

# Eileen Garnett Civic Space Plaza Reservation Policy

**Final** As of 3/20/24

This policy provides detailed information about the reservation and scheduling of the **Plaza** in the [Eileen Garnett Civic Space](#) (“Civic Space”) located at **7200 Columbia Pike Annandale, VA 22003**.

This policy is necessary due to the unique design and urban location of the Civic Space, property ownership, shared use and maintenance responsibilities, and interest in the site by multiple County agencies, the Fairfax County Park Authority (“FCPA”), non-profit organizations, and the Annandale community at-large. The Civic Space shares the County property with the Annandale Christian Community for Action Child Development Center (ACCA CDC). However, please note the ACCA CDC’s buildings and fenced-in playgrounds are not open to the public.

The vision and intent of constructing the Civic Space was to provide a much-needed community gathering space in central Annandale that contributes to community health, environment, connection, and economic vibrancy. An active Civic Space contributes to the revitalization of the Annandale Community Business Center (CBC). The reservation process for the Plaza stated in this policy furthers this vision and intent.

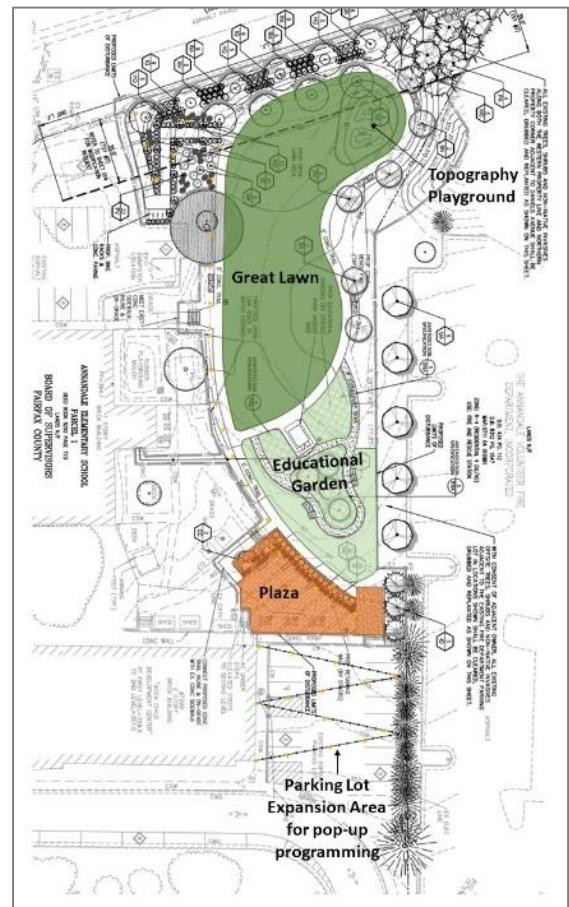
The Civic Space is owned by Fairfax County but reservation scheduling is coordinated by the FCPA Park Services.

## 1) Design and Layout

The Civic Space is comprised of four general components:

- Great Lawn
- Educational Garden
- Plaza
- Parking Lot Expansion Area for Pop-Up programming

Phase One of the Civic Space opened on October 21, 2023. A second phase of work related to improvements in the Parking Lot Expansion Area is expected in 2024.



*The Civic Space Design and Layout*

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## 2) Reservation Parameters

### a) Seasonal Operations

The Civic Space is open year-round, and reservations are allowed in all seasons. Peak seasonal usage and programming of the Civic Space is anticipated to occur from April 1 to October 31 annually.

### b) Hours

The Civic Space is an urban neighborhood park and open from dawn to dusk, except as described below.

