



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Reston Community Center 2018-2019 Rental Policies and Procedures

The Reston Community Center (RCC) makes available to the public a variety of rooms for non-commercial use—meetings, performances, receptions, and parties—on a rental basis. The use of these spaces is subject to the policies of the Center. RCC seeks to provide Small District #5 (Reston) 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. These rental policies are summarized in this document. Rental patrons are expected to share this information with their guests and any third-party vendors such as caterers and DJs. The RCC booking season runs from September 1 to August 31 of the following year.

Priority of Space Usage

Founding Partners—“Founding Partners” is a special, finite category of renter defined by the RCC Board of Governors. It comprises select 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 certain RCC facilities. Founding Partner rentals outside of their established annual use patterns are charged at Reston rates.

Internal Programming/Events—The Reston Community Center develops a host of quality programming for the primary benefit of residents and workers located within Reston’s Small District #5. These programs occur throughout RCC’s facilities and receive primary booking of space after Founding Partners. Programs include, but are not limited to classes, the Professional Touring Artist Series and internal RCC meetings.

Reston—For individuals, RCC determines Reston 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 Reston status upon whether or not the enterprise has a physical presence within Small District #5. For a description of the boundaries of the District, inquire at either RCC facility or check our website. The booking season opens for Reston patrons each year on the second Saturday in March. Reston patrons are also eligible for reduced room rental rates. CenterStage will consider rentals with an arts focus before considering non arts use.

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

General Rental Information

Building Hours (Hunters Woods and Lake Anne)

Monday-Thursday: 9:00 a.m. – 10:00 p.m.* Friday-Saturday: 9:00 a.m. – 12:00 a.m.* Sunday: 9:00 a.m. – 8:00 p.m.*

*For social event rentals that extend to closing time, food service and music must conclude by no later than 45 minutes prior to closing time to allow time for cleanup.

Hours are subject to change. Please contact the Booking Manager or visit www.restoncommunitycenter.com for holiday hours. Meeting room rentals may not extend past operating hours. CenterStage use may extend after hours if agreed upon during the contracting process.

How to Request Rental Space

- Step 1.** Pick up a Rental Request Form from either RCC location or download a copy off of RCC’s website at www.restoncommunitycenter.com. Complete the form and return it to the attention of the Booking Manager, fax it to 703-476-2488 or scan and email to RCCFacility@fairfaxcounty.gov. RCC cannot reserve any facilities until a form is submitted. **Incomplete or illegible forms will delay processing and may result in the loss of requested space.** Identification will be required to verify Reston status. Individuals using a Reston business address to qualify for Reston rates must submit proof of employment (business card, letter from employer, etc.) with their request. Requests should be submitted as soon as possible as last-minute requests cannot always be accommodated.
- Step 2.** RCC will process the request and notify you by email within one (1) week regarding the availability of space. If the requested rental space is available, the user will receive an email notification, followed by a rental agreement, invoice, liability waiver, and room setup worksheet in a separate email. **No reservations are guaranteed until you receive this information.** CenterStage and Aquatics Center rentals, as well as any Community Room rentals that include live music or performance elements, will require additional meetings with staff prior to completion of the final contract.
- Step 3.** Return a signed agreement, 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. RCC will not accept personal checks for payment less than 28 days prior to the rental date and there is a \$50.00 charge for returned checks.

Third-Party Rentals and Rental Contacts

Rental patrons may not book RCC facilities for the purposes of renting them to another party (“third-party rental”). In addition, Reston patrons may not allow non-Reston individuals or organizations to use their Reston address for the purpose of obtaining Reston rates. Violation of these policies will result in the loss of rental privileges for all parties involved. Each rental request must designate a primary contact person who is responsible for signing all paperwork and making payment. The contact person must check in at the front desk upon arrival for the event. RCC staff will not share any information about or make any changes to rentals unless requested by the designated contact person.

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.”

