



## RATES

Facility	Meeting Room Type	Resident Hourly Rental Rate*	Non-Resident Hourly Rental Rate*
Hunters Woods	Small Meeting Room	\$6.00	\$22.00
	Medium Meeting Room	\$12.00	\$34.00
	Intermediate Meeting Room	\$18.00	\$46.00
	Large Meeting Room	\$24.00	\$58.00
	Community Room Floor	\$30.00	\$70.00
	Kitchen	\$12.00	\$34.00
Lake Anne	Small Meeting Room	\$6.00	\$22.00
	Medium Meeting Room	\$12.00	\$34.00
	Gallery	\$24.00	\$58.00
	Kitchen	\$12.00	\$34.00
Pianos (per day)	Upright (Hunters Woods only)	\$70.00	\$80.00
	Grand	\$95.00	\$105.00
	LCD Projector (per day)	\$50.00	\$60.00

\* Excludes damage security deposit

\*\* Room capacity will vary with setup arrangement

## FACILITY ROOMS REQUESTED

RCC Hunters Woods 2310 Colts Neck Road, Reston, VA 20191	RCC Lake Anne 1609-A Washington Plaza, Reston, VA 20190
<input type="checkbox"/> Community Room Floor <input type="checkbox"/> Banquet Style Seating - 215 max (Tables & Chairs) <input type="checkbox"/> Theater Style Seating - 260 max (Chairs only) <input type="checkbox"/> Kitchen <input type="checkbox"/> Small Meeting Room - 25 max <input type="checkbox"/> Medium Meeting Room - 50 max <input type="checkbox"/> Intermediate Meeting Room - 70 max <input type="checkbox"/> Large Meeting Room - 95 max	<input type="checkbox"/> Jo Ann Rose Gallery - 100 max <input type="checkbox"/> Kitchen <input type="checkbox"/> Small Meeting Room - 25 max <input type="checkbox"/> Medium Meeting Room - 50 max

## EVENT INFORMATION

- BABY SHOWER   
  BIRTHDAY PARTY   
  FAMILY/SOCIAL GATHERING   
  WEDDING RECEPTION  
 RECITAL   
  BUSINESS/ORGANIZATION MEETING   
  OTHER: \_\_\_\_\_

EVENT NAME \_\_\_\_\_

REQUESTED DATE \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_ (INCLUDES SETUP & CLEANUP TIME)

ALTERNATE DATE/TIME (IF ANY) \_\_\_\_\_

ANTICIPATED ATTENDANCE \_\_\_\_\_ (Please include children. Actual attendance may not exceed room capacities.)

For multiple dates (on-going rentals), please attach a separate sheet listing all dates and times

## 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.



## 2010-2011 Meeting Room Rental Policies and Procedures

### General Information

The Reston Community Center (RCC) makes available to the public a variety of meeting rooms for non-commercial use—meetings, receptions, and parties—on a rental basis. The use of these spaces is subject to the policies of the Center. Those rental policies are summarized below. The RCC booking season runs from September 1 to August 31 of the following year.

### Categories of Renters

**Founding Partners**—“Founding Partners” is a special, finite category of renter defined by the RCC Board of Governors. It comprises eleven organizations that have booked rooms at the Community Center annually since its inception. If, for any reason, a Founding Partner does not rent at RCC during a particular year, it loses its status. This category of users has the privilege of booking rooms based on their historic pattern of use prior to the start of each booking season. They are also eligible for reduced room rental rates for the Community Room and Jo Ann Rose Gallery.

**Residents**—For individuals, RCC determines residency status based upon whether or not the patron resides or works within the boundaries of the Small District #5. For businesses and organizations, the Center bases residency upon whether or not the enterprise has a physical presence within Small District #5. For a description of the boundaries of the District, check the map in the lobby of RCC Hunters Woods or Lake Anne. The booking season opens for residents each year on the second Saturday in March. Residents are also eligible for reduced room rental rates.

**Non-residents**—For individuals, RCC defines non-residents as patrons who neither live nor work within the boundaries of Small District #5. RCC considers businesses and organizations to be non-resident if they are physically located outside the boundaries of Small District #5. The booking season opens for non-residents on April 1.