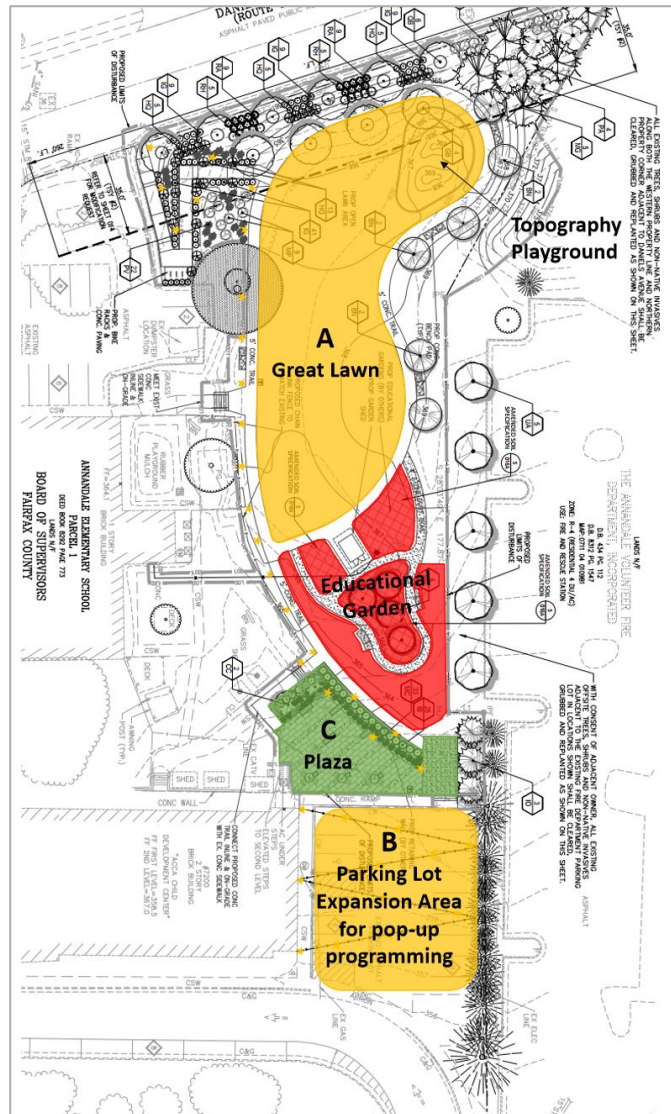
### c) Plaza Reservations

The Civic Space’s **Plaza is available for reservation by individuals, community organizations, businesses, the County and FCPA.** However, there are some restrictions associated with Plaza reservations. Please consult the table below to understand the restrictions prior to submission of a [Park Use Application](#) to FCPA Park Services:

Area Label	Area	Hours	Capacity <sup>i</sup>	By Whom	Notes/Restrictions ‡
C	Plaza	9 a.m. to Dusk* on weekdays	Up to 20 people <i>during ACCA CDC business hours which are Mondays – Fridays, 6:30 a.m. to 7 p.m.</i>	Reservable by the County, FCPA, individuals, community organizations, and businesses	<i>Restricted by noted hours and capacity caps</i>  <i>Plaza Amenities:</i> - 4 Fixed benches - 3 Fixed tables with 4 chairs each
		Dawn to Dusk* on weekends	Up to 50 people <i>outside of ACCA CDC business hours</i>		
<p style="text-align: center;"><i>*Reservable hours in Area C may extend past dusk following the installation of catenary lights above the parking lot in 2024.</i></p> <p style="text-align: center;"><i>‡Non-permit holders may use unreserved areas of the Civic Space, as permitted by this policy.</i></p> <p style="text-align: center;"><i>‡All use of the Civic Space, whether or not by reservation, must comply with the Supplemental Rules and Restrictions set out below.</i></p>					

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Map of Civic Space – The Plaza is Reservable

### 3) Supplemental Rules and Restrictions

In addition to the Park Authority Regulations outlined in Appendix 6 of the [Fairfax County Park Authority Policy Manual](#), all users of the Civic Space must comply with the following:

- a) Any organized public gathering marketed, or reasonably anticipated, to attract more than 20 people to the Civic Space requires a Park Use permit. Although a reservation is

