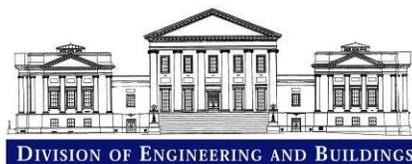




DEPARTMENT OF
GENERAL SERVICES

Serving Government. Serving Virginians.

www.dgs.virginia.gov/BFM



1100 Bank Street, 10th floor
Richmond, Virginia 23219
Phone: (804) 225-4367
BFMevents@dgs.virginia.gov

Request to Hold an Event in a Common Area

To request permission to hold an event or fundraiser in the common area of a DGS facility this form should be submitted at least one week prior to the requested date. Forms may be submitted by mail, fax, or email. Please refer to the Tenant Handbook for additional information.

Director
Bureau of Facilities Management
1100 Bank Street, 10th floor
Richmond, Virginia 23219

Contact: Patricia Patterson
Phone: (804) 225-4367
Email: BFMevents@dgs.virginia.gov

Name of Applicant:		Position/ Title:	
Agency:			
Address:			
City/County:		State:	ZIP Code:
Phone:		Fax:	
Email:			
Requested Space:			
Requested Date(s) for Event:		Requested Times for Event:	
Description of the Event:			
Benefit to the Commonwealth:			
Number of People Expected to Attend:			

The applicant has read the "Policies and Procedures for Use of DGS Maintained Facilities" and agrees to abide by all the provisions.

Signature of Applicant:	Date:
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Signature of Agency Head or Designee:	Date:
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DGS Use		
Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Signature:	Date: