

RESTON COMMUNITY CENTER

Policy & User Manual



NOVEMBER 2019

*Enriching Lives.
Building Community.®*

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Welcome

November 2019

On behalf of the Board of Governors of Reston Community Center (RCC), I welcome your attention to our Policy and User Manual. This third edition identifies RCC policies, procedures and patron guidelines that inform our relationship to our community members and theirs to us. You will find the legal documents that govern RCC and the agreements that govern our services to our patrons. We hope you find the materials here helpful and provide all you need to have a positive experience with your community centers. Printed copies are available at our Customer Service Desks upon request. The most current versions of the Policy and User Manual and all RCC forms will always be available on our website.

Thank you for taking time to become familiar with RCC's Policy and User Manual and for being a part of Reston Community Center.



Beverly Ann Cosham, Chair
Board of Governors

Reston Community Center Board of Governors

William G. Bouie
William Keefe
Michelle Moyer
William Penniman
Lisa Sechrest-Ehrhardt
Dick Stillson
Paul Thomas
Vicky Wingert

Leila Gordon, Executive Director
John Blevins, Deputy Director

About RCC

Vision

- Reston Community Center enriches lives and builds community for all of Reston.

Mission

To create positive leisure, cultural and educational experiences that enhance the quality of life for all people living and working in Reston by:

- Providing a broad range of programs in arts, aquatics, recreation, enrichment and lifelong learning.
- Creating and sustaining community traditions through special events, outreach activities and facility rentals.
- Building community through collaboration and celebration.

Values

In accomplishing our Vision, RCC will be:

- A respectful organization that supports and nurtures its constituents, patrons, volunteers, board and staff;
- A welcoming community resource committed to improving people's quality of life in Reston;
- A builder of a sense of place and community traditions;
- Celebratory of people's traditions, and cultural and recreational aspirations;
- An active partner with other Reston organizations;
- An organization free of physical, financial and cultural barriers;
- An accepting and open organization; and
- A responsible and accountable steward of community resources.

About RCC

Strategic Planning

Reston Community Center plans for the future in increments of five-year periods. These plans focus on the long-range goals and strategies to achieve them in these areas:

Facilities
Collaboration and Outreach
Communications
Programs and Services
Internal Capacity

Included in the Strategic Plan is a Staff Methodology section to provide for the Outcomes and Tests for Success. These are identified to guide review processes associated with achievement of the Goals and Objectives of the Strategic Plan. While working to accomplish the Strategic Plan, the Board and Staff pursue their efforts through the strategic lenses of these focus areas:

Customer

- Serve a diverse community equitably
- Maximize opportunities to participate
- Create a reputation for excellence
- Practice environmental stewardship

Finance

- Assure affordability
- Be financially responsible and accountable
- Maintain mandated reserves
- Fund facilities and resources

Process

- Anticipate and respond to change
- Support Board of Governors planning and oversight
- Communicate effectively
- Collaborate externally and internally
- Optimize technology infrastructure

Learning and Growth

- Recognize and leverage employee skills and achievements
- Provide support training and opportunities for all employees
- Encourage teamwork to promote problem-solving and innovation
- Recruit and retain a competent and diverse workforce

About RCC

Strategic Planning *continued*

The Strategic Plan and RCC results are reviewed annually beginning in the Board of Governors Strategic Planning Meetings in early January. RCC programs, services and pricing are reviewed in the context of the February/March cycle of joint committee meetings of the Program/Policy and Community Relations Committees. During the month of April, the budget outline is constructed for the following fiscal year based upon meeting results from January through March deliberations. RCC holds an Annual Public

Hearing for Programs and Budget each June, where RCC's Annual Report is presented and the public weighs in one more time on RCC priorities and fiscal direction. The Board provides staff the final direction on the budget at that time and, during the summer months, the upcoming fiscal year budget is prepared for adoption by the Board in September. The budget is then forwarded to the Fairfax County Department of Management and Budget.

RCC's Board and staff regularly solicit public feedback and suggestions. In addition to the calendar of planning activities described, there are regular monthly meetings of the Board of Governors where people may express their views. Staff members receive regular input from the public through a variety of mechanisms, including email, suggestion and comment cards, evaluations, focus group meetings and face-to-face conversations. We are always available and listening.

About RCC

History of RCC

In March 1975, Small District 5 was created to pay for the construction and ongoing operation and maintenance of Reston Community Center. On April 1, 1977, construction bonds were issued in the amount of \$2,600,000. Final payment was made in August 1999 (FY00). The boundaries of Small District 5 are similar to the present Reston Master Plan boundaries. However, Small District 5 extends beyond the Reston Master Plan somewhat in all four map quadrants. Most properties in the 20190, 20191 and 20194 zip codes are in Small District 5.

The special tax rate levied on all residential and commercial property in the tax district is \$.047 per \$100 of assessed valuation. This special tax creates an annual revenue stream to support the cost of RCC operations (personnel and programs) and maintenance (repair and replacement). The tax revenues subsidize the offerings of RCC and fund appropriate reserve accounts for capital projects, maintenance, feasibility studies, and program and economic contingencies. In addition to tax revenues, RCC generates revenues from fees (registration, admissions, rentals and box office receipts). Another source of revenue for RCC is interest income; it varies depending on financial conditions from year to year.

Key Features of a Small Tax District

Small tax districts are authorized by the Code of Virginia, Title 21 (Chapter 2, entitled Sanitary Districts). These tax districts have an extraordinary range of powers, such as the authority to:

- Levy and collect taxes.
- Construct, maintain, operate and acquire assets.
- Issue bonds (subject to voter approval by referendum).
- Borrow money.

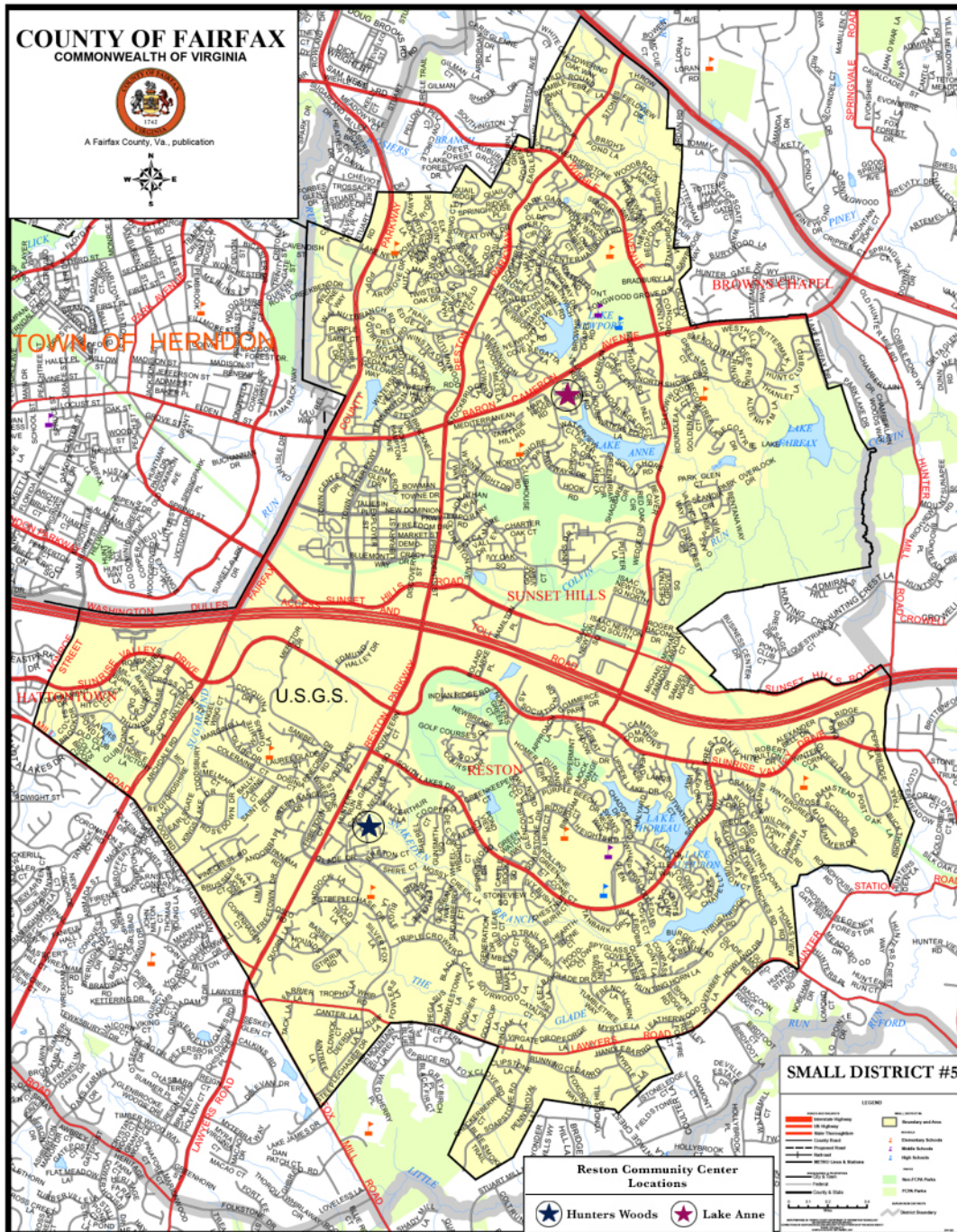
A small tax district can be created by the Fairfax County Board of Supervisors after a petition of 50 qualified voters is submitted and a public hearing is held. These tax districts are financing mechanisms used to raise revenue from community-wide property taxes.