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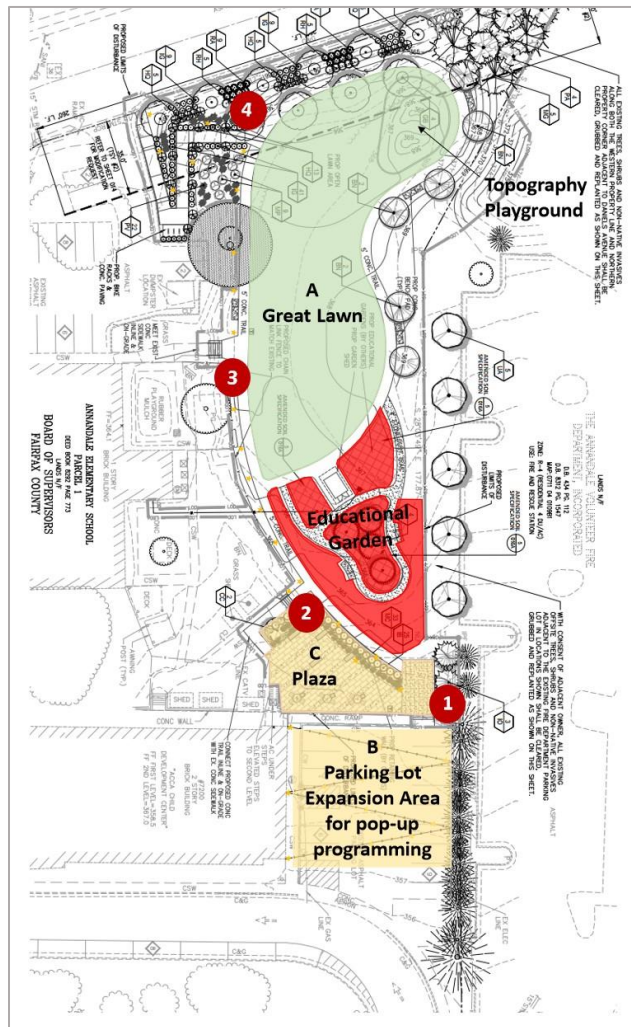
not required for gatherings of less than 20 people, a reservation is required for exclusive use of the Civic Space.

- b) The use of electric-powered sound amplification equipment and devices is strictly prohibited during ACCA CDC business hours (*Monday – Friday, 6:30 a.m. to 7:00 p.m.*).
- c) Open flames and/or the use of any device and/or equipment intended to facilitate open flames is prohibited in the Civic Space, except that the County and/or FCPA may use portable grills in the Parking Lot Expansion Area.
- d) No individual, group, community organization, and/or business may reserve the Plaza (Area C) more frequently than 1x per week. No single individual, group, community organization, and/or business may reserve the Plaza more than 30 times per calendar year. These restrictions per week and per calendar year do not apply to any reservations by the County and/or FCPA.
- e) The Civic Space shares the County property with the [Annandale Christian Community for Action Child Development Center](#) (ACCA CDC). The ACCA CDC occupies two buildings and a portion of the grounds. The portions of the property occupied by the ACCA CDC, inclusive of fenced playgrounds, are not open to the public.
- f) The Civic Space’s Garden is operated by the non-profit, [Hands on Harvests](#) (HOH). The public may visit the garden and enjoy viewing the plantings from the garden’s defined paths, but disturbance of the plantings is prohibited. The public may contact Hands on Harvests if interested in garden volunteer opportunities.
- g) The Civic Space is not a staffed public facility. Any individual, group, community organization, and/or business that has an approved permit for the Plaza (Area C) will NOT have access to water and electric utilities or bathroom facilities during their reservation. Furthermore, any permit holder, or guest of the permit holder, is strictly prohibited from soliciting the use of water, electricity, or bathroom facilities from the adjacent buildings occupied by the ACCA CDC and from attempting to access any water or electricity connections present on the site.
- h) No Firearms signs. Fairfax County Code Section 6-2-1 provides that firearms, ammunitions, components or combination thereof are prohibited at events that require a County permit, and at areas adjacent to events that require a County permit. Section 6-2-1 further provides that notice of this prohibition (“Section 6-2-1 Notices”) must be posted at all entrances or appropriate places of ingress and egress to events, and to areas adjacent to the event.