Effective February 2018

Reston Community Center
2310 Colts Neck Road
Reston, Virginia 20191
703-476-4500 phone • 800-828-1120 TTY • 703-476-8617 fax
www.restoncommunitycenter.com



Meeting Room Rentals

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 and Liability Waiver are 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.** If you need to make changes to your rental agreement, please contact RCC staff as soon as possible prior to your event. If you request additional time or equipment on the day of the event there is no assurance that the request can be fulfilled. If the request can be fulfilled without additional staffing or other RCC resources, it will be fulfilled at the discretion of the Manager on Duty. All related fees will apply and must be paid by cash or credit card (no checks) prior to fulfillment of the request. Requests that result in added staffing charges will result in a surcharge of \$150, in addition to the applicable hourly fees, payable at the time of the request.

Event Times and Room Setup

RCC facilities staff will set up all meeting rooms, based upon the set-up information provided, prior to all rentals. Changes to room setups on the day of the event are not possible. In addition, RCC staff will remove the tables and chairs following each event and also take care of any custodial needs. **Any setup and cleanup time patrons need for events must be factored into the booking request. Patrons and vendors (DJs, caterers, etc.) will not have access to rental space prior to the start time indicated on the rental agreement.** The person who signs the rental agreement must check in at the front desk upon arrival and will serve as the sole 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 facilities staff to prepare the room for the next program or rental. **Failure to vacate rental space on time will result in loss of future rental privileges.** For rentals for parties and other social events that extend to closing time, all events must conclude by no later than 45 minutes prior to closing (*all music and food and drink service must stop by this time*) to allow for time for cleaning up and vacating the facility. Without exception, all patrons/attendees must be out of the facility by closing time.

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

Commercial Use and Fundraising

RCC expressly prohibits the commercial use of its meeting rooms by non-Founding Partners. The Center defines commercial use as any for-profit activity and/or charging the attendees of an event a fee for service, including event admission. Additionally, RCC does not rent space for people or organizations to conduct classes or workshops. Persons interested in teaching classes at RCC facilities are encouraged to fill out a program proposal form and work with our programming staff to explore the possibility of having such classes included among RCC's seasonal program offerings. RCC also expressly prohibits the rental of its meeting rooms for activities in which sponsors not meeting the criteria for non-profit status solicit donations either during or in advance of an event. Rental of meeting rooms for the purposes of fundraising is limited to recognized 501(c)(3) not-for-profit organizations, churches, and educational institutions and a detailed description of the event must be submitted for approval with the rental request form. Proof of an organization's tax status may be requested.

Decorating

- 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.
- Without exception, common area furniture (i.e. fireplace lounge furniture) may not be used as part of any rental event set-up.
- Loose confetti and glitter may not be used as decoration in any of our facilities.
- Absolutely no decorations may be hung from the ceiling or from light fixtures.
- Moon bounces or other inflatable entertainment devices are not permitted in RCC facilities.
- Fog or smoke machines are prohibited, except in the CenterStage with prior approval
- Storage of items before and after events is not permitted. RCC is unable to sign for deliveries of items for rental events.
- The use of adhesive tape on any painted surface is prohibited. The only type of tape that is permitted is blue painters tape. Removable putty may be used. Absolutely no nails, staples, push pins, thumbtacks or anything else that may create holes may be used anywhere in RCC facilities. Decorations may not be attached to curtains.
- 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 any RCC facilities – 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. RCC does not guarantee that an exhibit will be on display at all times, particularly in late August and early September.

Parking and Unloading

Parking for the Hunters Woods facility is available in the Hunters Woods Village Center parking lot. 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. 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 and there is on-street parking along North Shore Drive. Accessible parking is available at both RCC locations. Illegally parked vehicles will be ticketed and towed at the owner's expense.

Food and Beverages

Food and beverages are not permitted in the CenterStage or Terry L. Smith Aquatics Center but may be served in RCC's meeting rooms. Kitchen facilities are available at both Hunters Woods and Lake Anne. 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. For renters who plan to serve alcohol, **RCC requires that a one-day Banquet License must be obtained from the Virginia ABC and be displayed during the event.** Licensing information and an online application are available at www.abc.virginia.gov. The licensing process and all applicable fees are the responsibility of the rental patron. License requests must be submitted at least 12 days prior to the event. For more information on the licensing process, please call 703-313-4432. **The possession or consumption of alcohol without a valid ABC license, in any area of the facility outside of the designated rental area and/or by any person under the age of 21 is prohibited by law.**

Piano Use

Pianos are available for rent in RCC's meeting rooms and the CenterStage. Payment of a tuning fee is required. The pianos are to be moved ONLY by RCC facilities staff. Nothing may be placed on any surface of the pianos except music scores. The pianos shall be played only by qualified musician(s) scheduled to perform for the rental period.

