FACILITY USE PERMIT APPLICATION FORM

FOR NONPROFIT ORGANIZATIONS

Loudoun County
County Administration
P. O. Box 7000, Leesburg, VA 20177-7000
Phone: (703) 777-0200/771-5072 FAX: (703) 777-0325

BOOKINGS WILL BE ACCEPTED FROM ONE WEEK TO 3 MONTHS IN ADVANCE

Name of Applicant/Organization		**Date**
Street Address		**City, State, Zip Code**
Contact Person		**Phone Number**
Subject/Purpose of Meeting		**E-mail Address**
Date of the Meeting	**Start Time/End Time**	**Expected # of Participants**

REQUESTED SERVICES:

	Board Room, 1st Floor (Maximum seating capacity 200)*		Permission to serve refreshments (Lovettsville Room ONLY)*
	Lovettsville Room, 1st Floor (Maximum seating capacity 40)*		Post Meeting time & location /Lobby Bulletin Board*

*****LOUDOUN COUNTY GOVERNMENT RESERVES THE RIGHT TO REVOKE PERMISSION FOR USE OF ITS FACILITIES OR TO RESCHEDULE ACTIVITIES WITHIN THE GOVERNMENT CENTER WHEN NECESSARY. THE BOARD OF SUPERVISORS HAS PRIORITY FOR USE OF THE BOARD ROOM AND THE LOVETTSVILLE ROOM AT ALL TIMES AND THIS MAY REQUIRE RESCHEDULING OF ANY MEETING ON SHORT NOTICE. **PLEASE NOTE THAT ALL MEETINGS MUST END NO LATER THAN 10 PM AT WHICH TIME THE SECURITY GUARDS WILL CLEAR THE BUILDING.**

****** Use of the County's **audio/visual equipment in the Board Room or Lovettsville room is prohibited.** Also the County does not provide reconfiguration of tables, additional tables, food preparation facilities or refrigeration equipment. Food may not be served in the Lobby or in the Board Room.

****NOTE: Any group using County facilities or grounds shall:**
1) be required to release the County from any liability) for damages caused to the user or its property during the time of use, 2) hold the County harmless from any liability to third parties for injury caused by the group or any persons or groups to attend the event, 3) be liable to the County for any damages to County property or injuries to County employees or agents caused by the group or by any person attending the group's events, whether or not the damage is the result of negligence, intentional acts or accident, 4) provide evidence of a minimum of $100,000 in liability insurance coverage as part of any application that may involve 30 or more persons.

Denial of Usage – The County reserves the right to deny applications for use if the user has previously violated the rules set forth in this policy or if the use would pose health or safety risks.

I accept liability and hereby agree to indemnify and hold harmless Loudoun County, 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 facility. I accept responsibility for control of the area until the meeting is finished. 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 Public Use of Facilities and Grounds at the Loudoun Government Center." The undersigned hereby certifies that he/she is authorized to execute this document on behalf of the organization requesting the use of the facility.

Applicant Name/Title	Signature	Date

Reservation is confirmed via e-mail. You can also confirm or cancel reservations by calling 703-777-0200 or 703-771-5072 during normal business hours.