

RESTON COMMUNITY CENTER RENTAL REQUEST FORM

Valid For Rental Dates September 1, 2016 – August 31, 2017

FACILITIES REQUESTED

CHECK ALL RENTAL REQUESTS	Meeting Room Type	Max. Capacity <i>Chairs Only</i>	Max. Capacity <i>Tables and Chairs</i>	Reston Hourly Rental Rate*	Non-Reston Hourly Rental Rate*
RCC HUNTERS WOODS					
<input type="checkbox"/>	Small Meeting Room	23	20	\$12.00	\$36.00
<input type="checkbox"/>	Medium Meeting Room	49	40	\$20.00	\$60.00
<input type="checkbox"/>	Intermediate Meeting Room	72	64	\$28.00	\$84.00
<input type="checkbox"/>	Large Meeting Room	97	88	\$36.00	\$108.00
<input type="checkbox"/>	Community Room Floor	260	216	\$54.00	\$162.00
<input type="checkbox"/>	Kitchen	5		\$16.00	\$48.00
<input type="checkbox"/>	the CenterStage and Dressing Room	290/35		\$80.00	\$240.00
TERRY L. SMITH AQUATICS CENTER					
<input type="checkbox"/>	Entire Pool (additional staffing charges apply to groups of 25 or more)	125		\$105.00	\$315.00
<input type="checkbox"/>	Individual Lane. # of lanes:			\$17.00	\$51.00
<input type="checkbox"/>	Dive Well			\$25.00	\$75.00
RCC LAKE ANNE					
<input type="checkbox"/>	Jo Ann Rose Gallery (Includes Kitchen)	110	100	\$46.00	\$138.00
Additional Equipment Requested (Additional rental fees apply and are outlined in Rental Policies and Procedures Document)					
<input type="checkbox"/> Piano <input type="checkbox"/> LCD Projector <input type="checkbox"/> Portable Stage (Community Room Only)					
<i>*Excludes damage security deposit</i>					

EVENT INFORMATION:

- BABY SHOWER BIRTHDAY PARTY FAMILY/SOCIAL GATHERING BUSINESS/ORGANIZATION MEETING
 WEDDING RECEPTION RECITAL 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.

Signature: _____ 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 seven 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.



PLEASE COMPLETE BOTH SIDES AND RETURN TO RCC



Reston Community Center Hunters Woods
2310 Colts Neck Road • Reston, VA 20191

Reston Community Center Lake Anne
1609-A Washington Plaza • Reston, VA 20190

703-476-4500 • TTY 711 • 703-476-2488 (FAX)