Music and Noise-Generating Activities

Since RCC is a multi-use facility, restrictions on the volume of music and other noise-generating activities must be maintained in order to permit multiple activities, including rental events, classes, workshops and CenterStage performances to occur simultaneously and without interruption. Additionally, please remember that both RCC facilities are located in residential areas. For these reasons, RCC facilities are not appropriate venues for events featuring excessively loud music. These restrictions are strictly enforced and exceptions cannot be made.

Events featuring live music, amplified music and/or DJs require prior approval and are restricted to the CenterStage, Community Room and Jo Ann Rose Gallery. No sound systems are provided or permitted in any other meeting rooms. Community Room rental patrons must use the amplifiers and speakers provided in the facility. Connections are available for laptops, MP3 players and any device with a standard headphone output. RCC also provides (2) wireless microphones and XLR connections for hooking up soundboards or other audio equipment. All equipment must be approved by RCC staff before connecting to the sound system. Connecting powered soundboards or amplifiers may damage the system, so users are required to connect devices using pre-amp outputs. The system includes preset maximum volume limits that staff are not able to adjust; exceeding this maximum volume level will result in distortion. Certain types of events will require technical support as part of the rental.

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 in the CenterStage. Therefore, even if rooms appear to be open, they may not be available for rental.

For events with children in attendance, parents are required to supervise their children at all time, and a ratio of one adult for every eight children under the age of 18 must be maintained. Children are expected to remain in the areas 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.

Refund Policy

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

- More than 21 days before the scheduled reservation..... 80%
- 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.

Fee Waivers

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. Regularly scheduled meetings of clubs or organizations and fundraising activities are not eligible for fee waivers. Fee waivers are granted at the sole discretion of RCC's Executive Director on a booking-by-booking basis. Requests must be submitted in writing and should accompany the rental request form. Non-Reston rentals are not eligible for fee waivers.

Code of Conduct/Loss of Rental Privileges

For the safety and comfort of all patrons, the RCC Code of Conduct must be observed by all users of RCC facilities. The Code of Conduct is clearly posted at all RCC facilities and is also printed in the RCC seasonal program guide. Users who fail to comply may be asked to leave. No refunds will be given. RCC may revoke the privilege to rent space based on the conduct of a rental patron or their guests. Rental patrons will be notified in writing of revocation. The period for which the privilege is suspended is at the sole discretion of RCC's Executive Director and shall be for a minimum of the remainder of the rental cycle and may extend longer if circumstances warrant. Patrons may be billed for overtime and/or damage charges.

Room Capacities

RCC has worked with the Fairfax County Fire Marshal's office to establish the maximum capacity for each meeting room and venue space. In addition, the Health Department has established a maximum capacity for the Terry L. Smith Aquatics Center. Exceeding the posted maximum occupancy load will result in the immediate termination of the event and constitutes a criminal offense punishable by a fine and/or jail. Please note that capacities may vary depending upon the 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.

Inclement Weather Policy

In the event of inclement weather, please call the Reston Community Center at 703-476-4500 to determine operating status. Current information is generally available after 6:30 a.m. 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 on **unscheduled leave** status, 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.

CenterStage Rental

Interested users of CenterStage will need to complete and submit the RCC Rental Request Form. Due to its unique status as one of Reston's only performing arts venues, priority for CenterStage use will be given to arts-related programming over any other usage.

Scheduling

Availability of the space each year is extremely limited and will be determined by RCC's Arts & Events Director and Theater Technical Director after needs for Founding Partners and Internal Programming/Events, including the Professional Touring Artist Season, have been met.

Contracts

Prior to use of CenterStage all groups will be required to meet with Arts & Events staff to discuss the needs and scope of their particular event. Users will need to sign a CenterStage Rental Agreement and agree to the CenterStage safety and technical documents. Payment terms for use of CenterStage will be stipulated in the CenterStage Rental Agreement.

