


**FAIRFAX COUNTY, VIRGINIA
PROCEDURAL MEMORANDUM NO. 04-17**

To: Administrative Staff		Implemented: July 13, 2004
		Amended: February 9, 2023
Initiated by: Department of Cable and Consumer Services		Approved by the County Executive:  Bryan J. Hill
Subject:	Regulations for the Governmental and Public Use of Fairfax County Magisterial District Governmental Centers	
Reference:	Fairfax County Procedural Memorandum No. 25-24 (Revised)	

I. PURPOSE

To establish the procedures and conditions for the governmental and public use of the Fairfax County Magisterial District Governmental Centers (MDGCs). Spaces in these facilities that are available for use by the public include (i) Community Rooms; (ii) Lobbies; (iii) Open Space; (iv) Walkways; and (v) Parking Lots.

See Attachment 1 for a list of the MDGC contact information and locations. See Attachment 2 for interior and exterior maps of each MDGC.

To the extent that these regulations conflict with any existing regulation pertaining to the use of a MDGC by the public, these regulations take precedence.

II. POLICY

- A.** In addition to official governmental uses, the Fairfax County Board of Supervisors encourages the use of MDGC Community Rooms by Fairfax County organizations and its residents for charitable, civic, cultural, educational, recreational, religious, or similar activities of a non-commercial nature. The exterior areas of these facilities are also available to the public for peaceful assembly and debate, subject to reasonable restrictions intended to promote public safety and avoid conflicting uses.
- B.** The Board of Supervisors also encourages activities that support the morale and wellness of Fairfax County employees.
- C.** Use of MDGCs by the public may not interfere or conflict with the official activities of the Board of Supervisors; County Boards, Authorities, and Commissions; County agencies; or other governmental entities.
- D.** This Procedural Memorandum establishes an orderly procedure for the reservation of the MDGCs. Due to the high demand for use of the facilities, it is necessary to establish guidelines on the frequency, location, and manner that an organization or individual may reserve and use MDGC facilities.

III. GENERAL REGULATIONS

A. MDGC Facilities:

1. The locator map depictions within this Procedural Memorandum are reasonable approximations of the locations described and should not be construed as precise boundaries. This Procedural Memorandum only applies to property owned by Fairfax County; the locator maps do not include, and are not intended to regulate, any property not owned by Fairfax County.
2. Any space not specifically referenced in this Procedural Memorandum is reserved for Fairfax County Government use.
3. Any space identified in this Procedural Memorandum is offered in an “as is” condition.
 - a. Fairfax County has no obligation to provide any enhancements to these facilities.
 - b. All users are responsible for returning the space in the same “as is” condition.
4. The County assumes no responsibility for bodily injury, personal injury, and/or property damage that may occur on County property.

B. Procedures for Making Reservations.

1. Use of any space set forth in this Procedural Memorandum requires a Confirmed Reservation; except Confirmed Reservations are not required for exterior Passive Recreation and Assembly Uses of 15 or fewer people and Parking associated with the use of the facilities.
2. Each Board Office, except the Providence District Office, is responsible for scheduling the facilities at their respective MDGC. Scheduling at the Providence Community Center is managed by the Department of Neighborhood and Community Services.
3. Each MDGC's hours of operation are as stated in Attachment 1.
4. Any Confirmed Reservation will authorize use of the reserved space by a group no larger than the capacity of that reserved space.
5. Capacity limitations for exterior spaces will be based on a calculation of approximately three-square feet per person, subject to number 12 of this section III(B).
6. Organizations, individuals, and the County government departments and staff, except staff from any Board Office, seeking to reserve a space at an MDGC must complete a reservation request using the MDGC Use Permit Application in Attachment 7.

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7. When required by Fairfax County Risk Management's guidelines set forth in Attachment 4, organizations or individuals must attach to their application a Proof of Insurance Certificate naming Fairfax County as an additional insured for the amount set forth in the guidelines.
 8. No application will be considered approved until the Board Office has approved it.
 9. Any amendment to a Confirmed Reservation must be approved by the Board Office.
 10. Confirmed Reservations must include an event contact, who is at least 18 years of age, and who will be present during the entire use.
 11. Governmental uses may preempt Confirmed Reservations by organizations and individuals. If a Confirmed Reservation must be cancelled, the Board Office will make reasonable efforts to reschedule to a mutually convenient time.
 12. Any Board Office may deny, limit, or cancel any application or any approved application when they deem such action necessary to ensure the safety of County residents, organizations, or staff; to prevent damage to County facilities or grounds; or to prevent interference with County operations.
 13. If the requested space is unavailable or the reservation request fails to meet all the requirements and conditions of this Procedural Memorandum, the denial of the reservation request will be communicated to the applicant within three business days of the reservation request. If it is not practicably feasible to approve or deny a request within three business days, the applicant will be promptly notified of the delay and the anticipated date on which a decision will be made.
- C. Scheduling of the MDGCs.
1. Only Fairfax County Governmental entities may submit reservation requests more than one year in advance.
 2. Any Confirmed Reservation requiring Fairfax County staff support must be scheduled during Working Hours.
 3. County government functions may be scheduled outside of Community Room hours.
 4. A Confirmed Reservation may be scheduled or cancelled if the reserved space is needed for a Fairfax County governmental use.
 5. If a Confirmed Reservation must be rescheduled for any reason, the applicant may request another available date, time, or location and staff will endeavor to accommodate that request, or the applicant may cancel the Confirmed Reservation.

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6. If Emergency Administrative Leave is granted due to inclement weather or other emergencies, all Confirmed Reservations are cancelled. Similarly, if Unscheduled Leave is granted, any Confirmed Reservations may be changed or modified due to staffing or safety constraints.
7. Cancellations must be reported as soon as possible to the applicable Board Office. No shows or the failure to cancel in a timely fashion could result in the denial of future use.
8. Fairfax County is not liable for any costs associated with a rescheduled or cancelled Confirmed Reservation.
9. This Procedural Memorandum does not apply to the following areas:
 - a. Other Fairfax County departments or agencies that may be located at an MDGC, such as the Fairfax County Police Department or Fairfax County Public Library, or any space that is licensed, leased, or otherwise occupied with the approval of any such department or agency, such as a childcare or senior center.
 - b. Any Virginia Department of Transportation right-of-way or road that traverse any MDGC.

D. Limitations on the Use of the MDGCs.

1. No applicant shall be allowed to reserve or use any MDGC for commercial purposes.
2. No fees can be charged for any activity or event.
3. The following items are prohibited:
 - a. Firearms as set forth in Virginia Code § 18.2-287.4 and Fairfax County Code § 6-2-1.
 - b. Any bat, shield, pole, brick, stone, rock, piece of asphalt or concrete, knife, hatchet, ax, saw, slingshot, blackjack, metal knuckles, mace, metal buckle, chain, crowbar, hammer, club, bludgeon, or other item that may be used as a weapon.
4. Private solicitation for a commercial purpose at an MDGC is prohibited.
5. Fundraising Activities.
 - a. The sale of merchandise or services is prohibited unless it is solely for the benefit of a nonprofit organization or other organization with a similar charitable purpose.
 - b. Any such nonprofit organization or individual may reserve space to sell merchandise or services no more than twice a year.

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6. Exhibits.
 - a. Any Exhibit that is not removed at the conclusion of the Confirmed Reservation may be removed and disposed of by the Board Office in the MDGC.
 - b. Any Exhibit that is not sponsored, maintained, or funded by Fairfax County or another governmental entity must be accompanied at all times by the sign indicating that the Exhibit is not affiliated with Fairfax County set forth as Attachment 5. The applicant is responsible for printing and posting the sign on their Exhibit.
7. No use will restrict ingress, egress, or flow of pedestrian or vehicular traffic.
8. No use will block any permanent signage.
9. Signs.
 - a. The timing and placement of Signs must conform to the regulations of each location as set forth below.
 - b. Informational and/or directional signs are allowed in conjunction with a Confirmed Reservation provided that they do not impede interior or exterior pedestrian Walkways.
 - c. The maximum size for any Sign is 3' x 8', unless otherwise provided. The Sign or its display stand may not impede pedestrian Walkways.
 - d. In no event may any Sign be permanently attached to any building surface.
 - e. Any Sign may be removed if it becomes torn, faded, or otherwise damaged or in disrepair.
10. Unless otherwise noted within this Procedural Memorandum, sound that is plainly audible and discernible outside the reserved space is not permitted during Working Hours unless specifically approved by the Board Office because this sound will not interfere with governmental functions.
11. Photography, film, and video production must not interfere with the business requirements of the County.
12. The projection of any image onto the exterior surface of any MDGC building is prohibited.
13. Smoking is prohibited in the building and at least 50 feet away from any entrance. No candles or open flames are permitted.
14. Animals other than guide or service animals are not permitted inside any MDGC building, unless as part of a County sponsored event.