- No referendum is required to establish the tax district; taxes can be levied and decreased or increased without the consent of the residents.
- By state law, the County has final authority over a tax district; hence ultimate budget control rests with the Board of Supervisors, not tax district residents, except for bond referenda.

The County owns the Reston Community Center facility at Hunters Woods. RCC Lake Anne is a leased property.

About RCC

Small District 5 Map



About RCC

Contact Information

RCC Hunters Woods

2310 Colts Neck Rd

Reston, VA 20191

Includes the Terry L. Smith Aquatics Center, the CenterStage theatre, Woodshop, Computer Classroom, and meeting rooms.

RCC Lake Anne

1609-A Washington Plaza

Reston, VA 20190

Includes the Jo Ann Rose Gallery, Ceramics Studio, Art Studio, Fitness Studios, and 3D Gallery.

Phone: 703-476-4500 **TTY:** 711
Aquatics: 703-390-6150
Email: RCCContact@fairfaxcounty.gov
Main Fax: 703-476-8617

Aquatics Fax: 703-476-0563
Booking Fax: 703-476-2488
Registration Fax: 703-476-2488
Lake Anne Fax: 703-689-2897

Hours of Operation

The Customer Service desk is typically open at both locations during the following hours:

Monday - Saturday: 9:00 a.m. – 9:00 p.m.

Sunday: 9:00 a.m. – 8:00 p.m.

Holiday Hours of Operation

Below is a list of typical holiday hours for all holidays observed by Fairfax County; dates and times may be adjusted each calendar year. Please call 703-476-4500 for exact hours.

Holiday	RCC Hunters Woods	Terry L. Smith Aquatics Center	RCC Lake Anne
New Year's Day	12:00 p.m. – 5:00 p.m.	12:00 p.m. – 4:30 p.m.	CLOSED
Martin Luther King, Jr's Day	9:00 a.m. – 9:00 p.m.	6:00 a.m. – 9:00 p.m.	9:00 a.m. – 9:00 p.m.
George Washington's Day	9:00 a.m. – 9:00 p.m.	6:00 a.m. – 9:00 p.m.	9:00 a.m. – 9:00 p.m.
Memorial Day	9:00 a.m. – 2:00 p.m.	6:00 a.m. – 1:30 p.m.	CLOSED
Independence Day	9:00 a.m. – 2:00 p.m.	6:00 a.m. – 1:30 p.m.	CLOSED
Labor Day	CLOSED	CLOSED	CLOSED
Columbus Day	9:00 a.m. – 9:00 p.m.	6:00 a.m. – 9:00 p.m.	9:00 a.m. – 9:00 p.m.
Veterans Day	9:00 a.m. – 9:00 p.m.	6:00 a.m. – 9:00 p.m.	9:00 a.m. – 9:00 p.m.
Thanksgiving	9:00 a.m. – 2:00 p.m.	9:00 a.m. – 1:30 p.m.	CLOSED
Day After Thanksgiving	9:00 a.m. – 9:00 p.m.	6:00 a.m. – 9:00 p.m.	CLOSED
Christmas Eve	9:00 a.m. – 2:00 p.m.	6:00 a.m. – 1:30 p.m.	CLOSED
Christmas Day	CLOSED	CLOSED	CLOSED
New Year's Eve	9:00 a.m. – 2:00 p.m.	6:00 a.m. – 1:30 p.m.	CLOSED

In addition to the above County-observed holidays, all RCC facilities close for a staff Team Builder on the third Wednesday of December. RCC Lake Anne and the pool will be closed from 12:30 p.m. – 4:30 p.m. RCC Hunters Woods will be closed 1:00 p.m. – 4:00 p.m.

About RCC

Inclement Weather Policy

In the event of inclement weather, we advise our patrons and rental clients to call us at 703-476-4500 for the most complete and up-to-date information. In general, Reston Community Center decisions regarding inclement weather are included in all Fairfax County Government announcements but are listed separately from other County agencies for ease of reference for RCC patrons and employees. For general guidance, please see the below RCC procedures in the event of inclement weather events that affect Fairfax County Government operations:

If Fairfax County Government declares unscheduled leave for employees:

- RCC facilities, including the TLS Aquatics Center, will open at 9:00 a.m. and all RCC classes are canceled.
- Make-up classes will be scheduled if possible.
- No refunds will be issued.
- Rental activities are unaffected unless canceled by the rental client.

If Reston Community Center OR Fairfax County Government is delayed in opening:

- Aquatics Center will open at 9:00 a.m. and all RCC classes scheduled to start prior to noon are canceled.
- No refunds will be issued.
- Normal programming and operating hours resume at noon.
- Rental activities are unaffected unless canceled by the rental client.

If Reston Community Center OR Fairfax County Government declare “early closing”:

- All classes/workshops scheduled to start at or after 5:00 p.m. are canceled.
- No refunds will be issued.
- Normal programming and operating hours resume the next day pending other weather-related announcements.
- Rental activities are unaffected unless canceled by the rental client.

If Reston Community Center OR Fairfax County Government is closed:

- RCC will be closed.
- All classes are canceled; make-up classes will be scheduled if possible, no refunds will be issued.
- Canceled rentals or performances will be refunded.

About RCC

Patron Satisfaction

Our goal is to make your experience of RCC a positive one. Please let us know if you have any concerns or issues.

Feedback Options

Board of Governors Meetings – First Monday of every month at 8:00 p.m. If the first Monday is a holiday, the meeting will be held on the second Monday.

Satisfaction Surveys – Distributed the last day of classes and during all other activities.

Comment Cards – Available at each customer service desk at both facilities.

Customer Feedback

By Email: RCCContact@fairfaxcounty.gov

Mailing address:
Reston Community Center
2310 Colts Neck Rd.
Reston, VA 20191

Phone numbers:
703-476-4500
TTY 711

Annual Report

RCC's Annual Report is distributed at the Board of Governors Annual Public Hearing for Programs and Budget, generally held on the third Monday in June.

Organization

RCC Board of Governors

The Fairfax County Board of Supervisors established the RCC Board of Governors to represent the interests of Small District 5 in the operation of the Community Center. Board members serve as community volunteers. Board appointments are made by the Fairfax County Board of Supervisors after residents of Small District 5 have made their preferences known in an annual poll. Board members work together to establish the overall policy for the Center and oversee its facilities, programs, services, and fiscal operations. Board members also represent Reston Community Center at social, recreational, cultural and educational activities throughout the small tax district.

Board Member Job Description

The Board of Governors of Reston Community Center is responsible for the development of policies, long-range plans and fiduciary oversight for the center's operation, programming, personnel, and financial management. The Board of Governors collectively accomplishes that through these activities:

- **STRATEGIC PLANNING:** Assures that Reston Community Center has a Strategic Plan to guide RCC annual priorities for programs, facilities and services.
- **POLICY ADMINISTRATION:** Develops, adopts and oversees policies that advance the purposes, governing principles and functions of Reston Community Center.
- **PUBLIC AND COMMUNITY RELATIONS:** Understands and interprets the work of Reston Community Center to the community. Relates Reston Community Center to the work of other community organizations; members may be assigned specific liaison roles for various community organizations.
- **FIDUCIARY OVERSIGHT:** Reviews regular financial performance reports; prepares for and conducts Reston Community Center's Annual Public Hearing for Programs and Budget.
- **PERSONNEL:** Selects and employs the Executive Director; the Chair of the Board of Governors evaluates RCC's Executive Director's performance annually.

