



Loudoun County Government Administrative Policies and Procedures

Title: Facility Use Policy

Effective Date: 3/31/2003

Number: FAC-01

Date Last Reviewed/Revised: 3/7/2022

Date of Next Review: 1/1/2024

I. Purpose:

To establish guidelines and procedures regulating the use of County facilities by members of the public.

II. Overall Policy Guidelines

1. This Facility Use Policy is established by the County Administrator under general authority granted by the Board of Supervisors.
2. This policy governs the use of public spaces by members of the public that are located inside buildings, facilities, and on grounds owned, leased or otherwise occupied exclusively by Loudoun County Government, which are used for the conduct of County operational business, with the exception of the following County facilities, which have separate policies and procedures for facility use and reservations than those outlined in this policy:
 - [Courthouse Grounds](#);
 - [Parks, Recreation, and Community Services](#) facilities;
 - [Meeting Rooms within Branches of the Loudoun County Public Library](#);* and
 - Public Safety facilities operated by Loudoun County [Fire and Rescue](#) and [Sheriff's Office](#).

**Library facilities are typically owned or leased by the Board of Supervisors and library employees are employees of the Library Board of Trustee; library staff will assist with reserving rooms per their procedures described in the above link.*

3. Use of Loudoun County Government facilities is limited to public areas and/or spaces that are used as gathering/meeting spaces, such as conference rooms, multipurpose rooms, courtyards, etc., that are intended to be spaces in which people gather and meet.
4. Guidelines in this policy (FAC-01) regarding uncertified union meetings/events applies to all county facilities, buildings, and grounds regardless of a department's reservation policies and procedures.
5. This policy does not cover facilities operated by Loudoun County Public Schools, which

are under the control of the Loudoun County School Board and Superintendent.

6. The primary use of County facilities is for the conduct of County government business. Consequently, groups that are a part of or associated with Loudoun County government have priority use of most facility space. This includes the Board of Supervisors, formal and standing subcommittees of the Board of Supervisors, individual members of the Board of Supervisors, Planning Commission, County Administrator, boards and commissions appointed by the Board of Supervisors, and County staff for purposes of County business.
7. Reservations may be subject to cancellation in the event a room is needed due to unexpected County business requiring the use of a particular space, in the event of inclement weather, and for other unforeseen circumstances.
8. The following groups are permitted to use public spaces, as defined in this policy, to the extent permitted by law. Uses during regular business hours are permitted; however, such uses may be subject to availability based on County business needs.
 - a. Non-profit citizen groups, county residents, and community organizations that are located in or do business in Loudoun County.
 - b. State political parties (defined as any political party that meets the qualifications stated in [Virginia Code § 24.2-101](#)).
 - c. Individuals from any political group, or similar gathering of individuals, who are meeting for the purposes of engaging in political discussion.
 - d. Uncertified labor unions: In accordance with Board of Supervisors policy, labor unions that have not yet been recognized as the exclusive bargaining representative for a County employee bargaining unit may hold informational sessions in public spaces of County facilities for the purposes of soliciting, educating, and organizing employees two times per calendar year per County facility during core business hours (Monday – Friday, 8:30 a.m. to 5:00 p.m.) Additionally, in accordance with Section IV, 2 of this policy, applicants are also generally permitted to reserve a meeting space one time per month outside of core business hours.
9. The use of any County facility (that falls under this policy) by commercial entities and other profit-making groups or for profit-making purposes is prohibited.
10. No use may interfere with County government functions, operations, and business.
11. No admission fee can be collected for any event.

III. Definitions

1. "Non-profit citizen group" includes agencies, corporations, partnerships or governmental entities that can provide legal verification, such as IRS 501(3) c form, of non-profit status.

2. "Public spaces" are publicly accessible gathering/meeting areas in County facilities and on County property include those with unrestricted access to members of the public that are intended for the purpose of the gathering/meeting of people without escort by County staff, such as conference rooms, community/multipurpose rooms, outdoor courtyards, etc. Requests for use of all other outdoor publicly accessible spaces that are owned/operated by the County shall be evaluated on a case-by-case basis in accordance with this policy subject to a determination of impacts to operations and safety.

IV. Use of Facilities and Grounds

1. **Equal Access** – This policy shall apply to all groups and individuals that have requested use of County facilities and grounds. No group or individual shall be excluded from equal access to County facilities or grounds because of considerations of sex, race, religious or political persuasions or views. However, use may be denied or terminated if there is a violation of the rules set forth in this policy and/or if the use poses health or safety risks.
2. **Scope of and Restrictions on Use** –
 - a. **Government Center General Use:** Groups are generally limited to one reservation per month and the scheduling of reservations should occur no earlier than three (3) months in advance. The event must be conducted in approved spaces only. The user shall obtain any licenses or permits required by law. Permission to use meeting rooms during core business hours is permitted as routine County operations allow, with priority for space use given to Loudoun County Government entities for the purpose of conducting County business. Additionally, permission to use meeting spaces shall be granted for approved uses that are scheduled to begin and end between 5:00 and 10:00 p.m., Monday - Thursday. Use on weekends is limited to events coordinated and staffed by County employees and/or authorized officials, or to uses authorized by the Board of Supervisors and/or County Administrator.
 - b. **General Use at Other Facilities:** Groups should follow the policies and procedures set forth by the facility/department where the reservation is occurring.
3. **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.
4. **Solicitation** – Solicitation in County facilities and on County grounds is strictly prohibited, including solicitation by employees for personal profit. Exceptions include:
 - a. Minor solicitations, such as parents selling items for child's school fundraiser or organizing a team for participation in a charity event may be allowed without approval provided it is not conducted in a disruptive manner.
 - b. Solicitation for a County-approved charity event may occur with the express

permission of the County Administrator.