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- i) These 6-2-1 Notices are in the form of folding signs at locations marked on the map below. All permit holders must ensure that these signs, wherever available, are unfolded to display the 6-2-1 Notices for the duration of the permitted event and ensure that these signs are folded back to hide the 6-2-1 Notices at the conclusion of the event.
- ii) In addition to, or in lieu of, any other remedial action for violations of this policy, if a permit holder fails to unfold the signs FCPA or County officials, including the Fairfax County Police Department, may post the required 6-2-1 Notices.



*Map of Civic Space – No Firearms Signs*

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- i) Any use of the Civic Space must comply with all Federal, State, and local laws, ordinances, and regulations.
- j) Any violation of this policy may result in the termination of an ongoing event, cancelation of future reservation(s), denial of any future reservation request(s), and/or other appropriate remedial actions.

## 4) Scheduling Method

To ensure that a variety of users may host activities or events in the Civic Space, reservations may be made as follows:

- a) **The Plaza may be reserved by individuals, community organizations, and businesses, subject to the capacity and hours limitations shown in the reservation table on page 2.**
  - i) Applicants must complete and submit to FCPA Park Services:
    - (1) A complete [Park Use Application \(fairfaxcounty.gov\)](https://www.fairfaxcounty.gov) form.
    - (2) An attachment that outlines the following items:
      - A detailed description of all planned activity(ies) as well as any anticipated vendors or partners in the event;
      - A basic layout sketch and labels of the location(s) of proposed activities in the Plaza (see Attachment A on page 8);
      - Preferred Date;
      - Alternative Date; and
      - Timeframe of event (e.g., 1 – 3 p.m.) – *please include the estimated set-up and break-down time in the total timeframe requested.*
- b) **Scheduling Assistance:** FCPA Park Services will provide basic assistance with questions and reservation requests if contacted for help. Please visit the [Park Use Permits webpage](#) for contact information.

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## 5) Fees

Fees assessed to the individual, community organizations, and/or businesses for Park Use permits are based on the FCPA schedule of fees as outlined in the [Park Use Application \(fairfaxcounty.gov\)](https://www.fairfaxcounty.gov/parks/permits) form.

## 6) Reservation Notifications

FCPA Park Services will send the final approved Park Use permit to the reservation holder. The permit will include the Civic Space details and rules/regulations to be followed by the permit holder.

## 7) Helpful Links

*Fairfax County Park Authority – Park Authority Permits Webpage*

<https://www.fairfaxcounty.gov/parks/permits>

*Fairfax County Park Authority – Parks Locator Webpage*

<https://www.fairfaxcounty.gov/parks/locator>

*Fairfax County Department of Planning and Development – Community Revitalization Section*

*Eileen Garnett Civic Space Webpage*

<https://www.fcrevite.org/eileen-garnett-civic-space>

*Fairfax County Facilities Management Department – Real Estate Services Division*