15. Any use of an MDGC must be lawful. Failure to do so, or failure to comply with this Procedural Memorandum, may result in revocation of a Confirmed Reservation, removal from MDGC, prohibition against future use, and any other appropriate remedy. The applicant's signature on the application constitutes an acknowledgement that the applicant will comply with all regulations stated herein.

E. Applicant's Responsibilities.

Once an application is approved, the applicant will:

1. Ensure that the event contact listed on the application is present in the reserved space throughout the event and has in his/her possession a copy of the approved Confirmed Reservation. If the only responsible adult present is not listed on the approved Confirmed Reservation, that person must inform the Board Office and add their name to the reservation. The newly identified responsible adult should then receive and review a copy of the updated reservation.
2. The identity of the sponsoring organization or individual and the time location of the Confirmed Reservation must be clearly stated on all advertisements and invitations. Prior to the public distribution of such materials, the Board Office should be provided with copies to ensure that the materials are consistent with the Confirmed Reservation.
3. Ensure that event participants are not restricted from participation based on race; color; religion; national origin; sex; pregnancy, childbirth, or related medical conditions; age; marital status; sexual orientation; gender identity; military status; or disability.
4. Ensure that any use conforms with the use approved by the Board Office.
5. 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.
6. Ensure that the number of participants does not exceed the approved number of participants, or the occupancy limitations set forth in Attachment 3.
7. Ensure that participants park only in designated parking areas.
8. Ensure that the events and participants remain within the approved space.
9. In those MDGCs where food and drink is allowed, ensure that it is only consumed in areas designated for eating and only after receiving permission in the approved Confirmed Reservation. 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. The applicant must bring all necessary cleaning supplies. In some cases, the applicant may be required to remove their trash from the site.

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10. Ensure that alcoholic beverages are not served or consumed at the MDGC unless prior permission has been granted as set forth in [Fairfax County Procedural Memorandum 08-04 Alcoholic Beverage Use Policy](#) and such service and consumption complies with its requirements.
 11. Ensure that activities are peaceful, orderly, lawful, and not of a nature to incite others to disorder and ensure that activities are not disruptive to other persons.
 12. Comply with any instructions from the Board Office regarding entry and departure procedures, and any other additional requirements.
 13. Ensure that furniture is not removed from any room. Rooms must be returned to their standard configuration at the end of the reserved time.
 14. Strictly observe the time limits specified for the event and leave the furniture, building, and grounds in a clean, neat, and orderly condition. Any cleaning supplies necessary to do so must be provided by the applicant.
 15. Fairfax County reserves the right to charge a cleaning fee when reserved areas are not left in the condition that they were received. Subsequent Confirmed Reservations may require a cleaning deposit as a condition of any such reservation.
 16. Immediately report any damage to the Board Office and pay the County for the cost of any damages occurring during a reserved activity. Applicants are responsible for any damage to County property.
 17. 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.
 18. Comply with all federal, state, and county laws, statutes, ordinances, regulations, and licensing requirements.
 19. 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. An insurance policy for such liability coverage is recommended and may be required if deemed necessary by the Department of Finance, Risk Management Division as set forth in Attachment 4.
- F. Fairfax County does not discriminate on the basis of race; color; religion; national origin; sex; pregnancy, childbirth, or related medical conditions; age; marital status; sexual orientation; gender identity; military status; or disability.

IV. RESERVABLE SPACE SPECIFIC LIMITATIONS

A. Community Rooms

<p>1. Authorized Uses</p>	<p>Civic Engagement, Community Events, Fundraising Activity, Meetings, Presentations, or Receptions</p>
<p>2. Availability</p>	<p>Community Room Hours</p>
<p>3. Capacity</p>	<p>See Attachment 3</p>
<p>4. Signage</p>	<ul style="list-style-type: none"> a. Any Sign must be accessory to a Confirmed Reservation, or other use within the building. b. No Sign may obstruct the view of any attendee. c. Any affixed Sign must be hung only with masking or painters tape and in such a manner so as to not damage the surface to which it is affixed. d. Only directional signs are allowed outside the reserved Community Room. e. Requests for signage must be included and approved in the Confirmed Reservation. f. The maximum size of any directional sign located outside of a Community Room is 3' x 2" and no more than three Signs are allowed. g. Signage may not be set up more than one hour prior to the scheduled event and must be removed at the conclusion of the event. h. No Signs may be placed so as to block the line of sight of the County's permanent signage at any MDGC or block the line of sight of any vehicles.

<p>5. Other Regulations</p>	<ul style="list-style-type: none">a. Community Rooms may only be reserved by Fairfax County organizations and residents.b. The Community Rooms of an MDGC may be reserved for the next calendar year no earlier than September 1st of the previous year.c. The Community Rooms of an MDGC may not be reserved in advance by or for the same applicant and/or use more than twelve times per year.d. No activity reserved in advance may take place for more than two consecutive days.e. In the event a Community Room at an MDGC has not been reserved within 72 hours of a particular day, then that Community Room can be reserved by an applicant even if the applicant has already had a reserved activity earlier that month or an advance reservation for later in the month.f. The configuration, setup, and use of the tables, chairs, room dividers, and other equipment provided by the County must be coordinated with the Board Office in advance of the scheduled event.
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B. Lobbies

<p>1. Authorized Uses</p>	<p>For uses accessory to other uses within the MDGC</p>
<p>2. Availability</p>	<p>Community Room Hours</p>
<p>3. Signage</p>	<ul style="list-style-type: none"> a. Any Sign must be accessory to a Confirmed Reservation, or other use within the building. b. No Sign may obstruct the view of any attendee. c. Any affixed Sign must be hung only with masking or painters tape and in such a manner so as to not damage the surface to which it is affixed. d. No Sign may exceed is 3' x 8". e. No more than three Signs are permitted per Confirmed Reservation.

C. Open Space

<p>1. Authorized Uses</p>	<p>Assembly Uses, Civic Engagement, Community Events, Markets, or Passive Recreation</p>
<p>2. Availability</p>	<p>Monday – Friday: 7:30 AM – 10:00 PM</p> <p>Saturday: 7:30 AM – 5:00 PM</p> <p>Passive Recreation: Assembly Uses: Daylight Hours</p>
<p>3. Signage</p>	<p>a. Any unattended Sign that is not accessory to a Confirmed Reservation may only be placed in the areas specified on the locator maps.</p> <p>b. Any unattended Sign that is not accessory to a Confirmed Reservation may be placed for a period of no more than one week.</p> <p>c. Signage may be removed before the expiration of one week if necessary to accommodate property maintenance and landscaping. To the extent practicable, any such Sign will be retained by the Board Office for one week after its removal.</p> <p>d. No more than four unattended Signs per user are permitted.</p> <p>e. Any Sign that is accessory to a Confirmed Reservation may be placed no earlier than one hour before the Confirmed Reservation and must be removed at the conclusion of the Confirmed Reservation.</p> <p>f. No Sign may block ingress or egress to any part of the MDGC facilities.</p> <p>g. No Sign may block the line of sight of vehicles using the roadways or the County’s permanent signage on the MDGC.</p>

<p>4. Other Regulations</p>	<ul style="list-style-type: none">a. No Confirmed Reservation may last more than one day.b. Only one Confirmed Reservation is permitted in any Open Space, regardless of the size of the reservation.c. Uses of 15 or fewer people are not required to obtain a Confirmed Reservation but must otherwise comply with this Procedural Memorandum. If, however, any such use of 15 or fewer people does not have a Confirmed Reservation, they may be required to move to accommodate a use that has obtained a Confirmed Reservation.d. Any use greater than 15 people must obtain a Confirmed Reservation and agree to comply with all rules and regulations set forth in this Procedural Memorandum.e. The location of any item requiring installation such as any staking, tent, pole, or vehicle must be identified on a site plan approved by the Facilities Management Department to protect Fairfax County property.f. Sound that is plainly audible and discernible within the building is not permitted.g. As required by Fairfax County Code § 6-2-1, "No Firearms" Signs must be posted at all entrances or appropriate places of ingress and egress to the event, and to areas adjacent to the event. The required signage is set forth as Attachment 6 to this Procedural Memorandum. Applicants must print and post the Signs for the duration of the Confirmed Reservation using, as applicable, the interior or exterior Signs in Attachment 6. "No Firearm" Signs must be removed at the conclusion of the Confirmed Reservation.
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D. Walkways

<p>1. Authorized Uses</p>	<p>Assembly Uses, Civic Engagement, or Community Events</p>
<p>2. Availability</p>	<p>Daylight Hours</p>
<p>3. Signage</p>	<ul style="list-style-type: none"> a. Any Sign must be accessory to a Confirmed Reservation. b. No Sign may be posted on the grounds of an MDGC before the day of the Confirmed Reservation and must be removed at the conclusion of the Confirmed Reservation. c. No Sign may block ingress or egress to any part of the MDGC facilities. d. No Sign may block the line of sight of vehicles using the roadways or the County's permanent signage on the MDGC. e. No Sign may interfere with building activities, accessible parking, or designated parking spaces.

