



# County of Fairfax, Virginia

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

## EXHIBITING ARTWORK AT RESTON COMMUNITY CENTER

Revised December 2014

Reston Community Center (RCC) offers three galleries for local visual artists to share their work with the Reston community. While these galleries are not professional art galleries, RCC uses its resources to support artists who are exhibiting their work and to present these exhibits in the best possible manner.

### Gallery Space and Availability

#### **Jo Ann Rose Gallery**

#### **RCC Lake Anne**

#### **1609-A Washington Plaza, Reston, VA 20190**

RCC Lake Anne opened in the fall of 1999 as a multi-use facility focused primarily on visual arts. Since that time, local artists have been able to participate in monthly exhibits in the Jo Ann Rose Gallery, a space where 40 or more works can be displayed. The Jo Ann Rose Gallery was dedicated to the memory of Reston artist Jo Ann Rose. Jo Ann was an elected member of the RCC Board of Governors and an active past president of the League of Reston Artists. She worked tirelessly for the creation of this unique space to celebrate the arts and artists of our community. *The Jo Ann Rose Gallery is available to individual artists for shows in January, February, July, August, and November.\**

#### **Hunters Woods Gallery**

#### **RCC Hunters Woods**

#### **2310 Colts Neck Road, Reston, VA 20191**

Space for hanging works of art in the Hunters Woods facility was first made available to Reston artists in 1986. Since that time, local visual artists have been able to present their work for a month at a time to the diverse community of people that live and work in and around Reston. *The Hunters Woods Gallery is available to individual artists for shows in February, May, June, July, August, September, October, November and December.\**

#### **3D Gallery**

#### **RCC Lake Anne**

#### **1609-A Washington Plaza, Reston, VA 20190**

The 3D Gallery, a glorious addition to the Lake Anne facility for three-dimensional art, was completed in September of 2011. Lighted display cases line the walls of a 30' long hallway displaying pottery, sculpture, mosaic, and other three-dimensional artworks. Each display case is approximately 4' wide X 6' tall. Within each case are three 4' wide X 2' high shelves. The bottom shelf is a black hard surface material with a depth of 14 inches and the upper two glass shelves are 12.5" deep. The back and sides of the entire display case are mirrored, giving a truly three-dimensional view of the display pieces. Depending on the size of the 3D pieces, three to seven items can be displayed on each shelf. *The 3D Gallery is available to individual artists for shows in February, July, August, and November.\**

*\*RCC and the League of Reston Artists program exhibits in the galleries for all remaining months. These curated exhibits may present additional opportunities to exhibit your work. For more information on RCC sponsored exhibits, please visit [www.restoncommunitycenter.com](http://www.restoncommunitycenter.com) or contact the Exhibit Coordinator. For more information on the League of Reston Artists, please visit [www.leagueofrestonartists.org](http://www.leagueofrestonartists.org).*

### Artist Application Process

When submitting the **Artist Application**, please attach one or two photos or include a website where the work(s) can be viewed. Applications are processed in the order in which they are received. Priority is given to artists who reside or work within Small District 5, a Fairfax County tax district within Reston that supports RCC. In the Jo Ann Rose Gallery, individual exhibits or group exhibits not coordinated by RCC or the League of Reston Artists must have at least one artist who lives or works in Small District 5. Residency

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status can be determined by using the Fairfax County Tax Administration website. Upon receipt of the application, all artists will receive an email confirmation and additional information about exhibiting at RCC.

Because of the limited number of months available for individual exhibits in the Jo Ann Rose Gallery, it can take 3-5 years before exhibit space becomes available. Please note that the Hunters Woods Gallery is smaller, does not have a hanging fee, and has a shorter wait time. Artists who have submitted applications should feel free to contact the Exhibit Coordinator at any time for an update on their status. The Exhibit Coordinator is responsible for scheduling exhibits, receiving applications, and acting as a liaison between artists and RCC.

### **Nature of Exhibitions**

Since RCC is a public facility utilized by all members of our community, the nature of daily activities requires some discretion in the type of work displayed. Work that is sexually explicit (work that is representational or realistic in depiction of human genitals is considered sexually explicit by RCC) or is graphically violent will not be considered appropriate to the space. RCC reserves the right to remove work that does not meet these guidelines and store it until the artist can be contacted. RCC staff and artists work together to create an atmosphere that is sensitive to the multi-use nature of the facility.