<https://www.fairfaxcounty.gov/contact/Mobile/AgencyDetail.aspx?agId=100132>

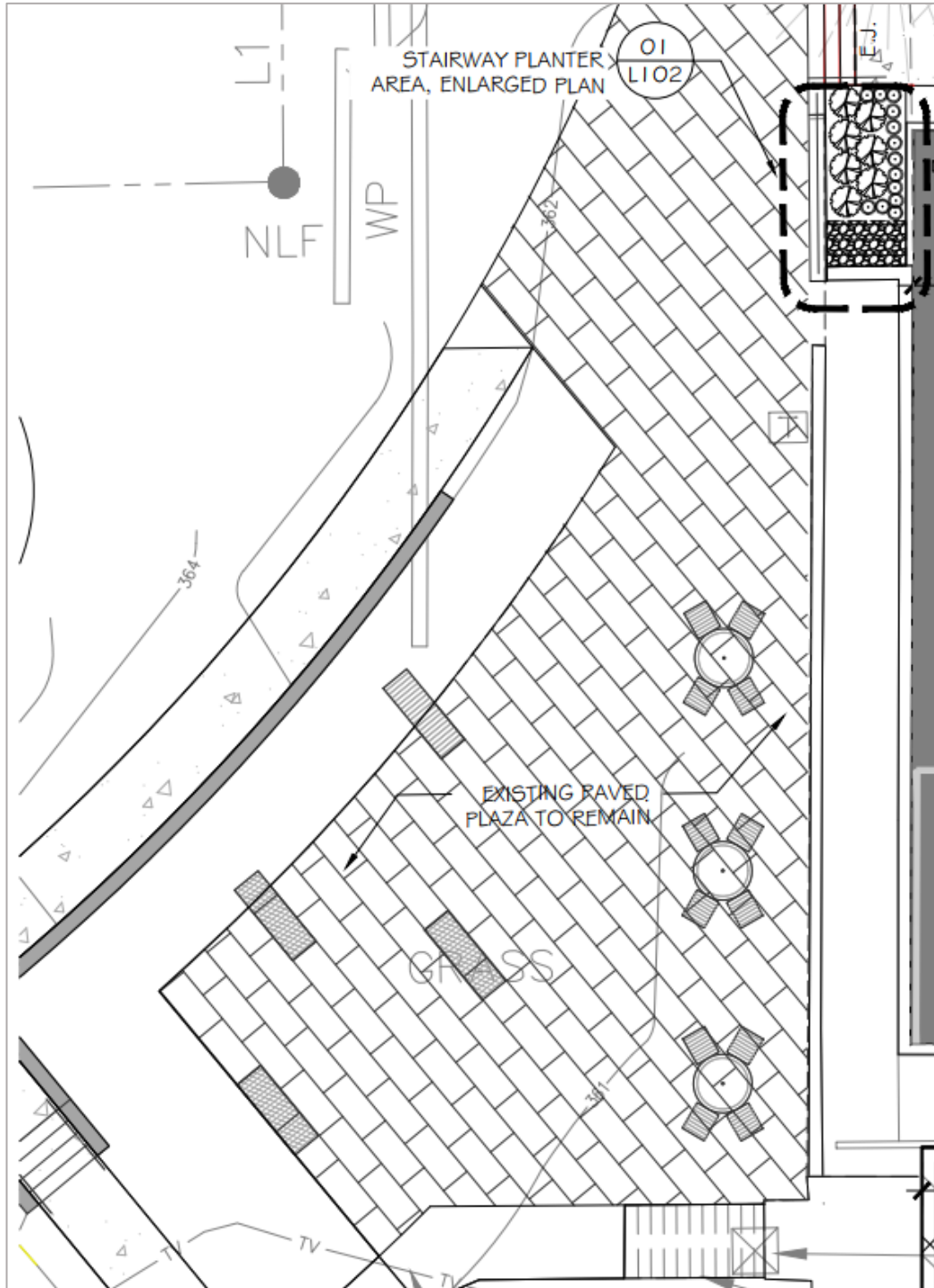


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## ATTACHMENT A

### PLAZA – BASIC LAYOUT SKETCH OF ACTIVITIES





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<sup>i</sup> Footnote on the calculations for the estimated capacity of the Civic Space:

- Assumptions are 24SF/per person and 3ppl/per car
  - Great Lawn 11,000 sf / 24 sf = 458 people
  - Educational Garden 3,000 sf / 24 sf = 125 people
  - Plaza 2,000 sf / 24 sf = 83 people
  - Parking Lot 6,000 sf / 24 sf = 250 people
  - 3 ppl x 13 parking spaces = 39 people
  - 3 ppl x 47 parking spaces = 141 people
  - 3 ppl x 60 parking spaces = 180 people

The estimated capacity numbers were then adjusted downward based on what is likely more reasonable and comfortable for the site.