<p>4. Other Regulations</p>	<ul style="list-style-type: none">a. Only one applicant, organization, or group of more than 15 people may reserve the Walkways at each MDGC.b. Uses of 15 or fewer people are not required to obtain a Confirmed Reservation but must otherwise comply with this Procedural Memorandum. If however, any such use of 15 or fewer people does not have a Confirmed Reservation, they may be required to move to accommodate a use that has obtained a Confirmed Reservation.c. Any use greater than 15 people must obtain a Confirmed Reservation and agree to comply with all rules and regulations set forth in this Procedural Memorandum.d. Sound that is plainly audible and discernable within the building is not permitted.e. All leaflets, literature, and other materials must be removed from the MDGC by the end of each day.f. All trash must be removed following any use.g. As required by Fairfax County Code § 6-2-1, "No Firearms" Signs must be posted at all entrances or appropriate places of ingress and egress to the event, and to areas adjacent to the event. The required signage is set forth as Attachment 6 to this Procedural Memorandum. Applicants must print and post the Signs for the duration of the Confirmed Reservation using, as applicable, the interior or exterior Signs in Attachment 6. "No Firearm" Signs must be removed at the conclusion of the Confirmed Reservation.
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E. Parking Lots

<p>1. Authorized Uses</p>	<p>Building Parking or Parking Events</p>
<p>2. Availability</p>	<p>Monday – Friday: 6:30 AM – 10:00 PM Saturday, Sunday: 6:30 AM – 5:00 PM</p>
<p>3. Signage</p>	<p>a. Any Sign must be accessory to a Confirmed Reservation.</p> <p>b. No Sign may be posted on the grounds of an MDGC before the day of the Confirmed Reservation and must be removed at the conclusion of the Confirmed Reservation.</p> <p>c. No Sign may block ingress or egress to any part of the MDGC facilities.</p> <p>d. No Sign may block the line of sight of vehicles using the roadways or the County’s permanent signage on the MDGC.</p> <p>e. No Sign may interfere with building activities, accessible parking, or designated parking spaces.</p>

<p>4. Other Regulations</p>	<ul style="list-style-type: none">a. No Confirmed Reservation may last more than one day.b. No use can interfere with building activities, accessible parking, or designated parking spaces.c. No overnight use is permitted, except when accessory to a County sponsored event.d. All trash must be removed following any use.e. As required by Fairfax County Code § 6-2-1, "No Firearms" Signs must be posted at all entrances or appropriate places of ingress and egress to the event, and to areas adjacent to the event. The required signage is set forth as Attachment 6 to this Procedural Memorandum. Applicants must print and post the Signs for the duration of the Confirmed Reservation using, as applicable, the interior or exterior Signs in Attachment 6. "No Firearm" Signs must be removed at the conclusion of the Confirmed Reservation.
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V. DEFINITIONS

- A. Application: The MDGC Use Permit Application, which is Attachment 7 to this Procedural Memorandum.
- B. Assembly Use: Use of exterior spaces by the public for peaceful assembly, demonstrations, and debate, subject to reasonable time, place, and manner restrictions set forth in this Procedural Memorandum.
- C. Board Office: A magisterial district supervisor and/or his or her staff designee. For the Providence District Office, the Department of Neighborhood and Community Services is included within this definition.
- D. Civic Engagement: Polling, surveying, distributing literature, voter registration, petitioning, or other similar activity.
- E. Community Event: Any gathering by individuals and/or organizations for non-commercial use.
- F. Confirmed Reservation: A reservation submitted and approved by a Board Office. An approved Confirmed Reservation is a permit to use the reserved space as described in the reservation.
- G. Exhibit: Any use or structure composed of tables, booths, or three-dimensional displays.
- H. Fundraising Activity: Bake sale, craft fair, and other such sale of merchandise that supports the morale and wellness of Fairfax County employees or any sale accessory to a Confirmed Reservation for non-commercial purposes.
- I. Hours:
 - 1. Community Room Hours: The hours during which Community Rooms may be reserved. Varies by MDGC.
 - 2. Working Hours: The hours during which a Board Office is open. Varies by MDGC.
- J. Market: Sales activity that supports the morale and wellness of Fairfax County employees.
- K. Meeting: The normal and customary activity associated with a discussion or conference.
- L. MDGC: Both the interior and exterior of a Magisterial District Governmental Center. It does not include those areas occupied by other Fairfax County departments or agencies that may be co-located with an MDGC, such as the working space of a Board Office, the Fairfax County Police Department, or Fairfax County Public Library.

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- M.** Non-Commercial Use: Charitable, civic, cultural, educational, recreational, religious, or similar organization located within Fairfax County that does not or is not intended to generate a profit.
- N.** Parking:
 - 1. Building Parking: Routine parking for MDGC or other co-located County facilities including passenger pick-up and drop-off.
 - 2. Parking Event: A use that requires a significant portion of a Parking Lot such as the display of trucks or other large equipment, or a passenger meeting area for an organization and for which a Confirmed Reservation is required.
- O.** Presentation: An activity such as an assembly or performance.
- P.** Reception: Any formal social event to celebrate a retirement or other special occasion.
- Q.** Recreation:
 - 1. Active Recreation: Organized leisure activity including sports and play.
 - 2. Passive Recreation: Recreational activity that is commonly unorganized and non-competitive, including, but not limited to, bicycling, bird watching, kite flying, picnicking, and walking.
- R.** Sign: Poster, board, flyer, banner, and other such two-dimensional display used to identify or provide notice. The term "Sign" does not include balloons, inflatable objects, statuary, or other three-dimensional displays.
- S.** Wall Display: Any object attached to a wall.
- T.** Walkways: Paved paths granting ingress and egress from the MDGC facility that are not part of the Virginia Department of Transportation right-of-way.
- U.** Working Hours: Vary for each MDGC, please see Attachment 1.

Attachment 1 – District Governmental Centers Contact Information and Hours of Operation

<p>Braddock District</p>	<p>Kings Park Library 9002 Burke Lake Road Burke, VA 22015-1608 Phone: 703-425-9300, TTY 711 Fax: 703-503-9583 www.fairfaxcounty.gov/braddock Email: braddock@fairfaxcounty.gov</p> <p>Hours: Community Rooms: 8:00 AM – 10:00 PM (Daily) Working Hours: 9:00 AM – 5:00 PM (M-F)</p>
<p>Dranesville District</p>	<p>McLean Governmental Center 1437 Balls Hill Road McLean, VA 22101 Phone: 703-356-0551, TTY 711 Fax: 703-821-4275 www.fairfaxcounty.gov/dranesville Email: Patti.Dinkelmeyer@fairfaxcounty.gov</p> <p>Hours: Community Rooms: 9:00 AM – 9:00 PM (Daily) Working Hours: 9:00 AM – 5:00 PM (M-F)</p>
<p>Hunter Mill District</p>	<p>North County Governmental Center 1801 Cameron Glen Drive Reston, VA 20190 Phone: 703-478-0283, TTY 711 Fax: 703-471-6847 www.fairfaxcounty.gov/huntermill Email: huntermill@fairfaxcounty.gov</p> <p>Hours: Community Rooms: Any Time (Daily) Working Hours: 8:30 AM – 5:00 PM (M-F)</p>
<p>Franconia District</p>	<p>Franconia Governmental Center 6121 Franconia Road Alexandria, VA 22310 Phone: 703-971-6262, TTY 711 Fax: 703-971-3032 www.fairfaxcounty.gov/franconia Email: franconia@fairfaxcounty.gov</p> <p>Hours: Community Rooms: 9:00 AM – 10:00 PM (Daily) Working Hours: 9:00 AM – 5:00 PM (M-F)</p>

Attachment 1 – District Governmental Centers Contact Information and Hours of Operation

Mason District	<p>Mason Governmental Center 6507 Columbia Pike Annandale, VA 22003 Phone: 703-256-7717, TTY 711 Fax: 703-354-8419 www.fairfaxcounty.gov/mason Email: mason@fairfaxcounty.gov</p> <p>Hours: Community Rooms: 8:00 AM – 10:00 PM (Daily) Working Hours: 8:30 AM – 5:00 PM (M-F)</p>
Mount Vernon District	<p>Mount Vernon Governmental Center 2511 Parkers Lane Alexandria, VA 22306 Phone: 703-780-7518, TTY 711 Fax: 703-780-1491 www.fairfaxcounty.gov/mountvernon Email: mtvernon@fairfaxcounty.gov</p> <p>Hours: Community Rooms: Any Time (Daily) Working Hours: 8:30 AM – 5:00 PM (M-W, F); 8:30 AM – 7:30 PM (TH), 9:00 AM – 3:00 PM (2nd SAT of each month, except August)</p>
Providence District	<p>Providence Community Center 3001 Vaden Drive Fairfax, VA 22031 Phone: 703-865-0520 Fax: 703-653-7003 www.fairfaxcounty.gov/providence Email: Robert.Webster@fairfaxcounty.gov</p> <p>Hours: Community Rooms: 9:00 AM – 8:00 PM (M-SAT) Working Hours: 9:00 AM – 5:00 PM (M-F)</p>

