



# SES

## Office of Security & Event Services

Division of Capitol Square Services

dgs.virginia.gov

### Request to Hold an Event in a Common Area

Please use this form to request permission to hold an event or fundraiser in a common area of a Department of General Services (DGS) downtown Richmond facility. This form should be submitted at least one (1) week prior to the start of your event or fundraiser. Please refer to the Tenant Handbook/Policies and Procedures for Use of DGS Maintained Facilities for additional information.

Contact: Brandon de Graaf | (804) 225-8136 | [bfmevents@dgs.virginia.gov](mailto:bfmevents@dgs.virginia.gov)

<b>Name of Applicant:</b>		<b>Position/Title:</b>	
<b>Agency:</b>			
<b>Address:</b>			
<b>City/County:</b>		<b>State:</b>	<b>Zip Code:</b>
<b>Phone:</b>		<b>Fax:</b>	
<b>Email:</b>			
<b>Requested Space:</b>			
<b>Requested Date(s):</b>		<b>Requested start and end times:</b>	
<b>Description of your event:</b>			
<b>Benefit to the Commonwealth:</b>			
<b>Number of people expected to attend:</b>			

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

<b>Signature of Applicant:</b>	<b>Date:</b>
<b>Printed Name and Title of the Applicant:</b>	<b>Phone Number:</b>
<b>Signature of Agency Head or Designee:</b>	<b>Date:</b>
<b>Printed Name and Title of the Agency Head or Designee:</b>	<b>Phone Number:</b>

<b>For DGS Use Only:</b> Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Signature of the DGS Division of Capitol Square Services Director:	<b>Date:</b>
--	--------------