### Rental Space Use Limitations

RCC seeks to provide Small District #5 residents and employees access to affordable, high-quality facilities. In order to maximize the availability of its rental space, the Community Center reserves the right to place limits on the use of its public meeting rooms. Those limits are enumerated below:

- RCC expressly prohibits the commercial use of its meeting rooms by non-Founding Partners. The Center defines commercial use as charging the attendees of an event a fee for service, including event admission.
- RCC expressly prohibits the rental of its meeting rooms for activities in which the sponsors solicit donations either during or in advance of an event.
- RCC limits the rental of its meeting rooms for the purposes of fundraising to recognized 501(c)(3) not-for-profit organizations, churches, and educational institutions. Proof of an organization’s tax status may be requested.
- For events where minors are in attendance, RCC requires that a ratio of one (1) responsible adult to every eight (8) children under the age of 18 must be maintained.
- RCC prohibits the use of candles (including those on birthday cakes) or any open flame. The use of Sterno, if properly contained in catering equipment, is allowed.
- Red wine or red dye drinks may not be served at any events held at the Reston Community Center.
- Without exception, common area furniture (i.e. fireplace lounge or theater lobby furniture) may not be used as part of a rental event set-up.
- Loose confetti and glitter may not be used as decoration in any of our rental facilities.
- Absolutely no decorations may be hung from the ceiling or from light fixtures. Small piñatas are permitted, but users are responsible for providing an alternate method to suspend piñatas (i.e., a long pole) and for cleaning up afterwards.
- The use of adhesive tape on any painted surface is prohibited. RCC recommends using either blue painters tape or StickyTac™ for hanging decorations.
- Moon bounces or other inflatable entertainment devices are not permitted in RCC facilities.
- Storage of items before and after events is not permitted. RCC is unable to sign for deliveries of items for rental events.
- Patrons who wish to rent the Jo Ann Rose Gallery should keep in mind that they are renting an art exhibition space. *Patrons may not remove or cover any artwork displayed in the Jo Ann Rose Gallery – No Exceptions.* If you are concerned that the exhibited artwork may not coincide with your personal preferences – or those of your group – please consult with the exhibit coordinator prior to your rental or consider renting alternate space.

## Rental Hours

	Hunters Woods	Lake Anne
Monday – Thursday	9:00am – 10:00pm	9:00am – 10:00pm
Friday – Saturday	9:00am – Midnight	9:00am – Midnight
Sunday	9:00am – 8:00pm	1:00pm – 9:00pm through 8/29/10 9:00am – 8:00pm effective 9/12/10

Hours are subject to change. Holiday hours may vary; please contact the Booking Manager or visit [www.restoncommunitycenter.com](http://www.restoncommunitycenter.com) for holiday hours. Rentals may not extend past operating hours.

## How to Request Rental Space

- Step 1. Pick up a Meeting Room Use Request Form from RCC's Central Information Desk or download a copy off of RCC's website at [www.restoncommunitycenter.com](http://www.restoncommunitycenter.com). Complete the form and return it to the attention of the Booking Manager or fax it to 703-476-2488. RCC cannot reserve any rooms until a form is submitted.
- Step 2. RCC will process the request and notify you by mail within one (1) week regarding the availability of space. If the requested rental space is available, the user will receive a rental invoice, liability waiver, and room setup worksheet in the mail. *No reservations are guaranteed until you receive this information.*
- Step 3. Return the bottom portion of the invoice, along with payment and a signed liability waiver to RCC by the due date indicated on the invoice. Setup information should be provided at least three (3) weeks before the event.

## Rental Rates, 2010-2011 Booking Season

Facility	Room Type	Capacity*	Hourly Rental Rates		
			Founding Partner	Resident	Non-Resident
Hunters Woods	Small Meeting Room	14-23	\$6.00	\$6.00	\$22.00
	Medium Meeting Room	49	\$12.00	\$12.00	\$34.00
	Intermediate Meeting Rm.	72	\$18.00	\$18.00	\$46.00
	Large Meeting Room	97	\$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	24	\$6.00	\$6.00	\$22.00
	Medium Meeting Room**	49	\$12.00	\$12.00	\$34.00
	Jo Ann Rose Gallery	100	\$14.00	\$24.00	\$58.00
	Kitchen	5	\$12.00	\$12.00	\$34.00

\*As established by Fire Marshal. Room capacities will vary depending upon setup arrangement.

