,500 unreserved parking spaces in the outside lots and approximately 300 unreserved spaces in the lower garage (P-2 level) in the Government Center Building.

G. PARKING GARAGES

The only reserved use of the parking garages at the Government Center Complex will be to allow the lower garage (P-2 level) in the Government Center Building to be used on Saturdays and Sundays of non-holiday weekends, during inclement weather only, as an alternate site for rollerblading classes scheduled by the Department of Community and Recreation Services. No such reservation of the P-2 garage level will be allowed if it conflicts with persons parking their vehicles in that area in order to attend a function in the building.

VII. PROCEDURES FOR MAKING AND CANCELING RESERVATIONS

- A. Reservations are required for the use of any facility at the Fairfax County Government Center Complex. Functions may be scheduled in the buildings between 7:30 AM and 11:00 PM, Monday through Sunday, except for County holidays or County holiday weekends and as may be otherwise specified herein. Functions may be scheduled on the grounds of the Government Center Complex commencing at 6:30 AM on weekends and County holidays, so long as no sound amplification equipment is utilized for any such use of the grounds prior to 7:30 AM.
- B. Applications to use the Government Center Complex must be submitted in writing on forms provided by the County. (See Attachment 1 for copy of the Facilities Use Permit Application.) Applications must be received by Facilities Management Department at least ten business days prior to the date of the proposed activity.
 1. The application must include the name of the organization or individual, the date, time, duration, location and nature of the proposed activity, the number of participants, proof of non-profit status, if applicable, and all details for the event that could affect the approval or disapproval of the application.
 2. No application can be considered approved until it has been signed by the appropriate County official at Facilities Management Department and such application has been returned to the applicant.
 3. Any additions and/or changes made to an application after its initial approval may cause the initial approval to be rescinded.
 4. Applicant(s) must be present during the entire event.
 5. Application must list the designated representatives of the applicant, at least one of whom must be present at all times during the scheduled event.

- C. In order to make the facilities at the Government Center Complex available to as many users as possible, some restrictions must be imposed on reservations for events extending beyond a single day, including, but not limited to, the amount of space a single user will be allowed to reserve for any particular event.
- D. Cancellations must be reported as soon as possible to Facilities Management Department by calling and leaving a message 24 hours a day at (703) 324-2055. No-shows or failure to cancel in a timely manner may result in denial of future use of facilities at the Government Center Complex.
- E. If it is necessary for the County to cancel a scheduled use of any portion of the Government Center Complex, Facilities Management Department will notify the applicant. If possible, the event will be rescheduled in a different area and/or at a different time.
- F. On days that County employees are granted liberal leave, staff may not be able to accommodate any special requests previously approved due to other priorities related to inclement weather or other emergencies. Use of the Government Center Complex shall be considered as automatically canceled on any day that the County government employees are granted administrative leave due to inclement weather or other emergencies.
 - 1. Such advisories are announced on Fairfax County Media General Cable Television Channel 16 and on most Metropolitan Washington Area television and radio stations.
 - 2. In such an event, Facilities Management Department will NOT provide notice of cancellation. Users shall be solely responsible for notifying their memberships and event participants.
- G. Private property brought into meeting rooms is the sole responsibility of the owner. The County assumes no responsibility for damage or loss of private property or for personal injury that may occur on County property. A "lost and found" is located in the Building Security Office in the main lobby and may be accessed 8:00 AM to 4:30 PM, Monday through Friday except on County holidays or County holiday weekends.
- H. Applicants will be held responsible for any damage to County property and must report such damage immediately and in person to Facilities Management Department or to the Building Security Office (324-3434).
- I. Individuals or organizations are not to reconfigure any rooms or move furniture from room to room. Any requirements different from the standard furniture configuration must be identified during the reservation process on the Facilities Use Permit Application and County staff will accomplish approved reconfigurations prior to the meeting.

VIII. FOOD AND BEVERAGES

Refreshments may be consumed in the building (with the exception of the Board Auditorium) or on the grounds. The user is responsible for supplying all refreshments and serving equipment and for placing all refuse and recyclables in the appropriate containers provided by County staff.

