



# RCC CLASS/WORKSHOP REGISTRATION INFORMATION



## 4 EASY WAYS TO REGISTER:

**Online:** [www.restoncommunitycenter.com](http://www.restoncommunitycenter.com) *Please Note: Online registration is not available during priority registration period*  
**By Fax:** 703-476-2488 **In Person** **By Mail:** Reston Community Center, 2310 Colts Neck Rd, Reston, VA20191

## REGISTRATION SCHEDULE

**Fall: August 1 Residents/August 8 Non-residents**

**Winter/Spring: December 1 Residents/December 8 Non-residents**

**Summer Camp: February 1 Residents/February 8 Non-residents**

**Summer: May 1 Residents/May 8 Non-residents**

### SMALL DISTRICT 5

- Residents and employees in Small District 5 are eligible for priority registration and reduced program rates.
- Residency status is determined by whether the patron resides or works within the boundaries of Small District 5.

### PRIORITY RESIDENT REGISTRATION

- Registration for Small District 5 residents and/or employees.
- Registration received during this time will be processed daily by a randomized lottery.
- Due to the large number of registrations received, availability is not immediately known.
- RCC will not process your payment until your enrollment has been confirmed.

### NON-RESIDENT REGISTRATION

- Non-Resident registration follows the end of priority resident registration.
- All non-resident registration forms received prior to the close of the priority resident registration period will be processed using a randomized lottery.

### PROGRAM FEES

- Program fees are listed in this guide as resident/non-resident (e.g., \$2/\$4).
- Seniors (ages 55 and up) receive a 20% discount on class fees (except in cases where the class fee is payable to someone other than RCC). This discount does not apply to Senior Programs, Adult & Family trips, or drop-in programs.
- Patrons under age 55 can register for Senior Programs if space is available after priority registration. Program fees will be doubled.

### REGISTRATION FORM

- Family members living in the same household should complete a single registration form.
- Patrons residing in separate households who wish to enroll in the same class or activity must complete separate registration forms and staple them together.

### PAYMENT

- Payment is required upon registration.
- Pay by cash, check (payable to the Reston Community Center), money order, MasterCard or VISA.
- Unless stated, supply fees are in addition to registration fees.
- Payment for supplies are made separately, usually to the instructor during the first class.
- Cash payments cannot be accepted during priority registration.

### CONFIRMATION

- Confirmation for registrations will be mailed to you.
- Please keep a record of the classes in which you have enrolled and their starting dates and times.
- The confirmation will indicate if you are waitlisted or enrolled.

### CLASS, WORKSHOP REFUND/CANCELLATION POLICY

- Written refund requests received 14 days or more prior to the start of a class or workshop will receive a full refund less a 20% processing fee.
- Refund requests received less than 14 days before the start of a class or workshop will be granted (less a 20% processing fee) only if another registration is received in its place.
- No refunds given for any class or workshop with a fee of \$10 or less.
- Refund checks will be mailed by Fairfax County in 4-6 weeks.

### INCLEMENT WEATHER POLICY

RCC follows Fairfax County Govt. and Public Schools inclement weather decision-making with respect to all staff-led and registered programming. Rental activities, RCC events, trips and tours are affected individually and typically we make every attempt to honor those commitments if we can do so safely and the County has not closed all facilities. We advise our patrons and rental clients to call the RCC at 703-476-4500 for the most complete information.

#### If Fairfax Co. Govt declares unscheduled leave for employees:

- Early bird swimming and all classes are cancelled.
- Make-up classes will be scheduled if possible.
- No refunds will be issued.
- Rental activities are unaffected unless cancelled by the rental client.

#### If Fairfax Co. Govt. or Public Schools are delayed in opening:

- Early bird swimming and all classes scheduled prior to Noon are cancelled.
- No refunds will be issued.
- Normal programming and operating hours resume at Noon.
- Rental activities are unaffected unless cancelled by the rental client.

#### If Fairfax Co. Govt. or Public Schools declare "early closing":

- All classes/workshops scheduled after 5 p.m. are cancelled.
- No refunds will be issued.
- Normal programming and operating hours resume the next day pending other weather-related announcements.
- Rental activities are unaffected unless cancelled by the rental client.