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Springfield District	West Springfield Governmental Center 6140 Rolling Road Springfield, VA 22152 Phone: 703-451-8873, TTY 711 Fax: 703-451-3047 www.fairfaxcounty.gov/springfield Email: springfield@fairfaxcounty.gov Hours: Community Rooms: Any Time (Daily) Working Hours: 9:00 AM – 5:00 PM (M-F)
Sully District	Sully Governmental Center 4900 Stonecroft Boulevard Chantilly, VA 20151 Phone: 703-814-7100, TTY 711 Fax: 703-814-7110 www.fairfaxcounty.gov/sully Email: sully@fairfaxcounty.gov Hours: Community Rooms: 6:00 AM – 11:00 PM (Daily) Working Hours: 8:00 AM – 5:00 PM (M-F)

Attachment 2 – MDGC Location Maps

Braddock District – Kings Park Library

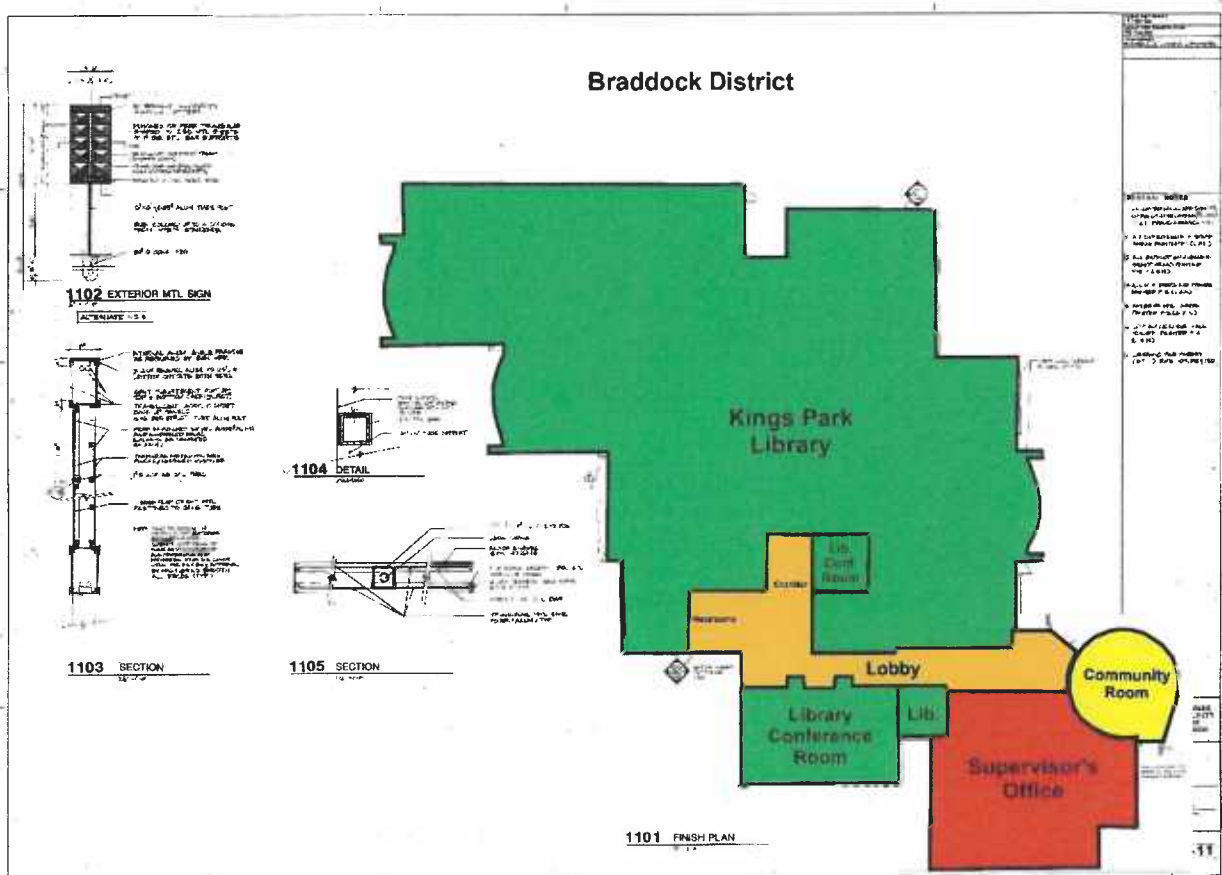
BRADDOCK DISTRICT



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Attachment 2 – MDGC Location Maps

Braddock District – Kings Park Library



Attachment 2 – MDGC Location Maps

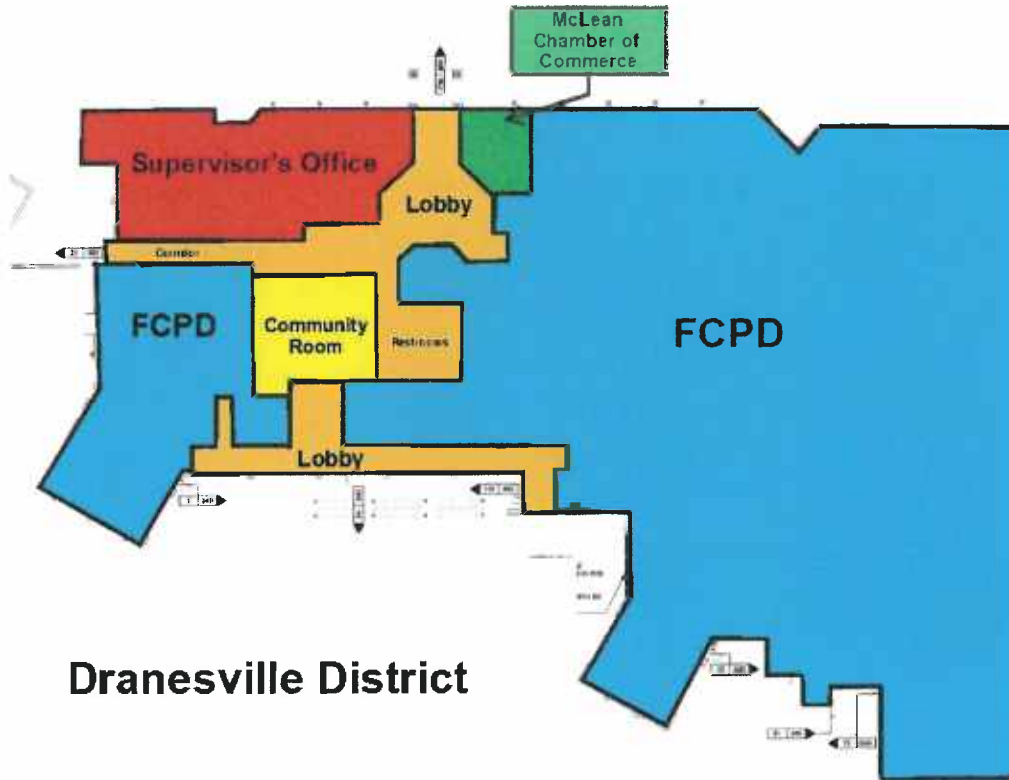
Dranesville District – McLean Governmental Center