- A. **CAFETERIA AND VENDING MACHINES:** The Government Center Building Cafeteria is located on the first floor and serves breakfast, lunch, carry-out and special orders. Hours of Operation are normally Monday through Friday from 7:00 AM to 3:00 PM. Vending machine areas are located in the Conference Center and near the Cafeteria.
- B. **CATERING:** Catering service for special events during the day, evenings or weekends is available from the Government Center Building Cafeteria by calling 324-3414. If outside catering services are to be used, details must be included on the Facilities Use Permit Application.
- C. **RESTRICTIONS:**
 - 1. **ALCOHOLIC BEVERAGES:** The consumption of alcoholic beverages in County facilities is strictly prohibited except when approved by the County Executive in accordance with Fairfax County Procedural Memorandum #0804.
 - 2. **SMOKING:** Smoking in the Government Center Complex buildings and parking garages is strictly prohibited in accordance with Fairfax County Procedural Memorandum #0806.

IX. APPLICANT'S RESPONSIBILITIES

The applicant is required to:

- A. Ensure that no unauthorized third party shall be granted permission to use the facility, or any portion thereof, without prior approval of Facilities Management Department.
- B. Ensure that event participants shall not be restricted from participation based on race, religion, color, sex, age, national origin or disability.
- C. Ensure that the applicant specified in the application is responsible for County facilities during the event, is present in the reserved area throughout the scheduled event and has in his/her possession a copy of the approved Facilities Use Permit.
- D. Ensure that signs, banners and decorations are NOT affixed to any building surfaces and that helium-filled balloons are not brought into the Government Center Building.
- E. Provide at least one adult chaperone for each group of 15 children under 18 years of age.
- F. Ensure that the number of participants does not exceed the authorized number of participants approved on the Facilities Use Permit and/or the authorized capacity of the particular area reserved in the facility.
- G. Ensure that the vehicles of participants are parked only in areas designated for parking and are not parked in reserved or restricted parking areas.
- H. Ensure that the events and participants remain within the boundaries of assigned areas or spaces open to the general public.
- I. Allow food and drink only in areas designated for eating and only after receiving written permission from Facilities Management Department in advance of the event.

- J. Guarantee that activities shall be peaceful, orderly, lawful and not of a nature to incite others to disorder; and specify on the application that reasonable security arrangements, appropriate for the planned activities, will be provided.
- K. Ensure that activities are not disruptive to persons working at the Government Center Complex and/or persons participating in other activities approved at the Government Center Complex.
- L. Prohibit smoking in the Government Center Complex buildings and parking garages.
- M. Ensure that alcoholic beverages are not served or consumed at the Government Center Complex unless prior permission has been granted by the County Executive, through Facilities Management Department, and the appropriate license has been obtained from the Virginia Department of Alcoholic Beverage Control.
- N. Ensure that gambling is not permitted.
- O. Ensure that animals (except guide dogs) do not enter any of the buildings at the Government Center Complex and clean any County grounds used by animals participating in the events.
- P. Observe the time limits specified for the event.
- Q. Leave the building and grounds in a clean, neat and orderly condition.
- R. Ensure that any damage to County property is reported to Facilities Management Department (324-2055) or to the Building Security Office (324-3434) immediately.
- S. Ensure that the County is paid for the cost of any damages to County property occurring during a reserved activity.
- T. Comply with all federal, state and County laws, statutes, ordinances, regulations, and licensing requirements.
- U. Agree to hold harmless and indemnify the County of Fairfax with respect to any claim of loss, injury or damage because of any negligence of the applicant, or of the applicant's employees or agents, including damage to County property or property for which the County is liable. An insurance policy for such liability coverage is recommended and may be required.

X. APPLICANT'S RESPONSIBILITY REGARDING HANDLING REFUSE AND RECYCLABLES

By signing a Facilities Use Permit Application, it is the responsibility of the individual or organization to ensure that the recycling systems are properly maintained during the event. Users of the facilities at the Government Center Complex are asked to recycle cardboard and aluminum cans and to maintain the other recycling collection containers so that they are not contaminated with trash. In addition, the following requirements must be adhered to when disposing of refuse and/or collecting recyclables.

- A. When preparing refuse for disposal, place it into the compactor at the loading dock that is marked "REFUSE ONLY." Refuse consists of disposable food service ware such as paper and Styrofoam plates, paper napkins, food wrappings, food waste, food packaging, etc.

- B.** When preparing cardboard for recycling, corrugated cardboard boxes must be flattened and moved to the loading dock area and placed in the compactor unit marked “CARDBOARD ONLY.”
- C.** When preparing aluminum cans for recycling, use plastic bags, take the bags to the loading dock and place them in the dumpster marked “ALUMINUM CANS ONLY” which is located in the storage area adjacent to the north side of the loading dock. Additional recycling containers are available if requested during the application process.
- D.** When preparing white office paper for recycling, place it in recycling containers located throughout the facilities and marked “WHITE OFFICE PAPER” Recycling Program.
- E.** When preparing newspaper and/or magazines for recycling, they should be bundled by tying string around a stack or inserting them into a brown paper bag. Take them to the loading dock storage area and place them in the dumpster marked “NEWSPAPER.”
- F.** Glass may be collected for recycling, but the applicant will be required to haul it to a recycling facility. There is no provision for glass recycling at the Government Center Complex.
- G.** For more information, please contact the Fairfax County Recycling Program Manager.