### **Installation Fees**

Installation fees are payable to Reston Community Center at the beginning of the exhibit:

- **Jo Ann Rose Gallery at RCC Lake Anne:** \$2.00 hanging fee for each piece
- **Hunters Woods Gallery:** No hanging fee
- **3D Gallery at RCC Lake Anne:** \$1.00 per piece fee for up to 15 pieces or a \$15 fee per glass case for more than 15 pieces

### **Installation**

All work should be framed, mounted or presented in as professional manner as possible. If this is your first exhibit, please contact the Exhibit Coordinator. RCC reserves the right to turn away artwork that does not meet RCC guidelines. Before installing your exhibit, please visit RCC to become familiar with the exhibit area and determine how many works to include. Ladders are provided upon request. Installation guidelines for each gallery are as follows:

- **Jo Ann Rose Gallery:** An “S” hook and fishing line system is used to display work. All works must be securely framed. Screw eyes must be on the back of each piece; hanging wire is optional with this system. Saw-tooth clips will not be accepted. Clip style frames will not work with the “S” hook and fishing line hanging system in the Gallery. Fishing line is available upon request. Hanging will begin at 10:00 a.m. and removal will be from 9:00 a.m. to 11:00 a.m. on the designated day; there will therefore be some overlap between exhibits. Please see Hanging and Framing Guidelines below for more information.
- **Hunters Woods Gallery:** RCC has an installed hanging rail system with movable, suspended wire hangers. Depending on the size, 20-50 works can be hung either singly or two or three pieces on one heavy wire. This system requires that your works have a secured hanging wire on the back. Clip frames with pressure holders are not suitable. Please see Hanging and Framing Guidelines below for more information.
- **3D Gallery:** The Exhibit Coordinator will coordinate installation and removal with artists exhibiting in the 3D Gallery. Please see Gallery Space description above for more information.

### **Hanging and Framing Guidelines**

- Sturdy eye hooks or D-rings – with strong hanging wire – are required for all pieces regardless of size to ensure that the artwork hangs properly.
- Eye hooks or D-rings should be installed approximately 1.5” to 2” from the top of the frame. The hole of the eye should be parallel to the ceiling.
- Canvases that have exposed staples on the side should be framed.
- Canvases that have staples on the back do not have to be framed but the side edges need to be finished.

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## **Artwork Labels & Exhibit Information**

### **2D Labels (Jo Ann Rose Gallery & Hunters Woods Gallery)**

Labels should be placed at the lower right hand corner of the work with Handi-tak (available at any office supply store) or a similar product. Please place the following information on a sturdy, small, attractive label:

- Title of Work
- Name of Artist
- Medium (Watercolor, Oil, Photograph, etc.)
- Price or NFS (Not for Sale)
- Contact Information – Phone and/or Email

It is a good idea to hang a framed information page with the show that includes important elements like the show name or theme, reception date (if any) and biographical information. Some artists put business cards or postcards on a small easel or table. Business card holders may not be attached to the wall.

### **3D Labels (3D Gallery)**

The Exhibit Coordinator will coordinate installation, labeling and removal of art in the 3D Gallery.

## **List of Works**

A complete list of the works in your exhibit with the title, price, medium and contact information should be given to the Exhibit Coordinator.

## **Sale of Works**

Artists are welcome to sell their artwork; RCC does not charge a sales commission. Artists are responsible for handling all sales; RCC will refer all sales questions to the artist. If a work is sold during a show, it should not be removed until the end of the show. If it is necessary to remove the piece, a suitable replacement may be hung with approval of the Exhibit Coordinator or Arts Education Director. For security reasons, whenever a work is taken down, it must be signed out at the Front Desk. A photo ID may be requested.

## **Exhibit Reception**

Artists may choose to host a reception for the exhibit. Please see below for details on space and date selection for each gallery. Artists are responsible for coordinating all details for the reception, including completion of the Rental Request form. After the Rental Request Form is received and reviewed by our Facility Booking Manager, a rental agreement will be sent to you. Please review, sign, and return the rental agreement with payment.

