



Department of General Services  
 Division of Real Estate and Facilities  
 Management  
 1100 Bank Street, Suite 506  
 Richmond, Virginia 23219  
 Email: [BFMevents@dgs.virginia.gov](mailto:BFMevents@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. This form can be submitted by mail, fax or email. Please refer to the Tenant Handbook/Policies and Procedures for Use of DGS Maintained Facilities for additional information.

Contact: Georgiann C. Davis

Phone: (804) 225-3874

Email: [bfmevents@dgs.virginia.gov](mailto:bfmevents@dgs.virginia.gov)

Fax: (804) 225-4673

DGS Mail Stop: 194-20

<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: Yes ___ No ___ Signature of the DGS Division of Real Estate and Facilities Management Director: _____	<b>Date:</b>
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