XI. RESPONSIBILITIES OF FACILITIES MANAGEMENT DEPARTMENT

Facilities Management Department at the Government Center Complex is responsible for:

- A.** Ensuring that all users of the Government Center Complex who are not organizational entities of the Fairfax County government are required to complete a Facilities Use Permit Application (See Attachment 1).
- B.** Ensuring that Fairfax County government entities seeking to use the common areas of the Government Center Complex are required to complete a Facilities Use Permit Application only if there is a requirement for nonstandard space configurations, special equipment, food service, product distribution or sales, or if any other unusual circumstances apply.
- C.** Scheduling all common areas of the Government Center Complex in accordance with the rules and regulations set forth herein.
- D.** Providing and/or coordinating the provision of all services, setups, equipment and technicians agreed upon in the approved Facilities Use Permit.
- E.** Coordinating all requested activities at the Government Center Complex with those County entities that may be impacted by the requested activity.
- F.** Ensuring that all rules and regulations are adhered to by the applicant.

XII. DENIAL OR CANCELLATION OF FACILITIES USE PERMIT APPLICATIONS

- A.** The County of Fairfax reserves the right to deny any application to use the facilities of the Government Center Complex or cancel any approved

Facilities Use Permit 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 Procedural Memorandum may be grounds for immediate expulsion and denial of future use of the facilities at the Government Center Complex for a period of one year. The applicant's signature on the application form constitutes an acknowledgment that the applicant will comply with all regulations stated herein. Any questions should be referred to Facilities Management Department at 324-2055.
- C. The County shall not be liable for any costs incurred and/or damages suffered by applicants as a result of denial of any application or cancellation of any use of the facilities at the Government Center Complex.
- D. Any reservation is subject to cancellation if the space is needed for official Fairfax County business by the Fairfax County Board of Supervisors, County Executive, or Deputy County Executives, including reservations by a fee-generating applicant with a confirmed reservation.

It is possible for an applicant, (fee-generating or no fee), using the Government Center Complex facilities to be preempted, but only by the following high priority users (in descending order):

1. Board of Supervisors (as an entity).
2. Formal Subcommittees of the Board of Supervisors.
3. Chairman and Individual Members, Board of Supervisors.
4. County Executive and Deputy County Executives.

Preemption of an event would only occur with the approval of the County Executive or his designee. Reservations so impacted will be notified at the earliest possible time if preemption of an event becomes necessary. If a meeting or event must be pre-empted in this way, or in the event of a natural disaster, the applicant will be given the option of cancelling the reservation and requesting a refund of the facility use fee. If the applicant wishes to reschedule the reservation for another date and/or time (based on availability) instead, the applicant may do so and Facilities Management Department will retain the facility use fee. In the event of minor inconveniences or disruptions within the building itself (example: evacuation due to a fire alarm), there will be no refunds.

If a fee-generating meeting or event is pre-empted and moved to another comparable room during the same timeframe instead (example: moved from 9/10 to either 2/3 or 4/5 or moved from Room 7 into Room 8 instead), the facility use fee will remain unchanged.

XIII. INTERPRETATION OF REGULATIONS

Problems or disagreements concerning the interpretation of policies and regulations regarding public use of the Government Center Complex shall be referred for decision to the Director of Facilities Management Department.

XIV. FEE POLICY

A. GENERAL INFORMATION:

The Fairfax County Government Center Complex facilities serve many individuals, organizations, and entities. Our facilities provide an ideal location for non-profit, faith or community organizations to meet, as well as for civic, religious, and cultural events, recreational activities, club meetings, trainings, conferences, seminars, and other special events to take place.

On April 27, 2009, the Fairfax County Board of Supervisors authorized the charging of fees for use of the Government Center Complex facilities to all “non-profit” organizations (“non-profit” is defined as all applicants except Fairfax County agencies, Fairfax County Public Schools, Fairfax County Boards, Authorities, and Commissions and any governmental entity (defined as federal government, state government, or local government)). Applicants will continue the process of submitting a Facilities Use Permit Application (updated in June 2009). The new fee policy, effective July 1, 2009, applies to all existing and new applications.