Annual Preference Poll

The Reston Community Center Preference Poll is an annual community event to select three members to serve on the Reston Community Center Board of Governors. Candidates must be residents of Small District 5 and at least 18 years of age. Residency will be verified through Small District 5 property tax records. Candidate Filing begins August 1, and balloting usually runs from early September through early October. Appointment to the Board is made at the Fairfax County Board of Supervisors meeting that follows the closing of the Preference Poll. Online and mail-in balloting options are available. Walk-in voting will be conducted at RCC Hunters Woods and RCC Lake Anne. To increase participation in the Preference Poll and to assure the integrity of online and mailed balloting, the RCC Memorandum of Understanding (MOU) was changed with approval by the Fairfax County Board of Supervisors in June 2009 to allow for one vote per residential and commercial property.

Organization

Fairfax County Government

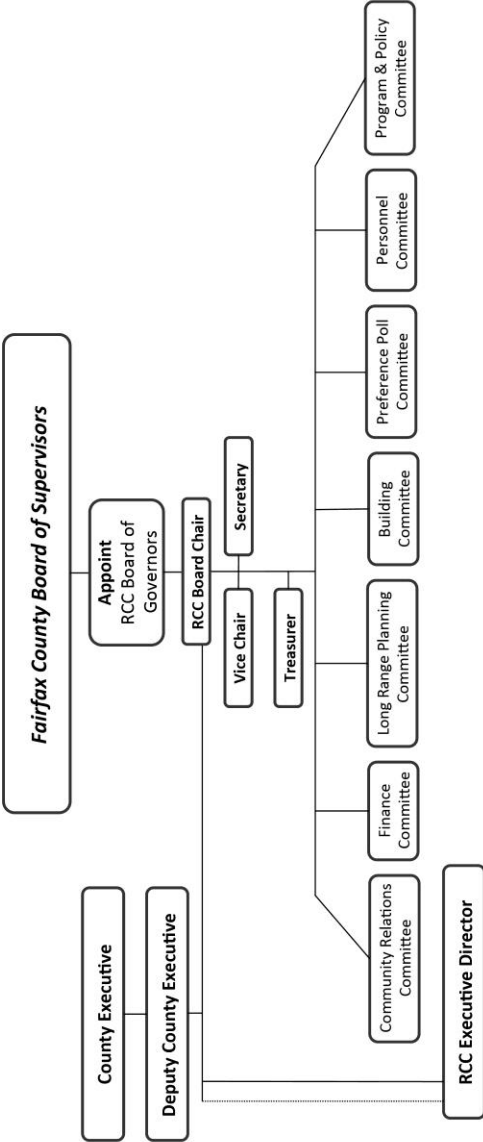
Fairfax County operates as an Urban County form of Government. The organization chart for the County can be found on the web here:

<https://www.fairfaxcounty.gov/topics/sites/topics/files/assets/documents/pdf/county-org-chart.pdf>

Organization

RCC Board of Governors

Fairfax County/Reston Community Center Board of Governors
Organization Chart



Organization

Memorandum of Understanding



County of Fairfax, Virginia

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

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE BOARD OF SUPERVISORS OF FAIRFAX COUNTY, VIRGINIA,
AND THE GOVERNING BOARD OF THE RESTON COMMUNITY CENTER**

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Organization

Memorandum of Understanding

Section 1 **Purpose**

The purpose of this Memorandum of Understanding between the Fairfax County Board of Supervisors and the Governing Board of the Reston Community Center is to establish the roles, responsibilities, and duties of both entities in regard to the governance and the operation of the Reston Community Center.

Section 2 **Definitions**

When used in this Memorandum of Understanding, the following words and phrases shall have the meanings ascribed to them in this section except in those instances in which the context clearly indicates a different meaning:

“Board of Supervisors of Fairfax County, Virginia” or “Board of Supervisors” means the governing body of Fairfax County, Virginia, which also serves as governing body of all the sanitary, small, and local tax districts within the County, as provided by Virginia law.

“Chairperson” means the member of the Governing Board of the Reston Community Center who shall preside at meetings of the Governing Board and shall be responsible for the actions set forth below.

“Governing Board” means the Governing Board of the Reston Community Center in Small District No. 5.

“Meeting” means a meeting of the Governing Board or any committee or subcommittee of the Governing Board, as a body or entity or as an informal assemblage, where the business of the Reston Community Center is discussed, when as many as three members or a quorum, if less than three, are present, whether or not votes are cast, and as further defined by the Virginia Freedom of Information Act.

“Reston Community Center” and “RCC” mean the current and future facilities, services, and programs, provided by Small District No. 5 to the persons who reside and/or are employed within Small District No. 5.

“Small District No. 5” means Small District No. 5 as originally created within portions of the Centreville Election District of Fairfax County, Virginia, and now located within the Hunter Mill Election District of Fairfax County, Virginia, as established and defined in the action of the Board of Supervisors of March 24, 1975, as amended on November 20, 2006, and as may be amended thereafter.

Section 3 **Responsibilities of the Governing Board**

A. The Governing Board shall be responsible for the development of policies and plans for the Reston Community Center’s operation, programming, personnel, and financial

Organization

Memorandum of Understanding

management, as set forth below. Such policies and plans shall be in accordance with established policies of Fairfax County.

B. Operations

The Governing Board shall provide a written policy governing the use of the buildings, and it shall undertake long-range planning of operational needs. The Governing Board shall hold public meetings as deemed necessary and maintain other channels for resident input.

An Executive Director shall manage the daily operations of the Reston Community Center, and the staff of the Reston Community Center shall be responsible for providing the services, programming, and activities authorized by the Governing Board. The Executive Director also shall maintain files for the Memorandum of Understanding and for documentation of the Reston Community Center's history, the minutes of the Governing Board and its decisions, and the operation of the Center.

C. Programming

The Governing Board shall be responsible for establishing policies governing the programs, services and activities of the Reston Community Center and the use of its facilities. In addition, the Governing Board may approve offering recreational, arts, educational and related services, programs, and activities at locations other than the Reston Community Center(s), provided they are offered for the persons who reside and/or are employed within Small District No. 5.

The Governing Board shall make such reasonable efforts as it deems necessary to ascertain the current and future needs and interests of persons who reside and/or are employed within Small District No. 5 and to provide a wide selection of programs, services and activities to meet the diverse interests, ages, and physical capabilities of the community.

The Governing Board also shall evaluate the effectiveness of these policies and their implementation of RCC policies and programs with a variety of means and methods.

D. Personnel Management

In accordance with established Fairfax County personal service contract procedures, the Governing Board shall contract directly for the position of Executive Director, who will be responsible to the Governing Board. The Executive Director will serve as the appointing authority for all other employees (with the aid of the Fairfax County Department of Human Resources) and will assure compliance with existing personnel policies and procedures. All Reston Community Center employees shall be rated or reviewed in accordance with established County personnel policies and procedures under the direction of the Executive Director.

Organization

Memorandum of Understanding

The Governing Board will recommend the establishment of new positions and will develop appropriate job descriptions with the assistance of the Executive Director and the Department of Human Resources. The Department of Human Resources will recruit candidates and refer them to the Reston Community Center, according to established procedures. All personnel actions and payroll administration shall be processed in accordance with applicable ordinances and established procedures of the County of Fairfax.

E. Financial Management

The Governing Board shall create fiscal guidelines for both current and long-range objectives, and it shall develop a three-year financial forecast as part of the annual budget process. The Governing Board also shall oversee the preparation and submission of the annual budget and quarterly reviews for transmittal to the County Executive and to the Department of Management and Budget for review prior to submission to the Board of Supervisors for their final approval.

The Department of Management and Budget and other County agencies will provide budgetary and accounting support as needed. The Department of Management and Budget will review the annual budget and quarterly reviews and provide the same level of day-to-day fiscal monitoring as with other County agencies.

The Governing Board shall comply with Fairfax County standards of fiscal accountability and it shall ensure that annual expenditures remain within the level appropriated by the Board of Supervisors.

