



Reston Community Center MEETING ROOM USE REQUEST FORM



(Please Complete Both Sides and return to RCC)

2310 Colts Neck Road • Reston, VA 20191

703-476-4500 (phone) • 800-828-1120 (TTY) • 703-476-2488 (fax) • www.restoncommunitycenter.com

RESERVATION NAME

Today's Date _____

Organization _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Ext _____

CONTACT INFORMATION

Name _____

Telephone _____ Fax _____

Email _____

RESIDENCY

- | | | |
|--|------------------------------|-----------------------------|
| Is a business or organization sponsoring this rental? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is the business or organization physically located in Reston? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is your organization a registered 501(c)(3) not-for profit organization? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is your organization a church? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is your organization an educational institution? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is your organization a governmental agency? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is a private individual sponsoring this rental? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does the individual either reside or work in Reston? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| If yes, please provide the address: _____ | | |

EVENT DESCRIPTION

- | | | |
|---|------------------------------|-----------------------------|
| Have you booked a room at RCC before? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is this booking a "third-party rental"? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is your event open to the public? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will you collect admissions, dues, donations or fees? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Is your event a fundraiser? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will you be advertising your event?
(If yes, please review "Advertising Your Event" in Policies and Procedures.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you requesting a fee waiver?
(If yes, please attach a brief letter detailing your request.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will your event be catered? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will alcohol be served? (An ABC license is required to serve alcohol. No red wine allowed.) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will music be played?
(amplified music is restricted to Community Room and Gallery only) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Are you requesting use of a piano for your event? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Will your event make use of the pool? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Does your event require a security officer to be present? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

STATEMENT OF CERTIFICATION

I certify that the information provided on this form is true and accurate to the best of my knowledge. I understand that providing false or misleading information is grounds for RCC to cancel or terminate my event.

Name _____ Date _____



Fairfax County's programs, services and facilities are available to all citizens regardless of race, color, national origin, sex, age or disability. Requests for special accommodations must be received at least 7 working days in advance of a class, workshop or trip. For additional information regarding reasonable accommodations and support provided to facilitate participation for individuals with disabilities, call 703-476-4500 or TTY 800-828-1120.

RATES					
Facility	Meeting Room Type	Capacity**	Founding Partners Hourly Rental Rate*	Resident Hourly Rental Rate*	Non-Resident Hourly Rental Rate*
Hunters Woods	Small Meeting Room	15-25	\$6.00	\$6.00	\$22.00
	Medium Meeting Room	50	\$12.00	\$12.00	\$34.00
	Intermediate Meeting Room	75	\$18.00	\$18.00	\$46.00
	Large Meeting Room	95	\$24.00	\$24.00	\$58.00
	Community Room Floor	250	\$15.00	\$30.00	\$70.00
	Kitchen	5	\$12.00	\$12.00	\$34.00
Lake Anne	Small Meeting Room	25	\$6.00	\$6.00	\$22.00
	Medium Meeting Room	45	\$12.00	\$12.00	\$34.00
	Gallery	100	\$14.00	\$24.00	\$58.00
	Kitchen	5	\$12.00	\$12.00	\$34.00
Pianos (per day)	Upright (Hunters Woods only)		\$55.00	\$55.00	\$65.00
	Grand		\$80.00	\$80.00	\$90.00

* Excludes damage security deposit

** Room capacity will vary with setup arrangement

ROOM BOOKING 1				
Location	Room Type	Rental Date	Rental Time (Start and End)	No. Persons
Room Use				
Additional Information				
Alternate Dates/Times				

ROOM BOOKING 2				
Location	Room Type	Rental Date	Rental Time (Start and End)	No. Persons
Room Use				
Additional Information				
Alternate Dates/Times				

ROOM BOOKING 3				
Location	Room Type	Rental Date	Rental Time (Start and End)	No. Persons
Room Use				
Additional Information				
Alternate Dates/Times				

RCC USE ONLY			
Date Received:		Received by:	
<input type="checkbox"/> Accepted	<input type="checkbox"/> Denied	Reason	
HH ID:	RSV. No.:	Date Acknowledged:	