B. FEES: Facility use fees may be calculated using the guidelines outlined below:

- Rental fees for each room (and all other space use – including grounds)
 - \$60 per hour per conference room or other space used
 - (i.e. North Atrium, South Atrium, Conference Center Reception Area, North Lawn, Ellipse, South Lawn, Forum, etc.)
 - \$85 per hour for the BOS Auditorium
 - \$60 flat fee per day for use of parking lot surfaces (Lots A, B, C, D, E, F, G – based on availability. Lot H is reserved for use by Fastran/School Buses).

Facility use fees are calculated based on the official start time and end time of each scheduled meeting or event. Time required for set-up (up to one hour) and break-down (up to one hour) is not included when calculating hourly rates. If set-up or break-down will require more than one hour, an additional fee may be assessed.

C. FEE PAYMENT POLICY: All fees for organizations and individuals using the Government Center Complex facilities are to be paid by check, payable to Facilities Management Department, no later than 10 business days prior to the scheduled use date and in accordance with the fee payment guidelines set forth below.

Users of the Government Center Complex facilities will abide by the following fee payment guidelines:

- Provide payment in full 10 business days before the scheduled use date.
- Provide payment by organization's check, personal check, or a certified check/money order.
- Make the check payable to County of Fairfax.
- No postdated checks.
- No cash or credit cards.
- No deposit is required.
- If a check is returned for insufficient funds, the applicant will be charged an additional \$25 fee.

If payment in full of assessed fees is not paid by 10 business days prior to the event, the reservation will be forfeited, and the event will be cancelled and not allowed to take place.

If an organization cancels its event after paying the fee, the fee is non-refundable. However, the organization may reschedule the event for another day (based on availability) at no additional cost.

D. FEE NOTIFICATION PROCESS:

Applicants with a fee-generating use of the facility will be mailed a copy of the Confirmation Report one month in advance of the payment due date. The report will state the total fee amount. Payment in full must be received by the fee due date (10 business days prior to the activity).

Payments received will be processed as follows:

- The customer's check is received by FMD.
- FMD staff will immediately pull the hard copy invoice. (This is the Confirmation Report from Scheduler Plus detailing the reservation, which includes the event confirmation number, total owed, and due date.)
- The event confirmation number is written on the check.
- The hard copy invoice is date-stamped "Received" by FMD staff, as well as hand-noted the date received, paid/paid in full, and the signature of authorized FMD staff.
- The FMD staff makes two copies of the updated invoice and the check. One set of copies goes to the customer. The other set of copies is retained by the FMD Meeting Space Management and Event Support (MSMES) manager.
- The original invoice and check are delivered to the Fiscal Administrator (or designee) for processing and deposit.

E. SUPPORT SERVICES:

Facility use fees include all support services provided by the building porters and Facilities Management Department staff during regularly-scheduled business hours (7:30am – 4:00pm Monday through Friday).

Other services (available during regular business hours – 7:30am – 4:00pm) include:

- Room and furniture configuration (set-up - prior to event use)
- Trash removal (inside the building only)
- Use of conference center equipment (i.e. stools, presentation “clicker” device, flip chart stands, easels, etc.)
- Set-up and testing of audio-visual equipment prior to scheduled use.

F. LIMITATIONS ON FACILITY USE:

All applicants seeking to use space in Government Center Complex facilities shall comply with all of the policies and procedures for use of those facilities, as set forth in this procedural memorandum (08-05). By signing and submitting an application for facility use, applicants acknowledge receipt of a copy of the aforementioned memorandum (which is available on the Fairfax County Infoweb at

<http://infoweb.fairfaxcounty.gov/fmd/proceduralmemo/0805A2.pdf>).

Designated community use times at the Fairfax County Government Center Complex are Monday through Friday from 7:30am – 11:00pm and Saturday and Sunday, 8:00am – 11:00pm. In case of a conflict, Facilities Management Department may deny the use request. A request for a particular area is not a guarantee that a conflict with another program or activity with a higher priority will not result, thereby causing the need for rescheduling or cancelling an event.

XV. FACILITIES USE PERMIT APPLICATION FORM

The Facilities Use Permit Application form was updated in June 2009 to include information about the new fee policy taking effect on July 1, 2009. The revised form includes sections for calculating fees and rescheduling an event (if needed).

A copy of the revised Facilities Use Permit Application is provided below (see next page).



COUNTY OF FAIRFAX – FACILITIES USE PERMIT APPLICATION

To use common areas of the facilities and/or grounds at the Fairfax County Government Center Complex for non-profit purposes.