- **Jo Ann Rose Gallery Exhibits:** Jo Ann Rose Gallery reception dates have been pre-arranged with the Facility Booking Manager, usually on the Sunday following installation from 1:30 p.m. – 4:30 p.m. (for a 2:00 p.m. – 4:00 p.m. reception), in the Jo Ann Rose Gallery. If this date and time is amenable to you, please return the Rental Request Form to the Facility Booking Manager in a timely manner to avoid the space being released for public rental. If you wish to rent the Gallery for a different reception date or time, contact the Exhibit Coordinator and Facility Booking Manager as soon as possible. Every effort to accommodate your request will be made, although it is not always possible due to existing rentals.
- **3D Gallery Exhibits:** Receptions for 3D Gallery Exhibits may be held in the Jo Ann Rose Gallery at RCC Lake Anne. To select a date and time, please contact the Exhibit Coordinator. Once a date has been identified, complete and return the Rental Request Form to the Facility Booking Manager as soon as possible. After the Rental Request Form is received and reviewed by our Facility Booking Manager, a rental agreement will be sent to you. Please review, sign, and return the rental agreement with payment.
- **Hunters Woods Gallery Exhibits:** RCC Hunters Woods offers several options for receptions for exhibits in the Hunters Woods Gallery. To select a location, date and time, please contact the Exhibit Coordinator and Facility Booking Manager. Once the date and space have been identified, complete and return the Rental Request Form to the Facility Booking Manager. After the Rental Request Form is received and reviewed by our Facility Booking Manager, a rental agreement will be sent to you. Please review, sign, and return the rental agreement with payment.

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## **RCC Publicity and Communications**

Please provide a .jpg image and brief description of your exhibit to the Exhibit Coordinator by the fifth of the month prior to your exhibit. RCC will include the exhibit information on [www.restoncommunitycenter.com](http://www.restoncommunitycenter.com) and on several public calendars. Photos and descriptions may also be used in RCC marketing materials or on social media. The artist is primarily responsible for promoting the exhibit. If you are sending postcards or invitations, please include your return address and include RCC's hours of operations (Monday through Saturday, 9:00 a.m. to 9:00 p.m.; Sundays 9:00 a.m. to 8:00 p.m.). For exhibits in the Jo Ann Rose Gallery, please include the following statement regarding the multi-use feature of the gallery space: **The Jo Ann Rose Gallery is closed to the public during some events and classes. Please call 703-476-4500 x3000 to check if the gallery will be open when you plan to visit.**

If you are publicizing your exhibit with local media, check with each one for deadlines. Local media include *The Reston Connection*, *Fairfax Times*, RestonNow.com, ModernReston.com, RestonCelebrates.com, Reston Patch ([reston.patch.com](http://reston.patch.com)), and *Elan* magazine ([elanmagazine.com](http://elanmagazine.com)). Submissions to *Elan* are due by the fifth of month prior to your exhibit.

## **Liability**

RCC will not accept responsibility for any damaged or stolen artwork. However, staff will take all possible care to safeguard the exhibits. This is a public space; each artist hangs at his or her own risk. An Exhibitor's Release is included on the Artist Application and must be signed prior to the opening of the exhibit.

## **Hours**

RCC galleries and exhibits are open during RCC normal operating hours\*\*:

- Monday through Saturday: 9:00 a.m. – 9:00 p.m.
- Sunday: 9:00 a.m. – 8:00 p.m.

*\*\*Because of the multi-use nature of the Jo Ann Rose Gallery and other RCC facilities, the Gallery or other facility areas may not open to the public during rentals, classes, and some programs. Either facility may be closed or hours reduced on major holidays. Please call 703-476-4500 to check on facility and gallery hours.*

## **Contact Information**

### **Gloria Morrow**

#### **Exhibit Coordinator (Primary Point of Contact)**

Reston Community Center Lake Anne  
1609-A Washington Plaza  
Reston, VA 20190  
703-476-4500 x6187 (Desk/Voicemail)  
x3000 (Lake Anne Front Desk)

[Gloria.Morrow@fairfaxcounty.gov](mailto:Gloria.Morrow@fairfaxcounty.gov)

### **BeBe Nguyen**

#### **Director of Communications**

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### **Cheri Danaher**

#### **Arts Education Director**

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### **Brian Gannon**

#### **Facility Booking Manager**

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