- c. Labor unions may be present on County property and reserve meeting spaces in accordance with this policy for the purpose of soliciting, informing, and educating employees concerning union membership.
 - i. Effective May 1, 2021, uncertified labor unions and labor associations with a membership of over 100 Loudoun County Government employees may submit materials to the Director of Human Resources for inclusion of such materials in the County's new hire packets. Materials included in new hire packets in accordance with this policy shall be restricted to factual, informational materials describing the labor union or labor association and its services. All information requested to be included shall be subject to the final approval of the County Administrator.

V. Procedures for Applications for Facility Use

1. Application Forms

- If a Loudoun County government employee or group will be the user for the purpose of conducting County business, reserve a Government Center meeting space through "Request a Conference Room" procedures described on the Employee Intranet.
- All non-County-staff users may submit the online Facility Use Application at loudoun.gov/facilityuse, or by calling 703-777-0113.

2. Submittal of Application Forms

- Applications will be considered when submitted/received **at least five (5) business days in advance** of the first day needed. Applicants are encouraged to submit applications as far in advance as possible to provide ample opportunity for County staff to evaluate the application and identify a meeting space that is responsive to the applicant's request.
- If requesting use of a public space as defined in Section III of this policy, submit the online form at loudoun.gov/facilityuse, or by calling 703-777-0113.
- If requesting use of publicly accessible spaces in any County facility not listed in this policy, contact the department in which the space is located for policies and procedures and to request information on availability of public spaces. Departments' contact information is posted at loudoun.gov/departments. Request procedures for commonly requested facilities are posted online here:
 - [Courthouse Grounds](#)
 - [Parks, Recreation, and Community Services facilities](#)
 - [Meeting Rooms within Branches of the Loudoun County Public Library](#)

3. Notification

- Applicants will be notified as soon as possible whether the requested meeting space is available and reserved on the date(s) requested.

4. Courthouse Grounds Use

- This policy does not govern the use of the Loudoun County Courthouse grounds.

Uses of the courthouse grounds is authorized by the Board of Supervisors and administered by the Office of the County Administrator. Use of courthouse buildings is authorized at the discretion of the Chief Judge of Loudoun County. Visit loudoun.gov/courthousegrounds for information on requesting the use of courthouse grounds.

5. Cancellation of Permission Due to County Closure

- In the event County government is declared closed due to inclement weather or other reasons, any permission to use the facility or grounds is automatically withdrawn during the closure period.
- County government closure/operational status information due to inclement weather is published at loudoun.gov.
- In the event a facility is closed due to unexpected circumstances and/or inclement weather, the County shall not provide notice of cancellation of a meeting space reservation. Requesters are responsible for following the operational status of the County government and shall be solely responsible for notifying event participants.

VI. Logistics

- 1. Parking** – All parking spaces in the Government Center parking garage that require a permit or are designated for a specific use are restricted to the permitted or designated uses. Individuals or groups holding or attending meetings or events are responsible for locating and using appropriate, available public parking. Parking for attendees or for event set-up/breakdown at county facilities cannot be reserved for any individual or group holding a meeting.
- 2. Prohibitions** –
 - There shall be no alcoholic beverages served upon, consumed upon, or brought onto County property.
 - There shall be no illegal drugs brought onto or used on County property.
 - Smoking is prohibited in all County buildings.
- 3. Security** – The user shall provide, at its own expense, any security that the user desires in addition to security normally provided by the County. All event organizers and attendees are subject to security policies and procedures in place at the time of the event. Firearms are not permitted on County property; visit loudoun.gov/firearmsordinance for more information. (Visitors to meeting spaces within the Government Center, Shenandoah Office Building, and Eastern Loudoun Service Center are subject to security screening upon entering the buildings; visit loudoun.gov/securityscreening for more information.)
- 4. Food and Beverages** – Food and/or beverages may be served and consumed only if approval is granted in advance of the event. Food and beverages are prohibited in the Government Center's Board Room at all times.
- 5. Set Up and Clean-Up** –
 - The group/user may use furniture, such as tables, chairs, and dry erase boards that

are owned by the County and located in the approved meeting room.

- Tables and podiums in the Board Room, Lovettsville Room, and Purcellville Room may not be moved.
- Furniture may not be removed from Government Center meeting rooms, including for uses outside the entrance of the room and in the lobby, without prior express written approval by County Administration.
- Tables in the Government Center's Dulles Room may be configured by the requester.
- Any other needed equipment or furniture must be supplied by the group/user.
- After use of the room, the group/user shall be responsible for returning the meeting room/space to its original condition and configuration.
- The user is responsible for ensuring that all trash is placed in containers provided.

6. Electronic and Audio-Visual Equipment (Government Center) – All users other than County staff are prohibited from using the electronic or audio-visual equipment in the Board Room, Lovettsville Room, Purcellville Room, and Dulles Room. Support for the use of this A/V equipment, including microphones and presentation screens, is subject to County Administration approval.

7. Signs – Signs, emblems, banners, pennants, etc., may not be affixed to any building surfaces, steps, walls, or light fixtures. Signs, emblems, banners, pennants, etc., that are self-standing may be put into place one (1) hour before the scheduled start of the meeting and must be removed at the conclusion of the meeting. A copy of any sign, emblem, banner, pennant, etc. to be used shall accompany the application form.

VII. Responsible Departments: Offices of the County Administrator and County Attorney; and the Departments of General Services and Human Resources.

This policy remains in effect until revised or rescinded.