DRANESVILLE DISTRICT



Attachment 2 – MDGC Location Maps

Dranesville District – McLean Governmental Center



Attachment 2 – MDGC Location Maps

Franconia District – Franconia Governmental Center

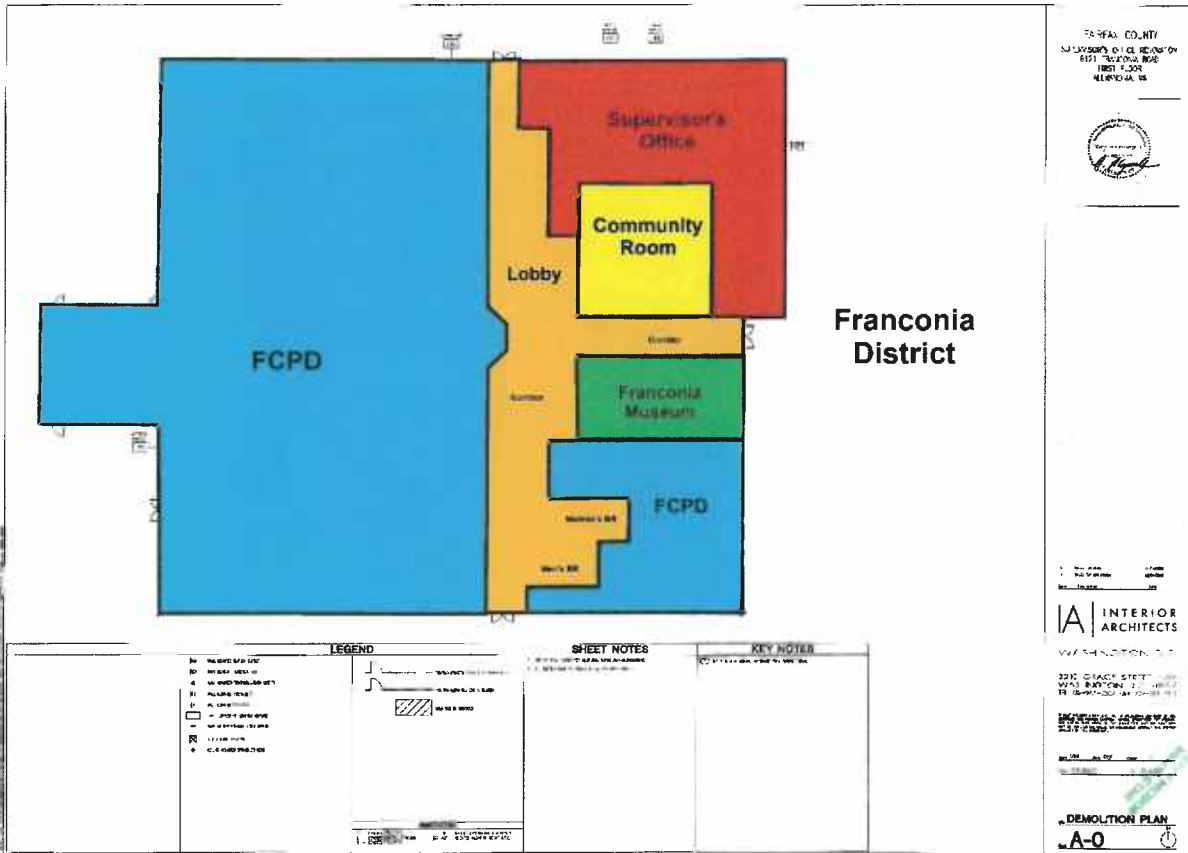
FRANCONIA DISTRICT



Procedural Memorandum No. 04-17
 Regulations for the Governmental and Public Use of Fairfax County Magisterial District
 Governmental Centers

Attachment 2 – MDGC Location Maps

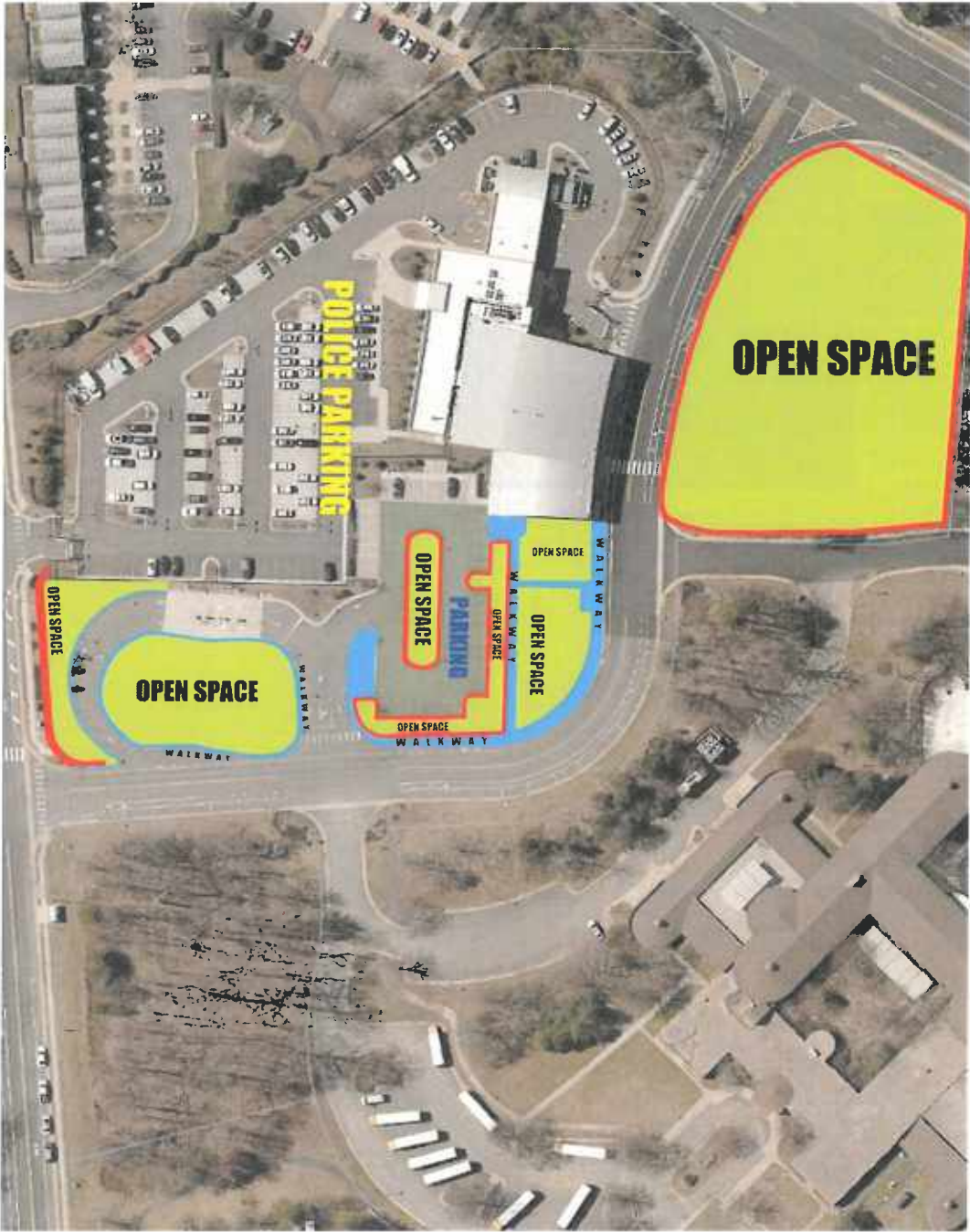
Franconia District – Franconia Governmental Center