F. Income Management

Funds derived from the levy imposed on real property within Small District No. 5 and from user-fee schedules shall be maintained and administered as required by law and under procedures established and approved by the Board of Supervisors. The Governing Board may provide its recommendation on the levy to the Board of Supervisors and the Board of Supervisors shall establish the annual levy on real property within Small District No. 5. The Governing Board shall make policy decisions concerning the portions of operations and programs that shall be supported by tax revenues and by user fees. The Executive Director shall comply with those adopted policies.

The Governing Board also may accept gifts, endowments, and grants where not prohibited by State Law and County ordinances. Funds from such sources shall be allocated in the budget of the Reston Community Center at the discretion of the Governing Board, and these funds may be applied to capital expense, program costs, or operating and maintenance requirements.

G. Disbursement of Funds

Organization

Memorandum of Understanding

Small District No. 5 funds, including, but not limited to, taxes, user fees, gifts and grants and any interest derived from such funds, shall not be disbursed for any purpose other than for RCC programs, services and activities (which may include programs, services or activities undertaken jointly with other community organizations) and for the purposes of acquiring, constructing, maintaining or operating, or contracting for such acquisition, construction, maintenance or operation of the RCC facilities within Small District No. 5. Small District No. 5 funds shall be expended primarily for the benefit and/or use of constituents of Small District No. 5. Petty Cash shall be maintained in a place and manner subject to approval and review by the County Director of Finance.

H. Procedure to Contract for Goods and Services: The Governing Board may forward requests to enter into a contract for goods or services to the appropriate County department or agency for review and recommendation.

I. Capital Projects:

All capital projects, regardless of source of funds, shall be reviewed by appropriate County agencies as required by established County procedures. Capital projects shall be included in the Capital Improvement Plan. A comprehensive master capital plan, including justification, for all projects shown therein, and a three-year financial plan to support capital funding requests shall be prepared annually by the Governing Board and submitted for approval to the Board of Supervisors. Provision will be made by the Governing Board for soliciting resident input regarding the advisability of embarking on major capital projects. The Board of Supervisors shall approve all capital construction projects and any major changes in the scope of work of any such project.

Section 4 **Composition of the Governing Board, Terms, Selection of Members, and Removal from Office**

A. The Governing Board shall consist of nine members, each of whom shall be at least 18 years of age and shall reside within Small District No. 5. In a process to be concluded in October of each year, residents of Small District No. 5 may select three (or, in the case of unfilled vacancies, more) of the nine members for the Governing Board in a Preference Poll. All residential property households and each commercial property address in Small District No. 5 shall be eligible to cast one vote per property address (residential or commercial.) The Governing Board shall use reasonable efforts to identify eligible property addresses. The means and method of the Preference Poll shall be determined by the Board of Governors and shall be constituted in such a manner as to facilitate voting, to permit a secure process that assures only those who are eligible participate, and to assure that the results of said voting are tallied independently of the members of the Board of Governors, candidates, candidates' supporters, and Reston Community Center employees. The Preference Poll shall be conducted to allow for a published period of voting and tallying of the results.

The results of the preference poll shall be reported to the Board of Supervisors within one week of completion of the poll for consideration in the appointment of members. Subject to

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Memorandum of Understanding

the approval of the Board of Supervisors, those persons receiving the greatest number of votes will then be appointed to the Governing Board. The results of the annual preference poll, including names and numbers of votes, shall be retained by both the Governing Board and the Clerk to the Board of Supervisors.

B. Except as otherwise provided herein to fill a vacancy, each member shall be appointed for a three-year term. Terms shall be staggered to permit continuity of experience. Three members shall be selected each year for three-year terms. Members may be selected for less than a three-year term, if necessary, to fill out the balance of an unexpired term under the provisions of this section. Members of the Governing Board may be reselected at the will of the people as long as they meet the residency requirements.

C. Any resident of Small District No. 5 shall be eligible to file for appointment to the Governing Board if he or she is at least 18 years of age and applies for a place on the ballot in the manner approved by the Governing Board; provided, however, that no household shall be represented by more than one family member.

D. In the event of the death, disability, or resignation of a member of the Governing Board, or if a member no longer is a resident of Small District No. 5, then there shall be a vacancy on the Governing Board. Vacancies on the Governing Board occurring between preference polls may be filled by appointment by the Board of Supervisors. The Governing Board may recommend the names of eligible candidates from the preceding Governing Board Preference Poll. Such appointment shall be valid for the balance of the unexpired term.

E. The Board of Supervisors shall have sole authority to remove members of the Governing Board for cause. The Governing Board may, by vote of two-thirds of its members, establish criteria for non-performance or actions detrimental to Small District No. 5. If a member of the Governing Board violates these criteria, then the Governing Board may vote, by a two-thirds majority of the members of the entire Governing Board, to inform the Board of Supervisors of the violation and request that the vote of the Governing Board be taken into consideration by the Board of Supervisors. Should a member of the Governing Board be removed in this manner, then there shall be a vacancy, which shall be filled in accordance with the provisions of this Section.

F. Each year following the preference poll, the Chair of the Governing Board shall appoint a Preference Poll Committee composed of those members of the Governing Board who are not running for selection the following year. That Preference Poll Committee shall develop recommended procedures for selecting members for the following year. In addition, subsequent to each annual preference poll, the Selection Committee will submit a report to the Governing Board that analyzes selection procedures and recommends appropriate changes, if any.

Organization

Memorandum of Understanding

Section 5 **Officers of the Governing Board**

The Governing Board shall have the following officers, who shall have the duties and responsibilities described below:

Chairperson, who shall be elected annually by the members of the Governing Board from among its members, and who shall preside over all meetings, represent the Governing Board at official functions and ceremonial events, and perform such other duties as directed by the Governing Board.

Vice-Chairperson, who shall be elected annually by the Governing Board from among its members, and who shall preside at meetings in the absence of the Chairperson and perform such other duties as may be directed by the Governing Board.

Secretary, who shall be elected annually by the Governing Board from among its members, and who shall keep the official minutes of all regular and special meetings of the Governing Board, preserve those minutes in a manner outlined by the Governing Board, and prepare such correspondence as may be directed by the Chairperson or the Governing Board.

Treasurer, who shall be elected annually by the Governing Board from among its members, to act as the chief financial officer of the Governing Board.

Officers shall be elected at the first Governing Board meeting following the annual appointment of new Governing Board members by the Board of Supervisors; provided, however, in the event that there is a vacancy in the one or more of these offices, then the Governing Board shall appoint a successor or successors from among the members of the Governing Board.

Section 6 **Meetings of the Governing Board**

A. Regular Meetings shall be held each month on a day to be fixed by each Governing Board at its first meeting and announced to the public. The Chairperson or a majority of the Governing Board members may cancel such meetings when proper notice is given to the members of the Governing Board and the public.

B. Special Meetings may be called by the Chairperson or at the written request of two or more Governing Board members. The Chairperson is charged with the responsibility of assuring that all Governing Board members are given proper notice at least 24 hours in advance of said meeting. Proper notice shall be in writing delivered to a member or to the place of residence or business of a member, and such notice shall include purpose, time, and place of meetings. Every effort will be made to schedule special meetings on the same day of the week as the regular meetings; provided, however, such special meetings may be held at such other times as may be required. The Chairperson is responsible for notifying the Executive Director and the members of the Governing Board when special meetings are scheduled. The Executive Director shall cause the public to be notified of the time and place

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of any special meeting scheduled, which shall be done in accordance with the requirements of the Virginia Freedom of Information Act, as amended.

C. All regular and special meetings of the Governing Board shall be held within Small District No. 5; provided that the Governing Board may conduct an annual planning meeting at a location inside or outside Small District No. 5.