\*\* Medium Meeting Room at Lake Anne will not be available for rentals after December 31, 2010.

### Rental Rate (Per Use)

Audio/Visual Equipment	Founding Partner	Resident	Non-Resident
Upright Piano* (with tuning – Hunters Woods only)	\$65.00	\$65.00	\$75.00
Grand Piano* (with tuning – Community Rm and Gallery Only)	\$90.00	\$90.00	\$100.00
LCD Projector	\$50.00	\$50.00	\$60.00
TV/VCR/DVD	No charge	No charge	No charge
Projection Screen	No charge	No charge	No charge
Dry Erase Board or Flipchart	No charge	No charge	No charge
Overhead Projector	No charge	No charge	No charge
Sound System (Community Room and Gallery only)	No charge	No charge	No charge

Audio/Visual equipment rental is subject to availability. Equipment must be requested in advance.

\*Prices for piano rental are subject to change based on market prices for tuning.

RCC reserves the right to charge a refundable damage security deposit.

## Third-Party Rentals

Rental patrons may not book Community Center rooms for the purposes of renting them to another party ("third-party rental"). In addition, Reston residents may not allow non-resident individuals or organizations to use their Reston address for the purpose of obtaining resident rates. Violation of these policies will result in the loss of rental privileges for all parties involved.

## Advertising Your Event

All material publicizing events to be held at the Community Center that are not co-sponsored by RCC must contain the following disclaimer: "This event is not sponsored by the Reston Community Center, its Board of Governors, or staff."

## Rental Agreements and Payment Terms

Rental Agreements must be signed and returned to the Center by the due date listed on the invoice. Payment is due in full at the time the Rental Agreement/Liability Waiver is signed. **Reservations for which a signed rental agreement and payment have not been received are subject to cancellation at the discretion of the Community Center.**

RCC reserves the right to assign an alternate room for functions in the event the room originally designated for such function is unavailable or deemed inappropriate in RCC's sole opinion.

## Room Capacities

RCC has worked with the Fairfax County Fire Marshal's office to establish the maximum capacity for each meeting room. Exceeding the posted maximum occupancy load constitutes a criminal offense punishable by a fine and/or jail. Please note that room capacities will vary depending upon the room setup arrangement chosen. Under no circumstances may any furniture or equipment block exit doors. Common areas of the Center may not be used as "overflow" space for events.

## Noise

The RCC reminds you that the Center is a multi-use facility. Additionally, please remember that both RCC facilities are located in residential areas. **Events featuring live music, amplified music and/or DJs require prior approval and are restricted to the Community Room and the Jo Ann Rose Gallery.** Restrictions on the volume of music or other noise generating activities will be maintained to permit multiple activities to occur simultaneously and to allow the front desk telephones to be answered. A decibel meter may be used to establish a reasonable noise level. Those rental patrons who fail to comply with requests from RCC staff to maintain an acceptable noise level risk having their event terminated and future rental agreements revoked.

Please note that due to the design of the facilities, RCC cannot guarantee that you will not hear some noise from other events in adjacent rooms. In certain instances, in order to avoid potential noise conflicts between events, RCC may not rent out rooms when there are events booked in adjoining rooms or performances in the CenterStage. Therefore, even if rooms appear to be open on the calendar, they may not be available for rental.

For events with children in attendance, parents are required to supervise their children at all times. Children are expected to remain in the rooms that have been rented for the event. Children under the age of 12 are not permitted to be in common areas without adult supervision due to the potential of disruption to other events. Running and horseplay are strictly prohibited. The RCC Code of Conduct, which is posted at both facilities, must be followed at all times.

## Event Times and Room Setup/Cleanup Times

RCC Maintenance staff will set up all meeting rooms, based upon the set-up information provided, prior to all rentals. In addition, they will remove the tables and chairs following each event and also take care of any custodial needs. **Any setup and cleanup time you may need for your event must be factored into your booking request.** All rooms will be locked except when in use for classes or rentals. You will not have access to the space you've rented prior to the start time indicated on your rental agreement. The person who signs the rental agreement must check in at the front desk upon arrival and will serve as the point of contact during the course of the event. All rooms must be vacated by the stated end time on the rental agreement. Since RCC hosts multiple events daily, the turnaround time between events is needed for our maintenance staff to prepare the room for the next class or rental. **Failure to vacate rental space on time may result in loss of future rental privileges.** Without exception, all patrons must be out of the facility by closing time.