Attachment 2 – MDGC Location Maps

Hunter Mill District – North County Governmental Center

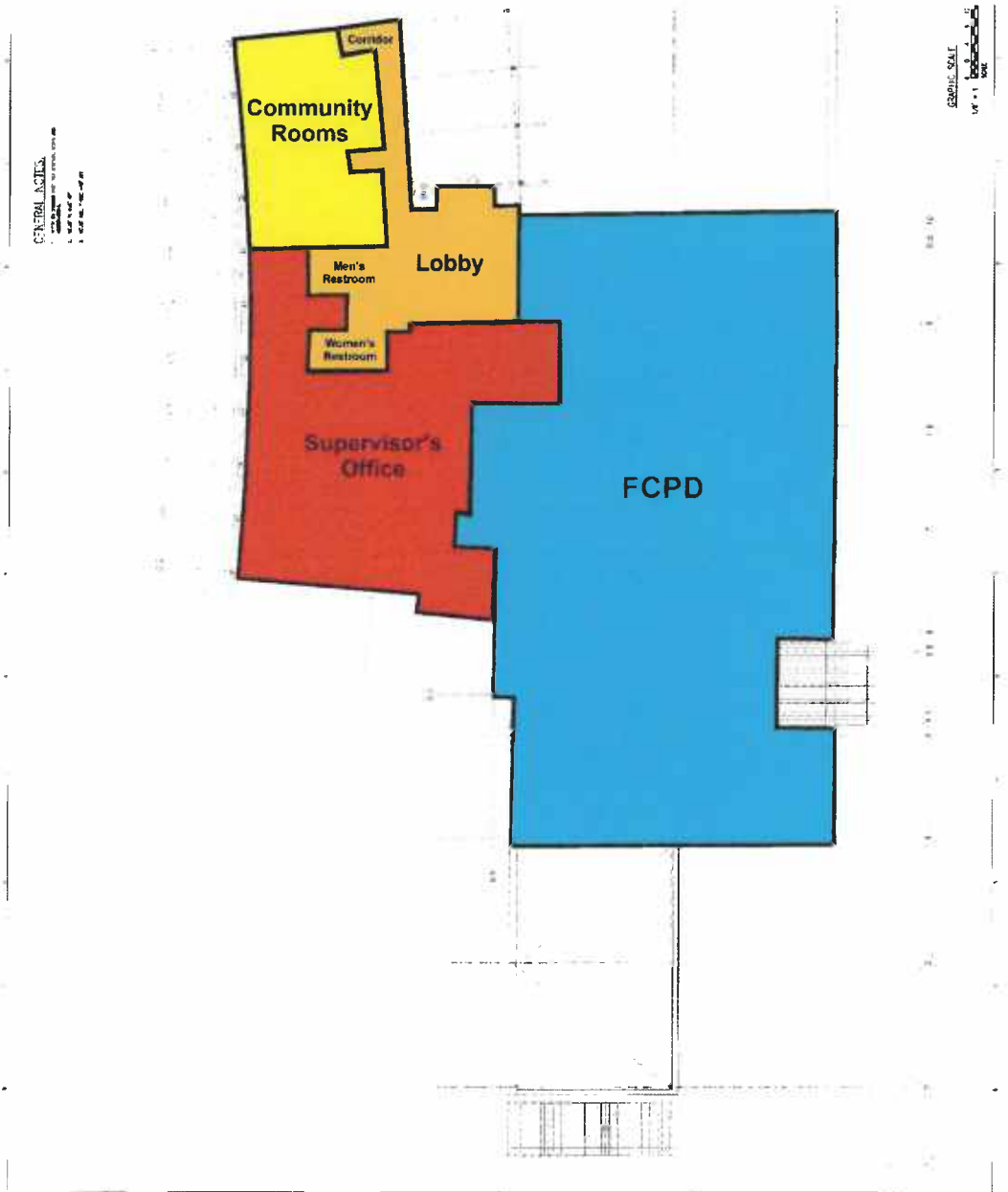
HUNTER MILL DISTRICT



Attachment 2 – MDGC Location Maps

Hunter Mill District – North County Governmental Center

**Hunter Mill District
Main Floor**



Attachment 2 – MDGC Location Maps

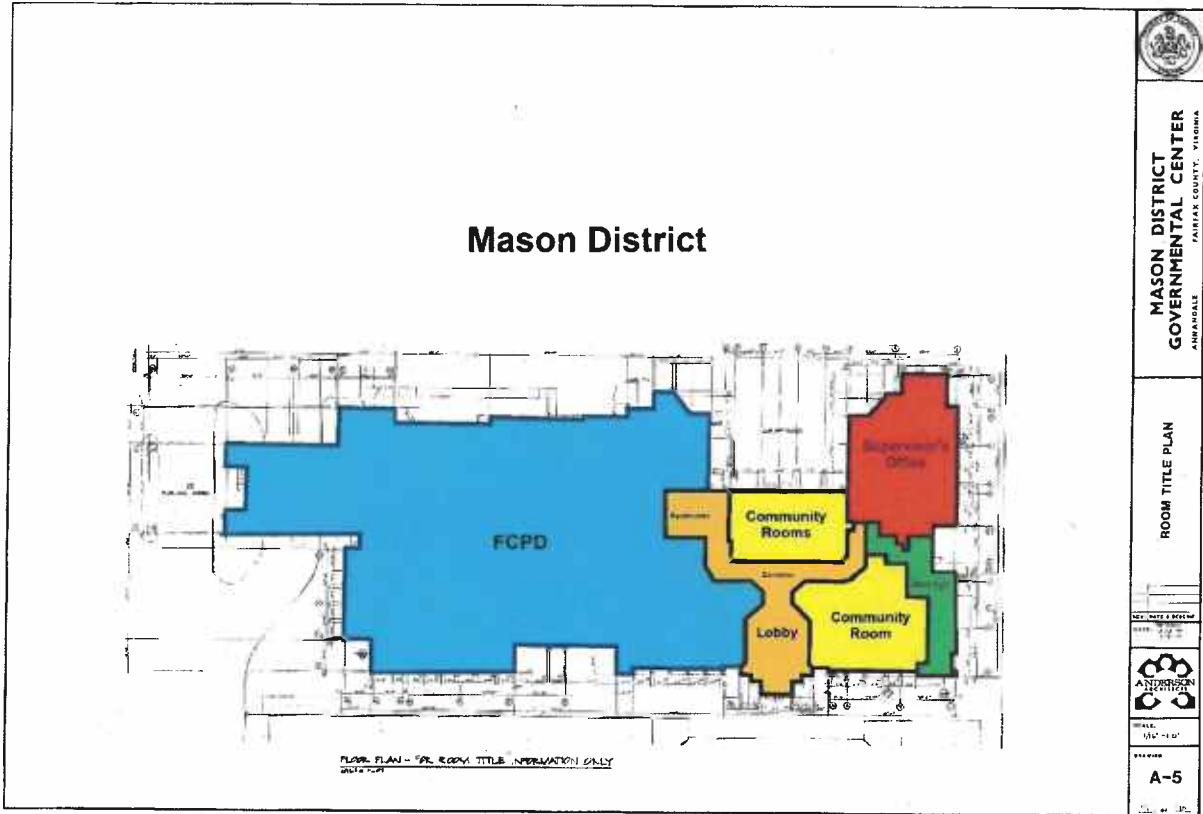
Mason District – Mason Governmental Center

MASON DISTRICT



Attachment 2 – MDGC Location Maps

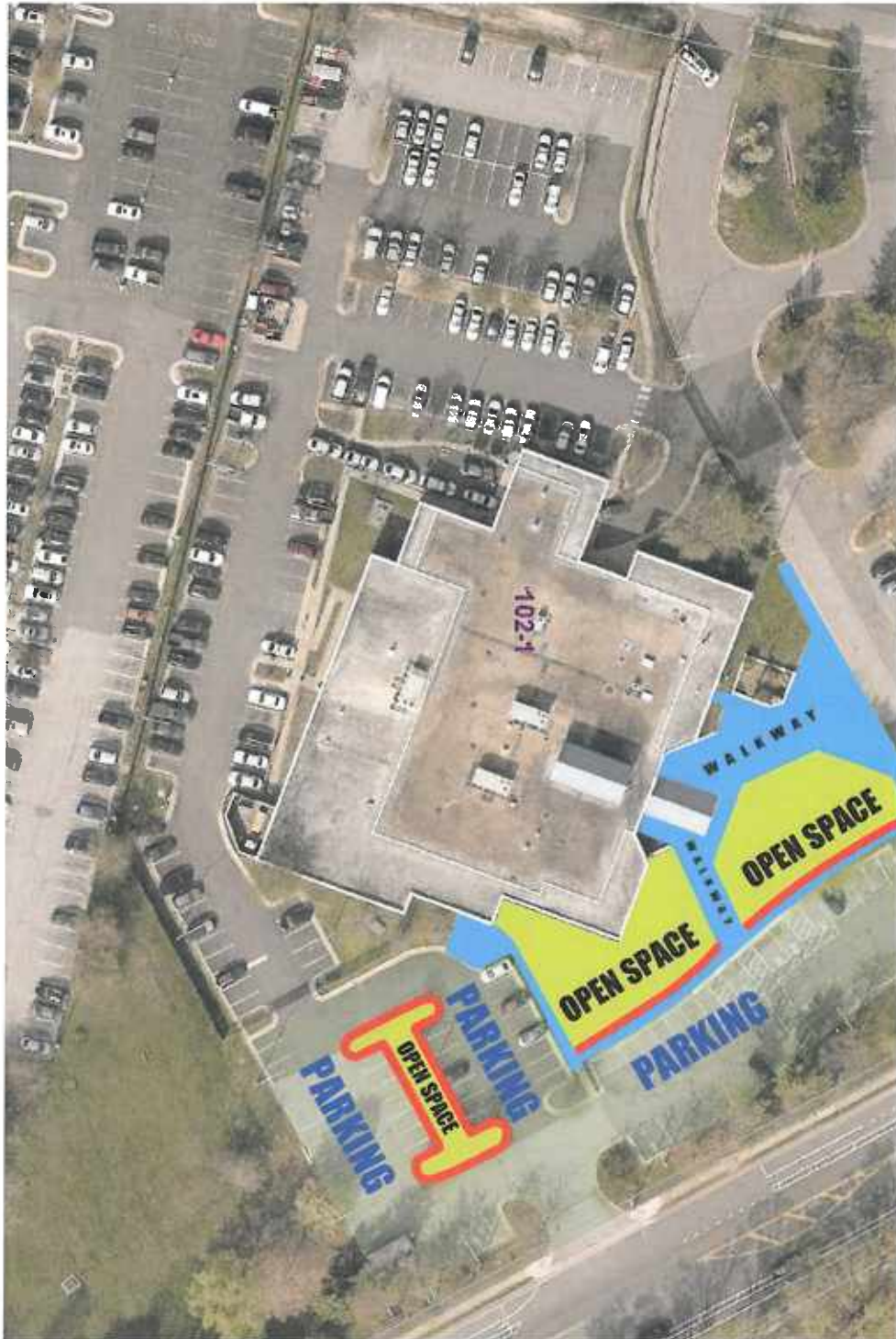
Mason District – Mason Governmental Center