D. All meetings, work sessions, or informal gatherings of at least three Board members shall be open to the public; provided, however, that the Governing Board may meet in closed session only when appropriate to do so and in accordance with the procedures set forth in the Virginia Freedom of Information Act, as amended. No closed meeting shall be held unless the Governing Board has taken an affirmative recorded vote in an open meeting approving a motion which (i) identifies the subject matter, (ii) states the purpose of the meeting, (iii) provides notice in accordance with Virginia Code § 2.2-3711, and (iv) makes specific reference to the applicable exemption from open meeting requirements provided in subsection A of Virginia Code § 2.2-3712. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting of the Governing Board. No resolution, rule, contract, regulation, or motion adopted, passed or agreed to in a closed meeting shall become effective unless, following such meeting, the Governing Board reconvenes in open meeting and takes a vote of the membership on such resolution, rule, contract, regulation, or motion which shall have its substance reasonably identified in the open meeting. In conducting a closed session, the Governing Board shall restrict its discussion during the closed session only to those matters specifically authorized for such closed sessions by the Virginia Freedom of Information Act and identified in the motion adopted prior to the conduct of the closed session. At the conclusion of any closed session, the Governing Board shall immediately reconvene in public session in an open meeting and shall take a roll-call vote certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under the Virginia Freedom of Information Act and (ii) only such public business matters as were identified in the motion by which the closed session was convened were heard, discussed, or considered by the Governing Board in closed session.

E. Public notice of meetings shall be provided in accordance with the requirements of the Virginia Freedom of Information Act by posting in the Reston Community Center. Except for special meetings, notice of any meeting shall be posted at least three working days prior to the meeting. Notice, reasonable under the circumstances, of special meetings shall be given contemporaneously with the notice provided to members of the Governing Board. Additional notice of meetings of the Governing Board shall be provided by electronic means on the Internet site maintained by Fairfax County and/or Reston Community Center.

Section 7 Quorum and Actions of the Governing Board

A. Except as specifically provided herein, in order to conduct business at any meeting of the Governing Board or a committee of the Governing Board, there shall be at least a quorum of the members who are physically assembled at a meeting location. A quorum is the minimum number of members who must be present at a Governing Board or committee

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meeting for the transaction of business. A majority of the members of the Governing Board or any committee of the Governing Board shall constitute a quorum of that body. The Chairperson or the presiding officer of the Governing Board shall be included and counted in determining the presence or absence of a quorum at all Board meetings. Committee Chairperson(s) will be included and counted in determining the presence or absence of a quorum at all Committee meetings. A temporary absence from the meeting room of members sufficient to constitute a quorum shall not be deemed to prevent the hearing of presentations or the discussion of matters submitted. The Secretary or Chairperson shall suggest the absence of a quorum prior to the taking of any action. If absence of a quorum is not noted by either of these officers, any member may suggest absence of a quorum. Failure to recognize or suggest absence of a quorum shall not be deemed to alter the effect of this rule requiring a quorum as a prerequisite to any action. However, a member may participate in a meeting of the Governing Board or a meeting of a committee of the Governing Board from a remote location pursuant to Virginia Code § 2.2-3708.1, but any such member who is participating from a remote location shall not be counted in determining whether a quorum is present.

Business conducted without a quorum present is not valid. In the absence of a quorum, those members in attendance can adjourn, recess, or take measures to establish a quorum. If a meeting opens with a quorum but a member leaves and a quorum has been lost, no other business can be conducted during that meeting unless and until the quorum is restored. In the absence of a quorum, members of the Governing Board may discuss matters relevant to the Reston Community Center, provided no action is taken.

B. Actions of the Governing Board shall be taken in one of these three ways:

Resolutions – shall be proposed in writing, and a copy shall be delivered to all members of the Governing Board at least 24 hours prior to a vote on its adoption.

Motions – where action of the Governing Board is required on matters simply stated, action may be taken upon oral motion.

Unanimous Consent – where no formal action is required and no objection is heard, a request of a member shall be deemed a request of the Governing Board without further action when such request is made at a meeting with a quorum present, and the Chairperson states that such a request shall be deemed a request of the Governing Board.

C. Votes shall be taken on motions and/or resolutions made and seconded by members of the Governing Board. All motions and resolutions submitted to the Governing Board for decision shall be determined by a vote of a majority of the members of the Governing Board present and voting on such questions except those questions related to contracts, which require the majority of the entire Governing Board. All motions and resolutions related to capital improvement projects or other substantial capital expenses involving expansion beyond the current facility footprint or any recommended change to the Small District No. 5 tax rate shall require a two-thirds majority vote of the entire Governing Board. A roll call shall be taken when requested by any member of the Governing Board.

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Prior to taking any vote on any motion or resolution, the Chairperson shall restate the motion or resolution, or alternatively, the Chairperson may designate another member of the Governing Board to restate the motion or resolution to expedite voting on the motion or resolution. Any member may propose or second any motion, and all members present may vote on any motion or resolution before that body. The Governing Board may reconsider an action only upon the motion of a member voting with the prevailing side on the original vote, which must be made at the same or subsequent regular or special meeting. A motion to reconsider may be seconded by any member.

Section 8 **Order of Business**

A. The Governing Board shall conduct its meetings using the procedures set forth in *Robert's Rules of Order Newly Revised* (the most recent edition). However, the Governing Board may adopt alternative procedures by a majority of the Governing Board membership. The text of all proposed alternative procedures to *Robert's Rules of Order* shall be presented in writing and read at a regular meeting of the Governing Board. At the next scheduled regular meeting thereafter, the proposed amendments shall be reread after which time a vote shall take place. Any proposed alternative procedure shall be subject to further amendment by presenting such an amendment in writing at a regular meeting of the Governing Board for consideration at the next scheduled regular meeting of the Governing Board. However, the Governing Board may vote to suspend *Roberts Rules of Order* and any adopted procedures by a recorded vote of two-thirds vote of the members present and voting. In such event, the rules of procedure shall be deemed suspended only with respect to the specific matter or question not in accordance with the rules. The Executive Director shall keep available for reference by the Governing Board, and by members of the public, a copy of the most recent edition of *Robert's Rules of Order* and an updated copy of all alternative procedures that have been adopted by the Governing Board and are in force and effect.

B. Upon recommendation of the Chairperson, the Governing Board may appoint a member of the Governing Board to serve as the Parliamentarian to assist in the conduct of the meetings of the Governing Board.

C. Commencement of Meeting – the Chairperson shall call Governing Board meetings to order at the appointed time and shall direct the Secretary to make note of the presence or absence of members.

D. Agenda – The Chairperson, in consultation with other Governing Board officers, shall prepare an agenda for each meeting. At the start of all meetings, the agenda shall be announced or distributed in writing. The agenda shall be distributed to all Governing Board members as far in advance of the meeting date as possible, but in no instance shall it be distributed less than 24 hours in advance of the meeting. Members of the Governing Board shall be given an opportunity to make additions or revisions to said agenda prior to its approval. Items that require action shall be made known to Governing Board members at least 24 hours prior to any meetings. An item that requires action that has not had 24 hours notice requires a 2/3 vote of those present for approval. When special presentations or items under

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consideration hold wide public interest, business then pending, insofar as is practical, shall yield to the designated agenda item.

E. Approval of Minutes – the Secretary shall be responsible for the prompt recording of the minutes following completion of the meeting and shall submit copies to all Governing Board members at least 24 hours before the next regular meeting. Approval of minutes shall be the first item on the agenda of all regular meetings. They may be approved, or corrected and approved without reading.

F. Standards for Public Comment

(1) Recognition – shall be given only by the presiding officer. No person shall address the Governing Board without having first been recognized. When all public testimony has concluded, and the Governing Board is considering and discussing the matter, no person shall thereafter be recognized.

(2) Questions – by Governing Board members shall be reserved, insofar as possible, for the end of a presentation to avoid interrupting the speaker, disrupting the time-keeping process, and duplicating ground the speaker may cover.

(3) Time – the time limits provided herein or adopted by a vote of the Governing Board shall be followed. The Vice-Chairperson of the Governing Board shall be the official timekeeper and shall inform the speaker when his time is up. The Chairperson shall announce time limits before giving recognition to any public speaker.

(4) Argumentative Testimony – all public testimony will be made in the form of statements addressed to the Governing Board. Argumentative dialogue between two witnesses or between a witness and members of the Governing Board is not permitted.

(5) Repetitive Testimony – the Governing Board urges public speakers to use all reasonable effort to avoid repetitive testimony. Unless an individual public speaker has new testimony to present and has not utilized the time allotted to that speaker; he or she will not be recognized to speak a second time on the same subject.

(6) Regular and Special Meetings – the public will be granted an opportunity to address the Governing Board on all substantive matters on the agenda before a vote is taken. All such testimony must be germane to the agenda item currently before the Governing Board. Public speakers shall limit their remarks to three minutes, unless the time limit has been changed pursuant to subsection (3) above. Notwithstanding the above, the Governing Board may hear comments from the public at their regularly scheduled monthly meeting regardless of the agenda items subject to the same limitations of time and testimony in subsections (3) and (4) above.