## Kitchen Use

Kitchens are available for rental at both Hunters Woods and Lake Anne and include food warmers, refrigerators, freezers, microwaves, sinks and ice machines. Please note that the kitchen facilities are designed for the preparation, storage and warming of food, not for cooking. Any use of the kitchen facilities – with the exception of obtaining ice – is strictly prohibited unless it has been rented as part of your event. Utensils are not provided.

## Alcoholic Beverages

RCC does permit patrons to serve alcohol at rental events. For events where attendance is restricted to family members and/or invited guests, no license is required. For events that are open to the public or that include alcohol sales, a license must be obtained from the Virginia ABC prior to your function. Details of the licensing process and an application are available online at <http://www.abc.state.va.us/licensing/banquet.htm> or by calling 703-313-4432. As a reminder, red dye-based drinks, including red wine, may not be served in RCC facilities. **The possession or consumption of alcoholic beverages by any person under the age of 21 is prohibited by law.**

## Parking and Unloading

Parking for the Hunters Woods facility is available in the Hunters Woods Village Center main parking lot. Absolutely no parking or unloading is permitted on the plaza in front of the building or along the circle in front of the Hunters Woods Fellowship House. A loading dock at the rear of the building is available for those individuals who need to deliver items for their event. There is also limited parking available behind the Community Center. Parking at Lake Anne is available in the Washington Plaza parking lot. Please note that from May through November, parking at Lake Anne is extremely limited on Saturday mornings due to the Farmers Market. An alternate parking lot is available at Washington Plaza West off of North Shore Drive. Handicapped parking is available at both RCC locations. Illegally parked vehicles will be ticketed and towed at the owner's expense.

## Piano Usage

Piano use must be requested as part of your room rental request. The fees listed on Page 2 will be charged for **all** piano usage. Use of any RCC pianos without prior consent or payment of fees is strictly prohibited. Upright pianos will be provided in good tune. Grand pianos will be tuned in place prior to your rental date/time. All pianos are reserved for use by qualified musicians.

## Aquatics Facility Use

Patrons wishing to take advantage of the Aquatics Department's open swim time in conjunction with their room rental must coordinate that use with the Aquatics Director at least 14 days before the scheduled booking to ensure adequate lifeguard coverage. RCC reserves the right to deny the use of the pool to any group that fails to inform the Aquatics Department in advance of its intent to use the pool. Gate fees apply to all drop-in use of the Aquatics facility. To arrange for drop-in use of the pool for your group or to obtain information on RCC's Birthday Party Pool Packages, please call the Aquatics Service Desk at 703-476-4500, option 2. Pool rentals are coordinated through the Aquatics Director.

## Theatre Use

Currently, there are no opportunities for the rental of the CenterStage by organizations or individuals that are not residents of Small District #5. All theatre rentals are booked by March for the following September through August. For more information about the CenterStage, please contact the RCC Performing Arts Director at 703-390-6167.

## Fee Waiver

Fee waivers may be granted in cases where the rental fee would prohibit offering a unique and beneficial service that enhances the Center's programs and is unavailable elsewhere in the community. Fee waivers are granted at the discretion of the Executive Director on a booking-by-booking basis. Requests must be submitted in writing.

## Refund Policy

RCC will issue refunds for cancelled reservations according to the following schedule:

- More than 21 days before the scheduled reservation..... 100%
- 14 to 21 days before the scheduled reservation..... 50%
- Less than 14 days before the scheduled reservation ..... 0%

Reservations must be canceled in writing using the RCC Cancellation/Refund Request form. Refunds are issued by Fairfax County in the form of a check and sent by mail within four (4) to six (6) weeks.

## Inclement Weather Policy

In the event of inclement weather, please call the Reston Community Center at 703-476-4500 to determine our operating status. Current information is generally available after 6:30am. Please note that RCC follows the Fairfax County Government operating decision during inclement weather, not the Fairfax County Public Schools decision. If Fairfax County is **open** or **open with staff on unscheduled leave**, all rental agreements will be honored. Cancellation will be at the discretion of the patron; however, no refunds will be issued. If Fairfax County is **closed**, all RCC facilities will be closed and RCC will either refund all rental fees paid or attempt to reschedule the event on an alternate date.