Tickets

CenterStage users will be allowed to sell tickets to their event in the space. All tickets must be sold through the CenterStage Box Office and will require the completion of a Box Office worksheet detailing their ticketing needs. Fees related to online sales will be passed along to the patron. All ticketing income collected will be distributed to the rental client within 30 business days after the completion of their event. All payments will be made by Fairfax County Government Check or ACH (completion of form required). Payments are contingent upon submission of an accurate W-9 and signature on a Box Office Sales manifest.

Terry L. Smith Aquatics Center Rental

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 entry to the pool to any group that fails to inform the Aquatics Department in advance of its desire 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 703-390-6150.

Interested rental users of the Terry L. Smith Aquatics Center must complete a rental request form. As the only public indoor swimming venue in Reston, rental opportunities are very limited and are only available before or after normal Aquatics Center operating hours. Pool rentals are coordinated through the Aquatics Director.

Rental Rates

Facility	Room Type	Capacity Tables & Chairs	Capacity* Chairs only	Hourly Rental Rates					
				Founding Partner		Reston		Non-Reston	
				Before 9/1/18	Starting 9/1/18	Before 9/1/18	Starting 9/1/18	Before 9/1/18	Starting 9/1/18
Hunters Woods	Small Meeting Room	20	23	\$12	\$12	\$12	\$12	\$36	\$36
	Medium Meeting Room	40	49	\$20	\$20	\$20	\$20	\$60	\$60
	Intermediate Meeting Room	64	72	\$28	\$28	\$28	\$28	\$84	\$84
	Large Meeting Room	88	97	\$36	\$36	\$36	\$36	\$108	\$108
	Community Room Floor	216	260	\$43	\$51	\$56	\$58	\$168	\$174
	Kitchen		5	\$16	\$16	\$16	\$16	\$48	\$48
	CenterStage & Dressing Rm**		290/30	\$40	\$60	\$80	\$80	\$240	\$240
	Terry L. Smith Aquatics Center***								
	• Full Pool		125	\$82.50	\$82.50	\$105	\$105	\$315	\$315
	• Per Lane			\$13.75	\$13.75	\$17	\$17	\$51	\$51
	• Diving Well			\$25	\$25	\$25	\$25	\$75	\$75
Lake Anne	Jo Ann Rose Gallery & Kitchen	100	113	\$46	\$46	\$46	\$46	\$138	\$138

* Maximum capacity as established by Fire Marshal.

** Rental fee includes access to the theatre and dressing room for time scheduled, a technical liaison, and use of lighting and sound system.

*** Rental fee includes lifeguard coverage for up to 25 people. Additional charge required for over 25 people.

Additional Equipment and Services	Rental Rate (per use)		
	Founding Partner	Reston	Non-Reston
Upright Piano* (with tuning)	\$115.00	\$115.00	\$125.00
Grand Piano* (with tuning – Community Room and Gallery Only)	\$140.00	\$140.00	\$150.00
Steinway Grand Piano* (with tuning – CenterStage only)	\$140.00	\$140.00	\$150.00
Portable Stage (Comm Rm only) (24" high, includes skirting and steps)	\$50.00	\$50.00	\$60.00
LCD Projector	\$50.00	\$50.00	\$60.00
Digital Projector (CenterStage)	\$75.00	\$75.00	\$85.00
TV with DVD Player	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
Sound System (Comm Rm Basic System, CenterStage & Gallery <u>only</u>)	Included	Included	Included
Community Room – RCC-Operated Performance Sound System	\$50.00	\$50.00	\$60.00
Community Room – RCC-Operated Expanded Performance Sound System	\$100.00	\$100.00	\$110.00
Technical Support, per technician per hour	\$25.00	\$25.00	\$25.00
Box Office Support, per performance	\$25.00	\$25.00	\$25.00
House Manager Services, per hour	\$25.00	\$25.00	\$25.00
Dance Floor (CenterStage only)	\$225.00	\$225.00	\$275.00
Special Effects (fog, haze, etc.) (CenterStage only)	\$60.00	\$60.00	\$70.00

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

* Pianos are for use by qualified musicians only and may not be used without payment of fee.

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

Registered 501(c)(3) non-profit organizations will receive a 10% discount off of total rental fee.