APPLICANT

Name of Applicant:
(**NOT** org. name)

Phone: _____

Applicant Address:

Fax: _____

(Street)

IRS Tax ID: _____

(City/State/Zip)

Applicant E-mail: _____

of
Participants: _____

Organization Represented: _____

(If Applicable)

ACTIVITY

Title/Purpose of the Activity: _____

Category of Non-Profit Activity (**check applicable box**):

☐ Government (Fed./State)

☐ Private – County-Based Non-Profit

☐ Private – County Employee

☐ Private – County Resident

☐ FCPS

REQUESTED DATE & TIME OF EVENT

	<u>Date:</u>	<u>Set-Up:</u> <i>max. 1 hr</i>	<u>Start:</u>	<u>Circle</u> <u>One:</u>	<u>End:</u>	<u>Circle</u> <u>One:</u>	<u>Clean-Up:</u> <i>max. 1 hr</i>
1 st Choice:	____ / ____ / ____	_____	_____	a.m/p.m.	_____	a.m/p.m.	a.m/p.m.
2 nd Choice:	____ / ____ / ____	_____	_____	a.m/p.m.	_____	a.m/p.m.	a.m/p.m.

For recurring monthly meetings, please attach a separate listing, to include dates, set-up, and start/end times.

REQUESTED LOCATION OF ACTIVITIES

BOS Auditorium: _____ Forum: _____ North/South Atrium (1st fl. Hallways): _____

Conference Center Reception Area: _____ Conference Room **preference:** _____

Grounds/Ellipse (specify location): _____ Parking Lots: _____

In Board Auditorium Only:	In Forum Only:	In Bd. Aud., rooms 2-3 & 9-10:
☐ LCD projector (Laptop not provided) ☐ Podium w/ mic.	☐ Podium / Microphone (during Co. business hours M-F, it may be used 12:00 – 1:00p.m. <u>ONLY</u>)	☐ Assistive Listening Devices

REMINDERS

- A/V is available 7:30am – 4:00pm M-F in the conf. center. NO night or weekend use.
- NO BALLOONS or SCOTCH TAPE*** are allowed in the Government Center Building.

DETAILS OF USE

Describe below or on a separate sheet of paper the details of the use and equipment desired for each location requested.

Will Advertisements/Brochures be distributed?

Yes/No. If yes, describe: _____

Is this activity, or any part thereof, a fundraiser?

Yes/No. If yes, describe: _____

Will a fee be charged to participants? Yes/No. If

yes, describe: _____

APPLICANT SIGNATURE

Permission granted for use of any portion of the facilities and/or grounds at the Government Center Complex by any organization or individual may be revoked, canceled, postponed, or rescheduled. 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 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 Government Center Complex set forth in Procedural Memorandum #08-05, as amended. I understand that I may have to reapply if any changes are made to this application.

SEND APPLICATION TO: Facilities Management Dept.
12000 Gov. Ctr. Pkwy., Suite 424
Fairfax, VA 22035

Applicant's Signature & Title _____

Date: _____

Please Note: If a check is returned for insufficient funds, payment via certified check will be required for future use.

OR FAX TO: 703-324-3930

For use by County Staff (below):

FEES

Effective July 1, 2009, fees are charged to all non-profit organizations (defined as all users other than Fairfax County agencies, Fairfax County Public Schools, Boards, Authorities, and Commissions and any governmental entity). This policy change impacts both new and existing reservations. Fees are due to be paid (by certified check, personal check, or organization's check) 10 days prior to a scheduled meeting or event. If a check is returned for insufficient funds, the applicant will be charged an additional \$25 fee and payment via certified check will be required for future use. Confirmation of a reservation is not considered complete until the fee is paid. If fees remain unpaid, the reservation confirmation will be revoked and the event will not be permitted to take place.

1 hour for set-up and 1 hour for cleanup will be granted at no charge for events **requiring** set-up.

Board Auditorium:	\$85 / hr.	Hours	_____	X 85	=	_____	Total
All other spaces:	\$60 / hr.	Hours	_____	X 60 X	(# of spaces)	=	_____ Total
Parking Lot use:	\$60 flat fee				=	_____	Total
Total Fee:	_____			Fee Due Date:	_____		

Last date to cancel event without forfeiting funds: _____

RESCHEDULE

RESERVATIONS MAY BE RESCHEDULED: Must be requested prior to the 48 hour cancellation deadline.

Reschedule Date Requested On: _____

Original date rescheduled to: _____

Reschedule Date Approved On: _____

Approved by: _____

APPLICATION APPROVAL

FMD Signature for Approval

Date

APPROVED PER ATTACHED CONFIRMATION