Attachment 2 – MDGC Location Maps

Mount Vernon District – Mount Vernon Governmental Center

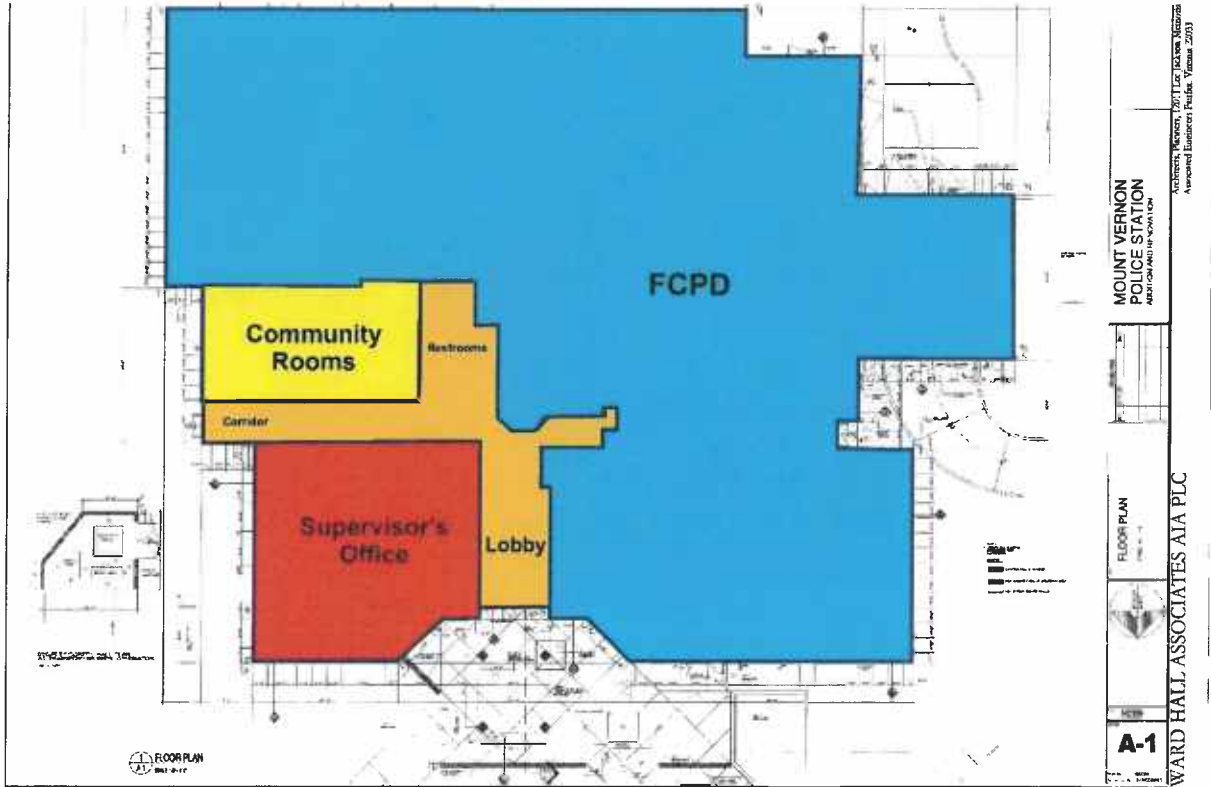
MOUNT VERNON DISTRICT



Attachment 2 – MDGC Location Maps

Mount Vernon District – Mount Vernon Governmental Center

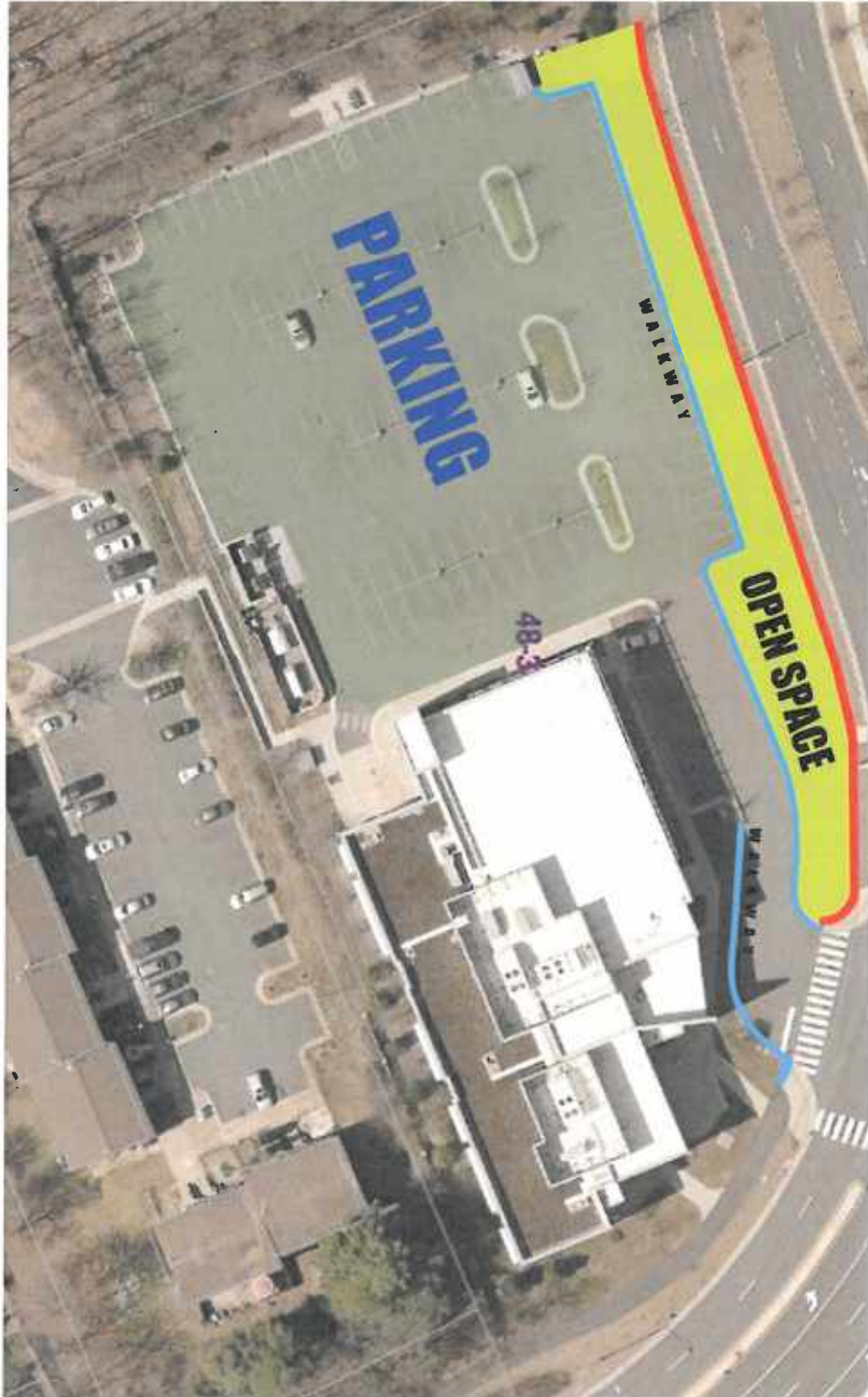
Mount Vernon District



Attachment 2 – MDGC Location Maps

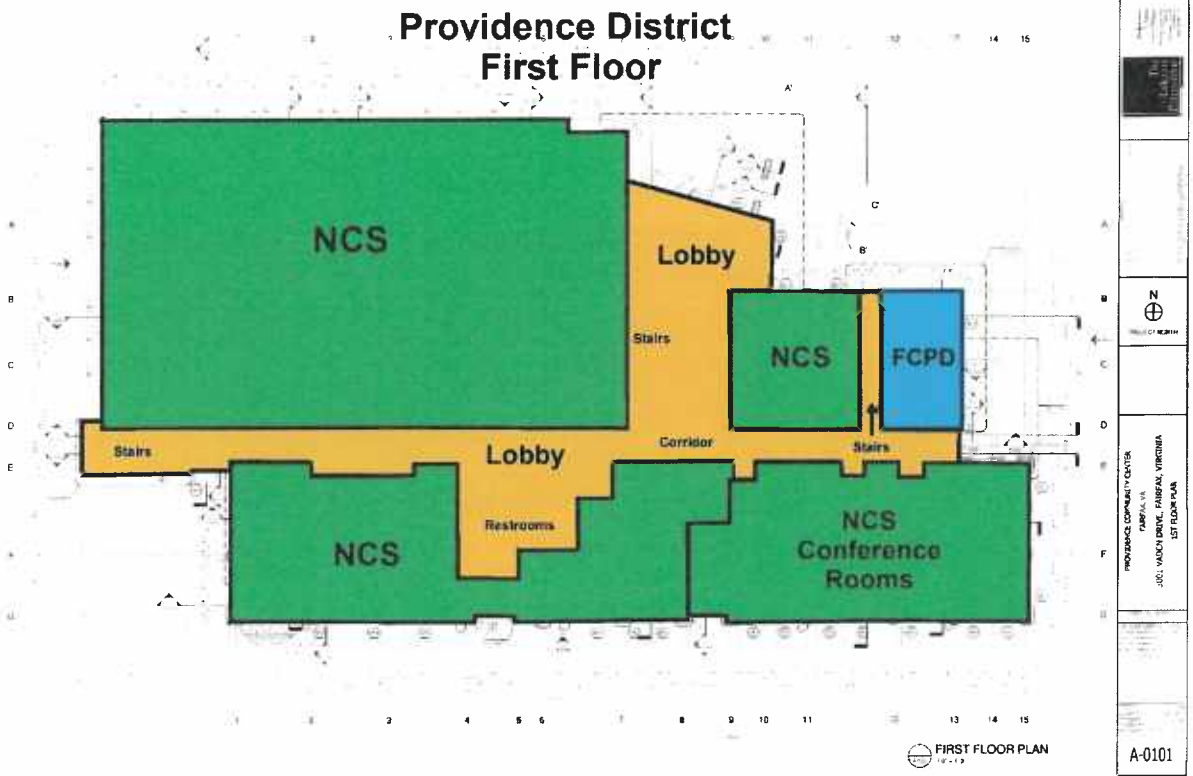
Providence District – Providence Community Center

