



# RESTON COMMUNITY CENTER RENTAL REQUEST FORM

Valid For Rental Dates September 1, 2017 – August 31, 2018

## FACILITIES REQUESTED

CHECK ALL RENTAL REQUESTS	Meeting Room Type	Max. Capacity <i>Tables and Chairs</i>	Max. Capacity <i>Chairs Only</i>	Reston Hourly Rental Rate*	Non-Reston Hourly Rental Rate*
<b>RCC HUNTERS WOODS</b>					
<input type="checkbox"/>	Small Meeting Room	20	23	\$12.00	\$36.00
<input type="checkbox"/>	Medium Meeting Room	40	49	\$20.00	\$60.00
<input type="checkbox"/>	Intermediate Meeting Room	64	72	\$28.00	\$84.00
<input type="checkbox"/>	Large Meeting Room	88	97	\$36.00	\$108.00
<input type="checkbox"/>	Community Room Floor	216	260	\$56.00	\$168.00
<input type="checkbox"/>	Kitchen		5	\$16.00	\$48.00
<input type="checkbox"/>	the CenterStage and Dressing Room		290/35	\$80.00	\$240.00
<b>TERRY L. SMITH AQUATICS CENTER</b>					
<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
<b>RCC LAKE ANNE</b>					
<input type="checkbox"/>	Jo Ann Rose Gallery (Includes Kitchen)	100	110	\$46.00	\$138.00
<b>Additional Equipment Requested</b> (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 I have reviewed RCC's Rental Policies and Procedures and 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 reservation.

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. For additional information regarding reasonable accommodations and support provided to facilitate participation for individuals with disabilities, call 703-476-4500 or TTY 711.*



**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) • RCCFacility@fairfaxcounty.gov**