(7) Hearings – persons wishing to address the Governing Board at a hearing may register with the Secretary in the manner announced. Persons addressing the hearing are

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encouraged to furnish the Secretary and members of the Governing Board with a written copy of their remarks at or before the hearing. After all registered speakers have addressed the Governing Board, the Chairperson may call for additional testimony from persons who have not registered to speak in advance of the hearing. The Chairperson, in making such a call, shall take into account the complexity of the matter, its importance in relation to other business to come before the Governing Board, and the time available during the hearing. Persons addressing the Governing Board shall limit their remarks to three minutes or to six minutes if speaking on behalf of an organization located within Small District No. 5, unless the time limit has been changed pursuant to subsection (3) above.

Section 9 **Committees of the Governing Board**

The Governing Board may establish such committees and subcommittees as it deems necessary to fulfill its responsibilities. A member of the Governing Board shall not be restricted as to the number of committees and subcommittees on which he or she serves. Committee appointments shall be made by the Chairperson with the consent of the Governing Board. Subject to the approval of the Governing Board, persons who are not members of the Governing Board may serve as non-voting members on any committee or subcommittee, but the chairperson of each committee and subcommittee shall be a member of the Governing Board.

Section 10 **Executive Director**

The Executive Director shall be the chief administrative officer of the Reston Community Center. The Executive Director shall be appointed by the Governing Board, and the Executive Director shall carry out the policies and directives set forth by the Governing Board. The Executive Director also shall supervise the staff of the Reston Community Center.

Section 11 **Coordination with County Agencies**

Comparable to a County Agency, the Governing Board may utilize the services provided by County Departments and other County agencies for assistance in connection with any aspect of the operation of the Reston Community Center and in the site selection, architectural selection, design or construction phases of any Reston Community Center facility or addition which it is to govern.

Section 12 **Future Amendments**

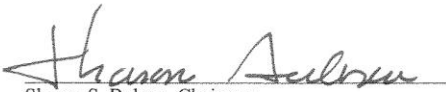
Amendments to this Memorandum of Understanding may be made only by action of the Fairfax County Board of Supervisors. Any proposed amendment to the Memorandum of Understanding shall be transmitted to the County Executive for review before submission of the proposed amendment to the Board of Supervisors for its consideration.


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Section 13 Approval of the Memorandum of Understanding

The Fairfax County Board of Supervisors and the Governing Board of the Reston Community Center hereby agree to the roles, responsibilities, and duties of the respective parties as set forth in the following Memorandum of Understanding governing the operation of the Reston Community Center.

9/8/09
Date 
Sharon S. Bulova, Chairman
Fairfax County Board of Supervisors

9/10/09
Date 
Carol Ann Bradley, Chairperson
Reston Community Center Governing Board

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BY-LAWS OF THE GOVERNING BOARD, RESTON COMMUNITY CENTER

I. PURPOSE

The following By-Laws implement and supplement the Memorandum of Understanding ("MOU") between the Fairfax County Board of Supervisors ("BOS") and the Governing Board of the Reston Community Center adopted July 25, 1983 and amended December 4, 2000, and July 27, 2009. This document may be changed at any time by a two-thirds vote of the Governing Board ("Governing Board"). In the event of conflict between the By-Laws and the MOU, the MOU will govern.

II. ADOPTION AND AMENDMENT

These By-Laws shall be adopted by a two-thirds vote of the members of the Governing Board, and may only be amended by a similar two-thirds vote provided written notice of any proposed amendment shall have been given to all members at least one week in advance of the meeting at which such amendment is considered.

Furthermore, these By-Laws dated December 5, 2011, shall supersede any and all policies heretofore adopted by the Reston Community Center Governing Board if in conflict with this document.

III. GOVERNING BOARD ORGANIZATION

A. Function of the Governing Board

The Governing Board is responsible for establishing and reviewing the policies dealing with the Reston Community Center(s') ("RCC") operations, programs, personnel, and financial arrangement. Members have a duty to keep themselves informed about the affairs of the RCC, but it is not the function of the Governing Board or individual members to become involved in the day-to-day management of the Reston Community Center. That is the delegated responsibility of the Executive Director, who manages the RCC in accordance with the policy directives of the Governing Board and reports to the Governing Board on the results of RCC operations. Concerns of Governing Board members are to be

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directed to the Executive Director through the Chairperson of the Governing Board.

B. Officers of the Governing Board

The officers of the Governing Board shall consist of a Chairperson, a Vice-Chairperson, Treasurer, and Secretary, who shall be elected by majority voice vote, tallying to be done by the staff secretary, at the first regular Governing Board meeting following the Preference Poll and the subsequent appointment of new Governing Board members by the BOS.

1. Chairperson

The Chairperson shall have those duties prescribed in the Memorandum of Understanding and, in addition, shall:

- a. Have the responsibility to assure compliance with all terms of the Governing Board's Memorandum of Understanding with the BOS.
- b. Direct the Executive Director to carry out the motions of the Governing Board.
- c. Be the liaison between the Governing Board and the RCC staff (through the Executive Director) and between the Governing Board and the BOS and its staff; shall designate, at its pleasure, other Governing Board members or the Executive Director to act as liaison with the BOS, County staff, or the Public.
- d. Appoint all Committee Chairs and committee members and shall serve as ex officio member of each Committee.
- e. Ensure that the Long-Range Planning Committee convenes at least once a year.
- f. Convene an annual weekend Governing Board Conference in January, at a place outside the RCC complex(es) for long-

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range planning and other agenda items as deemed necessary and appropriate. Attendance shall be required of all Governing Board members and the Executive Director.

- g. Be the principal spokesperson for the RCC Board of Governors to the Public.
- h. Encourage leadership development among Governing Board members and appointed committee members by providing suitable opportunities for them to serve.
- i. At the end of each term the Chair must:
 - (1) Resolve all routine business issues before the Board pertaining to his/her tenure before new members are seated.
 - (2) Cause a written annual report to be provided to the members of the Governing Board and the BOS prior to the last Governing Board meeting prior to the Preference Poll.
 - (3) Cause an orientation for new Governing Board members to be conducted prior to the first regular meeting following their appointment to the Governing Board. This orientation shall include all Board of Governors' members and a presentation of the annual report.

2. Vice-Chairperson

In the Chairperson's absence, shall perform any or all of the chairperson's duties, as needed.

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3. Secretary

- a. Shall review for accuracy and sign all minutes and Governing Board Actions of each Governing Board meeting before those minutes are submitted for approval at a subsequent Governing Board meeting, and shall see that all such approved minutes and Governing Board Actions are preserved in a manner directed by the Governing Board. The Secretary shall also see that the Minutes and Actions for the previous year are available for reference at the Governing Board meetings.
- b. In the absence of the Chairperson and Vice-Chairperson, the Secretary shall perform any or all of the Chairperson's duties, as need to be performed.

4. Treasurer

- a. Shall serve as chief financial officer of the Governing Board.
- b. In the absence of the Chairperson, the Vice-Chairperson, and the Secretary, the Treasurer shall perform any or all of the Chairperson's duties, as need to be performed.

C. Vacancies

1. Vacancies on the Governing Board will be filled in accordance with the procedures set out in the MOU, paragraph 4. As a general rule, however, if a vacancy occurs more than six months after the last Preference Poll, it will be Governing Board policy to leave the seat vacant until the next Preference Poll, unless the filling of the vacancy is necessary to facilitate the obtaining of a quorum.
2. The Governing Board will fill vacancies in an office within a reasonable time after the vacancy has occurred.

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D. Removal of Board Members

The MOU, paragraph 4a (5) provides that the Governing Board may establish criteria upon which it may recommend removal of a member. The Governing Board may recommend to the BOS, in writing, such removal by a two-thirds vote, after affording the member an opportunity to be heard, for any of the following reasons:

1. Conviction by a court of a crime involving moral turpitude or a breach of a fiduciary obligation towards the RCC;
2. Failure to disclose a material, personal or economic conflict of interest on any matter on which he/she votes;
3. Failure to maintain a primary residence within Small District No. 5;
4. Absence from three consecutive Governing Board meetings without notifying the Chair and without having reasonable cause;
5. Absence from three consecutive meetings, without cause, of any committee to which he/she has been assigned;
6. Repeated failure to abide by the policies set forth in these By-Laws.

