



PRINCE WILLIAM

Facilities & Fleet Management

FOR OFFICIAL USE ONLY		
Facility Use #	_____	
Date In	_____	Date Out _____
Availability Confirmed	_____	
Insurance (Circle One):	_____	
On File	Attached	N/A
Copy to (Circle):	_____	
McCoart/Security	_____	
Ferlazzo/Security	_____	
DSB	_____	
B&G	_____	

FACILITY USE AGREEMENT

REVISED January 2024

**PRINCE WILLIAM COUNTY
DEPARTMENT OF FACILITIES & FLEET MANAGEMENT
BUILDINGS & GROUNDS DIVISION
9412 PEABODY ST., MANASSAS, VA 20110
703-792-6390 703-792-6376 (Fax)**

Please Print:

Applicant's Full Name/Title: _____ Phone: O: _____ H: _____

Alternate Contact Name: _____ Phone: O: _____ H: _____

Fax Number: _____ Email: _____

Organization: _____

Mailing Address: _____ City _____ State _____ Zip _____

Purpose of Organization/Nature of meeting _____

Non-Profit: Yes/____/ No/____/

Facility Requested: McCoart /____/ DSB /____/ Ferlazzo /____/

Specify Room _____ **Number of People Expected** _____

No Food or Drink Permitted in the McCoart Board Chambers or Ferlazzo Auditorium

<p>Custodial and security fees may be applicable. The estimated cost is \$ _____ (To be completed by B&G)</p> <p style="text-align: center;">Please Note: There will be a \$50 fee for all returned checks.</p>
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Limit: 4 Dates each form Date: _____ Time: _____ To _____

Only submit dates 3 months Date: _____ Time: _____ To _____

beyond the current month Date: _____ Time: _____ To _____

Date: _____ Time: _____ To _____

NOTE:

- A.** No equipment is provided by the County. Balloons are not permitted in the Ferlazzo Building.
- B.** In an emergency or if you have a problem obtaining authorized entrance after 5:00PM Monday-Friday or on a weekend, please contact Securcorp at (703) 499-9359 and let them know which facility.
- C.** If the Prince William County Government is closed, all buildings will be closed. Information is provided on the PWC-INFO Line (703) 792-4636 and the County's website.

Please Check Appropriate Response:

Yes	No	
_____	_____	1. If function may involve 30 or more persons, a Liability Insurance Form (minimum coverage \$500,000) must be attached or on file. See Building Use Policy.
_____	_____	2. Will food and/or drink be served? Please specify type of food: _____
_____	_____	3. Will electrical equipment, visual aid and/or special props be used? If yes, please list items you will bring into the facility (your equipment is subject to inspection and approval prior to use in County facilities): _____
_____	_____	4. Copies of signs, emblems or brochures and proposed location are attached with agreement for approval. Note: Sign may not exceed 4' x 4' in size and may be put in place no sooner than 1 hour prior to scheduled starting time.
_____	_____	5. I received and read a copy of the Prince William County's Building Use Policy.

In consideration of my organization's use of the above facility, I, the undersigned, agree to the following:

- 1) The facility will not be misused.
- 2) The facility space will be returned to its normal configuration by my organization. I understand custodial charges may be applicable.
- 3) My organization will pay for any damages resulting from our use.
- 4) My organization agrees to indemnify and hold harmless the County, its agents, and its employees against any and all liabilities, claims, demands, actions, costs and expenses which may be sustained by reason of any injury to or death of any person, or for any loss or damage to property owned by person, caused by any negligent act or omission on the part of any member of my organization.
- 5) Payment for guard and custodial charges (if applicable) must be enclosed with agreement. Payment for events that are not cancelled at least 2 weeks prior will not be refunded.
- 6) Incomplete agreements or agreements submitted less than 2 weeks prior to event will be returned without approval.

Signature: Organization's Representative

Date

Signature: Buildings & Grounds Assistant Director

Date

Use of McCoart/DSB Administration Buildings

Access to the McCoart Administrative Building between the hours of 5:00 p.m. and 8:00 a.m. weekdays and on weekends and holidays can be obtained by proceeding to the rear, west entrance door. The telephone will automatically ring the Security Guard who will allow access to authorized users.

Use of the Ferlazzo Building

Access to the Ferlazzo Building during non-operating hours can be obtained by proceeding to the front main entrance. The Security Guard at the front desk will allow access to authorized users.