PROVIDENCE DISTRICT



Attachment 2 – MDGC Location Maps

Providence District – Providence Community Center



Attachment 2 – MDGC Location Maps

Springfield District – West Springfield Governmental Center

SPRINGFIELD DISTRICT



Attachment 2 – MDGC Location Maps

Sully District – Sully Governmental Center

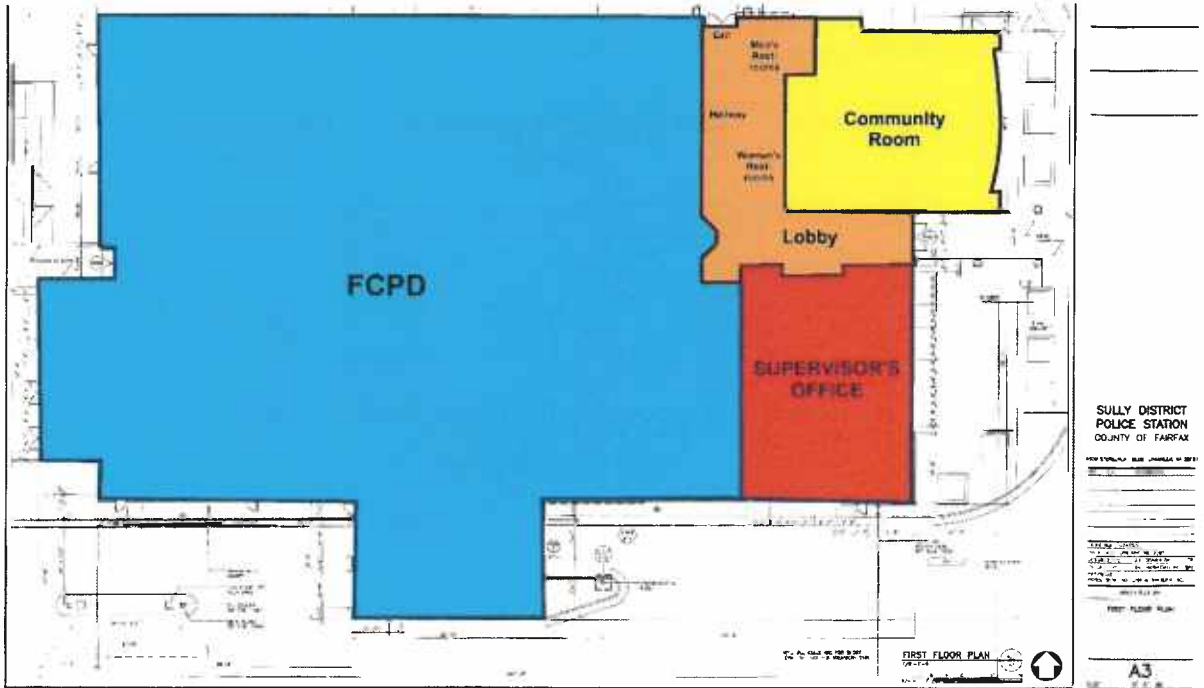
SULLY DISTRICT



Attachment 2 – MDGC Location Maps

Sully District – Sully Governmental Center

Sully District



Attachment 3 – MDGC Community Rooms Capacity

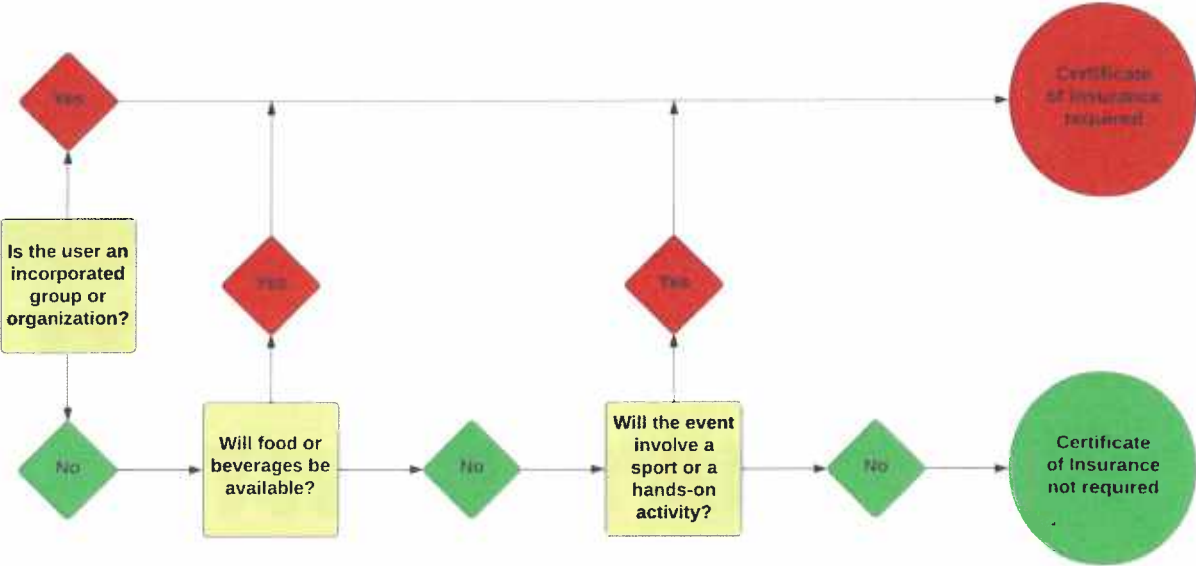
Community Room sizes vary and can accommodate meetings of various sizes. The locations, the rooms, and their standard configurations and capacities are shown in the table below.

Applicants have access to tables and chairs which they must setup themselves. Everything must be put away or returned to a standard configuration by the applicant as agreed upon at the time the reservation was approved.

This attachment will be updated by County staff as necessary without the need to return it to the Board Office for additional approval.

District Governmental Center	Number of Community Rooms	Conference Style	Theatre Style
Braddock MDGC (Kings Park Library)	1	40	80
Dranesville MDGC (McLean GC)	2	28, 28	56
Hunter Mill MDGC (North County GC)	2 rooms combined to form 1 large room	40	75
	Community Rooms A & B	20, 20	35, 35
Franconia MDGC (Franconia GC)	1	40	80
Mason MDGC (Mason GC)	3 separate rooms	50, 50, 7	100, 100, 15
Mount Vernon MDGC (Mount Vernon GC)	3 rooms combined to form 1 large room	108	150
	Rooms 119, 120, 121	45, 31, 32	50, 50, 50
Providence MDGC (Providence Community Center)	2 classrooms	21, 21	42, 42
	1 multi-purpose room	30	60
Springfield MDGC (Springfield GC)	1	30	60
Sully MDGC (Sully GC)	2 rooms combined to form 1 large room	75	115
	McDonnell, Frank	35, 20	75, 40

Attachment 4 – Fairfax County Risk Management Guidelines



Attachment 5 – Fairfax County Signage

NOTICE

**THIS EXHIBIT IS NOT
AFFILIATED WITH
FAIRFAX COUNTY
GOVERNMENT**

Attachment 6 – “No Firearms” Sign (Into This Building)



Attachment 6 – “No Firearms” Sign (Into This Event Area; Outside the Building)





MDGC USE PERMIT APPLICATION

APPLICANT OR REPRESENTATIVE

Name: _____ Phone: _____

Organization: _____

Address: _____
 Street City, State Zip Code

Email: _____

EVENT OR MEETING DETAILS

Title/Subject/Purpose of Activity

Contact Name, Phone, and Email

Requested Location(s) for Activity

Any Requested County-supplied Equipment

	AM PM	AM PM	AM PM	AM PM
Requested Date of Activity	Set-Up Time	Start Time	End Time	Clean-Up Time

Number of Participants	Will Food/Drinks Be Served (YES or NO)	Is the activity, or any part thereof, a fundraiser (YES or NO)
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APPLICANT SIGNATURE

Permission granted for use of any portion of the facilities and/or grounds at a Fairfax County Magisterial District Governmental Center by any organization or individual may be revoked, limited, cancelled, 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 the 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 read and agree to comply with the Regulations for the Governmental and Public Use of Fairfax County Magisterial District Governmental Centers, PM 04-17, and any special conditions noted below. I understand that I may have to reapply if any changes are made to this application.

SPECIAL CONDITIONS AND/OR INSURANCE POLICY (IF APPLICABLE)

 Applicant Signature and Date Board Office Approval and Date

SEND COMPLETED APPLICATION TO APPROPRIATE BOARD OFFICE LISTED ON ATTACHMENT 1