E. Removal of Officer

All officers, including the Chairperson, serve at the pleasure of the Governing Board and may be removed at any time upon a two-thirds vote of the entire Governing Board.

IV. GOVERNING BOARD MEETINGS

- A. The Governing Board shall hold its regular monthly meeting on the first Monday of each month, unless the date falls on a national holiday upon which the Board meeting is normally moved to the following Monday. Any cancellation or rescheduling of the regular meeting shall

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require adequate notice to all Governing Board members and to the public.

- B. All meetings of the Governing Board, with the exception of any meeting held in closed session, shall be open to the public. Notice of such meetings shall be posted in the RCC, and when possible, in the local media. The Annual Conference may be held at a location outside the RCC at the discretion of the Board of Governors.
- C. Governing Board meetings shall convene at a time to be determined by the Governing Board. Any action after 10:00 p.m. shall be permitted only by majority vote of those Governing Board members present at 10:00 p.m.
- D. At least three days prior to a Governing Board meeting, the Executive Director shall distribute to each Governing Board member a meeting packet containing the following: 1) Agenda, 2) Minutes, and Governing Board Actions, and 3) Committee reports, with recommendations and resolutions for votes highlighted.
- E. Where a committee report has not been made available to all Governing Board members at least 24 hours prior to a Governing Board meeting, a vote of two-thirds of those members present is required to place a committee report on that meeting's agenda.
- F. The Executive Director shall arrange to have present at each Governing Board meeting a staff person to take notes of proceedings and, later, to prepare minutes and Governing Board Actions which are to be submitted first to the Governing Board Secretary to review for accuracy and signature, and then, at the subsequent Governing Board meeting, to the Governing Board for approval.
- G. All official correspondence to and from any Governing Board member shall be available to any Governing Board member at his/her request.

V. COMMITTEES

- A. General Guidelines

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1. After officers of the Governing Board have been elected, the Governing Board Chair shall, from current Governing Board members, appoint chairpersons and committee members for standing and ad hoc committees.
2. Standing Committees shall be those committees that meet regularly to facilitate the business of the Board of Governors.
3. Ad Hoc Committees shall be created for temporary purposes.
4. Each Governing Board member shall be required to serve on at least two committees.
5. If requested in writing by the chairperson of a committee, and subject to the Governing Board's approval, the Governing Board Chairperson may appoint a non-board citizen of Small District No. 5 to that committee as a non-voting member.
6. All committee meetings are subject to the same notification requirements as Governing Board meetings and are open to the public.
7. The Governing Board may create additional committees and designate their respective responsibilities and composition. No committee shall have the authority to bind or act for the Governing Board.
8. Except in time-sensitive situations, any matter submitted to the Governing Board for action may be referred by the Chairperson to an appropriate committee for study. A resolution is then forwarded to the Governing Board as to action. As to time-sensitive matters, the Governing Board may constitute itself as a Committee of the Whole.
9. No committee meeting will be considered official unless a quorum (simple majority) of appointed committee members is present.

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10. Each standing committee shall meet on a regular basis. The Committee Chairperson, with Governing Board approval, may add, reschedule, or cancel sessions as appropriate to the scope of its business.
11. Any matter referred to a committee must be reported back to the Governing Board on the date requested by the Governing Board Chairperson.
12. A matter may be referred by one committee to another committee with the approval of the Governing Board Chairperson.
13. Whenever practical, committees should be comprised of an odd number of members so that quorum issues are easily identified and resolved.
14. Rules and procedures that apply to the Governing Board apply to committees as well. For instance, quorum, voting, and vacancy provisions that apply to the Governing Board apply to committees as well.

B. Committee Structure

Standing and ad hoc committees shall be structured with a minimum of two Governing Board members appointed to each committee. The Chairperson of the Governing Board will be the ex officio member of the Standing Committees.

1. Standing Committees:

a. Community Relations

Functional Statement: The Community Relations Committee acts as a conduit between the RCC and the community to ensure that the RCC is fully responsive to community needs. In concert with the Program and Policy Committee, it seeks information from as many constituencies in Small District No. 5 as possible. It provides opportunities for public input. It functions as an ambassador to the community representing the RCC. It creates outreach activities to

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involve everyone in Small District No. 5 in the Governing Board's communications with its patrons.

b. Finance

Functional Statement: The role of the Finance Committee is to determine whether items submitted by the other committees through the Chair, or submitted by the Governing Board are appropriate given the financial situation. However, with the approval of the Board Chair, other committees may bring forward matters without Finance Committee approval. Where items have not been completely researched or are lacking in other critical elements, the Finance Committee will return them to the submitting committee or recommend that the Governing Board not approve the recommendation(s). Priority items for consideration by the Finance Committee are as follows:

1. Items requiring approval because of health and safety.
2. Items requiring approval because of maintenance to the physical plant.
3. Items of a program nature and of community concern.
4. Items of administration.
5. Items requiring special consideration (e.g. bond issue).

c. Personnel

Functional Statement: The mission of the Personnel Committee is to advise the Executive Director on personnel matters relating to organization, structure, and position management, and reports to the Governing Board on appropriate personnel matters.

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Its duties shall include:

1. To assess and conduct an annual review of the Agency organizational chart as it relates to personnel needs of the Reston Community Center as defined by the mission statement.
2. To define the need to establish new positions in accordance with the recommendations of the Executive Director for presentation to the Governing Board.
3. To act as an adviser to the Executive Director on personnel issues.
4. To recommend the position description of the Executive Director to the Governing Board.
5. To develop a selection process and selection criteria for the position of Executive Director.
6. To act as the Search Committee for the position of Executive Director when authorized by the Governing Board.

d. Program and Policy

Functional Statement: The Program/Policy Committee has the responsibility for recommending to the Governing Board programmatic directions of the Reston Community Center and developing and monitoring policies for consideration by the Governing Board.

The Program/Policy Committee has the following responsibilities:

1. Through the process of formal (public hearing) and informal networking, recommend new concepts

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- to the Governing Board consistent with the RCC's mission statement and yearly goals.
2. Review plans and examine programs and services in order to monitor progress toward RCC goals.
 3. Identify shifts in programs and services that affect policy and make necessary recommendations to the Governing Board.

e. Building Committee

Functional Statement: The Building Committee has the following responsibilities:

1. Review of the major capital project and capital maintenance schedules of RCC facilities and building systems.
2. Review and propose major capital projects to support progress toward RCC goals.
3. Solicit feedback from stakeholders where appropriate regarding major capital project and capital maintenance schedules of RCC facilities and building systems.
4. Identify major capital project and capital maintenance expenditures that should be undertaken and refer to the Finance Committee for consideration regarding budget feasibility.

f. Long-Range Planning Committee

Functional Statement: The Long Range Planning Committee is a committee of the whole which is convened for the purpose of conducting Governing Board Business which involves special consideration and needs the input of the majority of the Governing Board before final action can be taken. Examples of actions for this committee include property acquisition or major financial decisions.

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It shall consist of all Governing Board members.

2. Ad Hoc Committees
 - a. Preference Poll
 - b. Nominating - to prepare a slate of Governing Board officers.
 - c. Other committees as determined and needed by the Board of Governors.

VI. OFFICIAL COMMUNICATION

1. All official communication between Governing Board members and the media shall be through the Chairperson or his/her designee. The Executive Director shall speak for RCC on matters of routine business.
2. All official communication between Governing Board members and the RCC staff shall be through the Chairperson or his/her designee.
3. All official communication between the Governing Board and the County (including the BOS, individual supervisors, and County staff or other County agencies) shall be through the Executive Director and/or Governing Board Chairperson or his/her designee.

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RCC Policy Framework (Updated October 2019)

This Policy Framework will supersede all prior Reston Community Center Board of Governors adopted policies. It was adopted at the Board of Governors meeting of September 10, 2012, and affirmed following Fairfax County Attorney review in its meeting of September 8, 2014. The Board of Governors reaffirmed the Policy Framework in November, 2019. The "Policy and User Manual" described in this Policy Framework is compiled by staff and reviewed as a referenced document in the context of the Policy Framework.

Governance

RESTON COMMUNITY CENTER BOARD OF GOVERNORS - Reston Community Center's Board of Governors shall at all times conduct itself and take actions that are consistent with the current Memorandum of Understanding with Fairfax County Government and the Board of Governors Bylaws.

