

**Frederick County Public Safety Building  
Application Use of Community/Training Facilities**

Date Submitted \_\_\_\_\_ Event \_\_\_\_\_

Person Requesting \_\_\_\_\_ Phone Number \_\_\_\_\_

Person Using \_\_\_\_\_ Phone Number \_\_\_\_\_

Email Address For Correspondence \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ To \_\_\_\_\_

Setup Date Required \_\_\_\_\_ Time \_\_\_\_\_ To \_\_\_\_\_

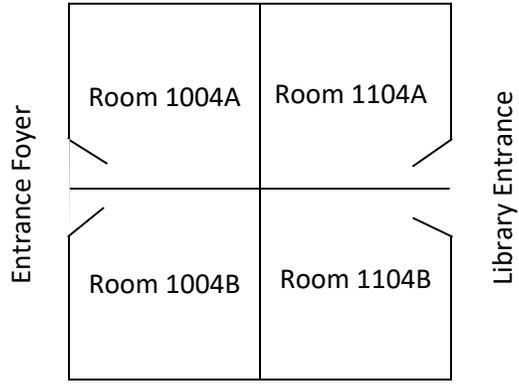
Please check which section(s) of the room you will need. Each section has an occupancy capacity of 79 people. Persons not associated with the Frederick County Public Safety Building must provide their own refreshments.

Weather conditions may impact the availability of the facility. In the event of inclement weather, telephone (540) 535-3900 to verify that the facility is open and available for use.

**Cancellations: To cancel your request, please telephone (540) 535-3900 between 8:00 AM and 4:00 PM.**

Facility Information:  
Address: 1080 Coverstone Drive  
Winchester, VA 26022  
Phone: 540-535-3900  
Fax: 540-504-6400

**The Community Rooms are available Monday thru Thursday, 8:00 AM to 9:00 PM and Fridays, 8:00 AM to 5:00 PM**



Any audio and or visual equipment needed **MUST** be provided by the organization involved.

This site does not provide such equipment nor will they offer technical assistance in the use of any such equipment.

I hereby agree to protect, indemnify, and defend and save harmless, the Public Safety Building, its officers and employees, from any and all claims, liabilities, and/or damages, including professional fees, directly or indirectly related to the use of these premises, by my group or organization. I acknowledge that no representations or promises have been made to me regarding the condition of these facilities. I have authority to sign this application on behalf of my group or organization.

Signature of Representative \_\_\_\_\_ Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Do not write below this line

**The above application is for use of the Frederick County Public Safety Building is:**

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Approved By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_