

Regulations for Public Use of Sully District Governmental Center Community Rooms

- All events held must be open to the public and no fees can be charged for any activity or event.
- Event participants shall not be restricted from participation based on race, sex (including gender-based conduct, pregnancy, sexual orientation, gender identity, and conduct of a sexual nature), color, national origin, creed, age, religion, disability, political affiliation, union affiliation, marital status, military status and genetic information.
- The community rooms cannot be reserved in advance by or for the same applicant and/or activity for more than one activity each calendar month. Groups will be limited to one regular use per month. Each group can book one event per calendar month for up to 5 hours per use. In the event the Community Room has not been reserved within 72 hours of a particular day, then the room can be reserved by an applicant, even if that applicant has already reserved an activity that month.
- Reservations are accepted beginning September 1st for the following calendar year.
- The County of Fairfax reserves the right to deny any application to use the community rooms or cancel any approved application when it deems such action to be in the best interest of the county.
- Official government use of our community rooms may supersede a reservation made by an organization. Any reservation is subject to cancellation if the space is needed for official Fairfax County business. Every effort will be made to give as much notice as possible if this occurs.
- Cancellations must be reported as soon as possible. No-shows or failure to cancel in a timely fashion could result in the denial of future use.
- The individual listed on the application must be always present in the reserved area and must have in his/her possession a copy of the approved application.
- Alcoholic beverages may NOT be served.
- NO open flames or burning materials, including for food service.

- Smoking is prohibited in the building and at least 50 ft away from any entrance.
- No signs, decorations, or other materials may be affixed to any building surface.
- Please keep the hallway clear at all times. This area is used to conduct Police business. No loitering is allowed in the hallway or parking lot.
- No amplified music allowed. You must keep noise level low to avoid disturbing staff and office adjacent to the community room or police station.
- Ensure that furniture is not removed from any room. No tables or chairs may be set up or stored in the hallway.
- As there are often multiple events taking place on the same day in the community room, please ensure your group cleans up after your event.
- All trash must be removed from the room and left neatly in a closed bag in the vending machine area so that the cleaning staff can pick it up. Please replace the trash bags you remove with new bags that can be found under the kitchen sink.
- The group or individual using the room is responsible for any damages to the room, to the furnishings, or stains. The room is to be left in a clean, neat and orderly condition. In the event of any stains or damages, the user is required to notify the Supervisor's Office and the user may be held responsible for any cleaning or reparations that are determined to be necessary by the Office of the Supervisor.
- Private property brought into the room is the sole responsibility of the owner. Do not leave materials in the room after your meeting to use at a later time. Any items left behind will be disposed of.
- The county shall not be liable for any costs incurred and/or damages suffered by applicants as the result of denial of any application or cancellation of any use of the facility.
- 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.

- 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.
- Ensure that the number of participants does not exceed the approved number of participants.
- Any violation of any rules or requirements set forth in this document may be grounds for immediate expulsion and denial of future use of community rooms at any county facility.