#### If Fairfax County Government is closed:

- RCC will be closed.
- All classes are cancelled; Make-up classes will be scheduled if possible.
- No refunds will be issued.

### ADA ACCOMMODATIONS



Fairfax County's programs, services and facilities are available to all citizens regardless of race, color, national origin, sex, age or disability. 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. Request for accommodations must be received 10 working days prior to the class start date.

### CLIENT SATISFACTION

Our goal is to make your experience at a RCC a positive one. Please let us know if you have any concerns or issues.



# RCC CLASS/WORKSHOP REGISTRATION FORM

(USE TRIPS/TOURS FORM SEPARATELY)  
PLEASE USE ONE REGISTRATION FORM PER HOUSEHOLD.  
(Only family members residing at the same address)



**PLEASE PRINT**

Adult Name	First											Last											Mi				
Home Address																											
City										State					Zip												
Phone Home ( )						Emergency ( )						Cell ( )															
Is this a new address?						<input type="checkbox"/> Yes		<input type="checkbox"/> No		Resident of Small District 5?						<input type="checkbox"/> Yes		<input type="checkbox"/> No		Work in Small District 5?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	

If yes, provide business address \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

REGISTRATION NUMBER	SECTION	PARTICIPANT'S FIRST NAME	PARTICIPANT'S LAST NAME	MI	DATE OF BIRTH	SEX	CLASS NAME	REG. FEE	
					/ /				
					/ /				
					/ /				
					/ /				
					/ /				
					/ /				
<i>Please attach an additional form if you need more space.</i>								TOTAL FEES	\$

<p style="text-align: center;"><b>CREDIT CARD INFORMATION</b></p> <p>HOLDER'S NAME _____</p> <p><input type="checkbox"/> VISA                      <input type="checkbox"/> MASTERCARD                      EXP. DATE _____</p> <p>ACCOUNT # _____</p> <p>SIGNATURE _____</p>	<p style="text-align: center;"><b>FORM OF PAYMENT</b></p> <p><input type="checkbox"/> CASH                      <input type="checkbox"/> MONEY ORDER</p> <p><input type="checkbox"/> CHECK                      <input type="checkbox"/> CREDIT CARD (VISA OR MC ONLY)</p> <p><input type="checkbox"/> OTHER _____</p>
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**PLEASE NOTE:** I recognize that there may be risks in participating in programs and activities being offered by the Reston Community Center ("RCC"), and I understand that the RCC strongly recommends that any person participating in any such program or activity should be covered by insurance while participating in any such program. By my signature below, I acknowledge and agree that the RCC, the Governing Board of the RCC, the Board of Supervisors of Fairfax County, the employees of the RCC and Fairfax County, together with the volunteers assisting the RCC and the County, are protected against claims for liability by the doctrine of sovereign immunity, and I agree to hold such entities and persons harmless from any and all property damage or bodily injury that may result from my participation. If I am registering a child, by my signature below, I represent that I am the parent/legal guardian of the child being enrolled and that I am making the representations stated above on behalf of that child.

I also recognize that employees of the RCC and/or the County may take and edit photographs and/or video tapes of the RCC programs for either archival or public relations purposes. By my signature below, I acknowledge and agree that any such photographs and/or videos are the property of the RCC and/or the County, that any such photos and/or videos may be used in the publications of the RCC and/or the County without compensation to me, and that any such photos and/or videos may be subject to the Virginia Freedom of Information Act and other applicable laws.

Finally, by my signature below, I acknowledge and agree to the RCC refund and cancellation policy.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I would like to make a tax-deductible contribution to Friends of the Reston Community Center. I have made a separate check payable to the Friends of the Reston Community Center.

**RETURN TO:**

**Reston Community Center Hunters Woods**                      **Reston Community Center Lake Anne**  
**2310 Colts Neck Road, Reston, VA 20191**                      **OR**                      **1609-A Washington Plaza, Reston, VA 20190**  
**800-828-1120 (TTY) • FAX: 703-476-2488**

<b>RCC USE ONLY</b>
REGISTRATION RECEIVED BY: _____
DATE: _____
REGISTRATION ENTERED BY: _____
DATE: _____