RESTON COMMUNITY CENTER EMPLOYEES - Reston Community Center's Executive Director serves at the pleasure of the Board of Governors and functions as the Agency Head. All Reston Community Center employees and volunteers shall at all times conduct themselves and RCC's business in a manner consistent with the policies and procedures of Fairfax County Government. RCC and Fairfax County policies and procedures govern how RCC employees conduct agency business, as well as how patrons are treated. They are routinely reviewed and updated at the Fairfax County Government and RCC levels.

Executive Director

SELECTION - Reston Community Center's Board of Governors shall be presented with the recommendation of its Selection Committee when seeking a new Executive Director. The selection of the Executive Director shall be made by simple majority vote of the Board of Governors. A majority of the entire Board of Governors shall approve the Executive Director's employment contract and execution of the contract shall be accomplished by the Chairperson in accord with provisions of the MOU and Bylaws and Fairfax County Department of Human Resources.

PERFORMANCE REVIEW - Reston Community Center's Board of Governors members shall be consulted by the Chairperson of the Board for their input when the annual evaluation of the Executive Director is conducted.

TERMINATION OF EMPLOYMENT - Termination of the employment contract for the Executive Director shall be consistent with that contract's terms and only after approval by a simple majority vote of the Board.

Programs and Services

OFFERINGS - Reston Community Center programs and services shall be consistent with its mission, vision, values and purpose, providing for diverse interests and perspectives. RCC programs and services shall be responsive to community concerns with which its mission and purpose intersect. Programs and services shall be delivered in ways that maximize the impact of RCC resources. Reston Community Center shall review programs and services regularly in a manner consistent with its governance policies as outlined in the Memorandum of Understanding and Bylaws, and as directed by the Board of Governors Strategic Plan.

Organization

RCC Policy Framework *continued*

PATRONS AND USERS - Reston Community Center makes available to patrons and users documentation of their rights, responsibilities and the legal, procedural and process requirements that govern their interaction with RCC. RCC's Policy and User Manual, prepared and maintained by the staff, shall cover use of RCC facilities and/or resources, participation in programs, obtaining RCC services, and any other aspect of interaction with RCC that is relevant to the user experience. RCC practices shall be consistent with the agency mission, vision, values and purpose as well as all applicable law and regulations.

Finance

BUDGET - Internally generated revenues shall account for no more than twenty-five percent (25%) of the expenses of the Reston Community Center. The balance of expenses shall be offset through tax revenues, interest and/or utilization of Managed Reserve funds as directed by the Board.

Reston Community Center complies with Fairfax County Government budgeting requirements. To appropriately manage resources for future needs, RCC has established Managed Reserves. These reserve funds shall be allocated to four categories: 1) Maintenance Reserves equal to 12 percent of total projected annual revenues; 2) Feasibility Study Reserves equal to 2 percent of total annual revenues; 3) Capital Project Reserves of up to \$3.5 million and the balance in 4) Economic and Program Contingency Reserves.

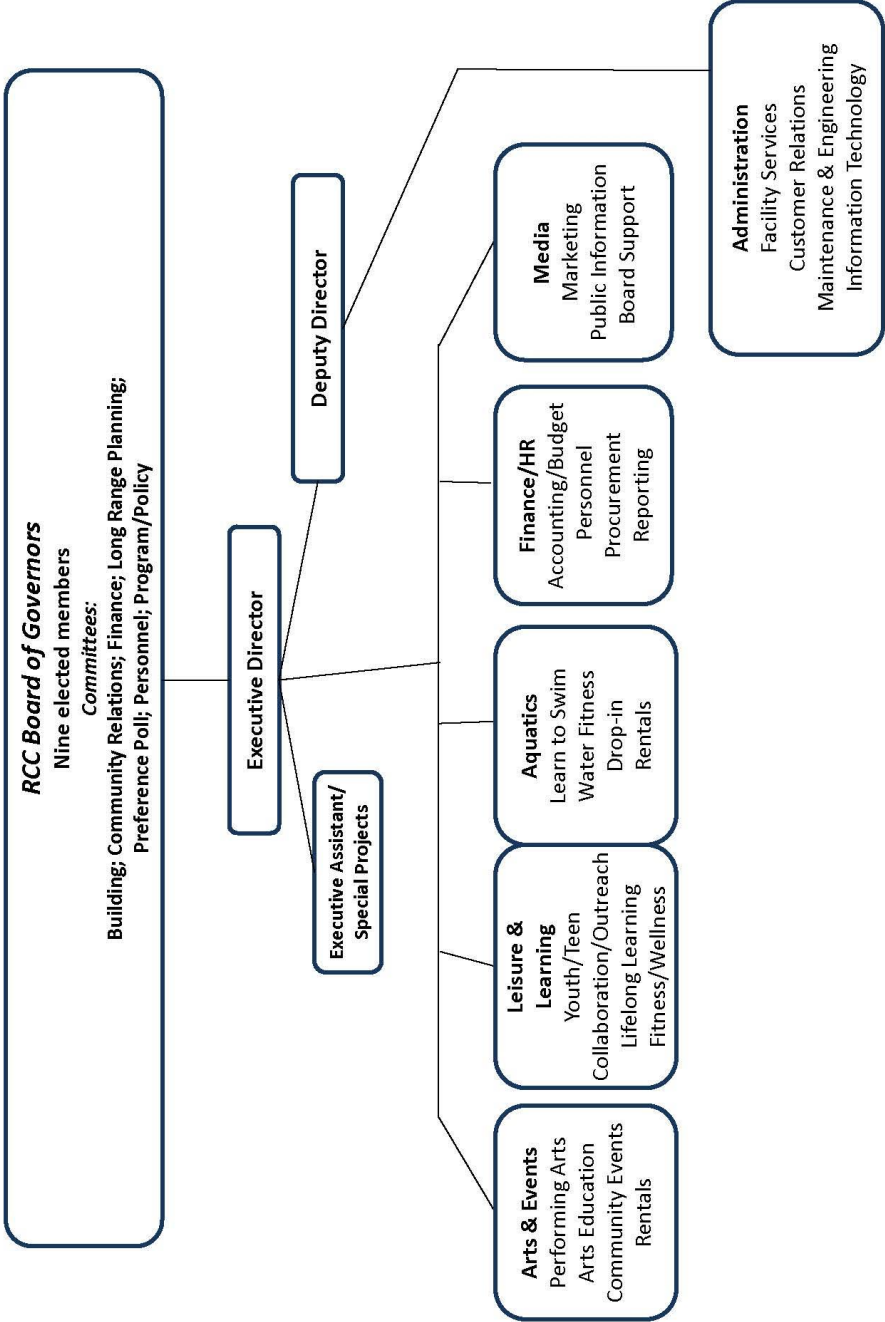
FEES FOR PATRONS - Reston Community Center pricing, fee structures for facility rentals, and procedures for refunds, discounts, and similar financial issues, shall be consistent with the mission and purpose of RCC, Fairfax County Government, and the practices of similar agencies, including but not limited to Fairfax County Park Authority and McLean Community Center. RCC staff shall conduct regular reviews of pricing for facility rentals, programs and services, and make recommendations to the Board of Governors for major changes to existing RCC fees. Reston-qualified users shall be those people living and/or working within the boundaries of Small District 5 and members of their immediate family who reside with them. Reston-qualified patrons shall have a period of priority access to registered programs, the CenterStage Professional Touring Artist Series ticketing, and the annual opening of facility rentals to patrons and organizations. Non-Reston users of RCC programs, services and facilities shall be charged higher rates than Reston users. The use and pricing procedures applicable to both Reston and Non-Reston users shall be detailed in the Policy and User Manual and other RCC publications.

FINANCIAL ACCESSIBILITY - Reston Community Center established a Fee Waiver program to permit access to all Reston-qualified individuals to programs and services offered by RCC and administered with equitable standards of qualification based on Federal poverty guidelines. The program shall be offered with allocations on an individual and/or family basis of a prescribed and published fee waiver amount to permit broad choice on the part of qualified participants and full access, in particular, to summer youth program opportunities. Utilization of the Fee Waiver program resources shall be documented as a function of regular Board Finance Committee reporting and in the RCC Annual Report.

Organization

Reston Community Center Staff

Reston Community Center Organization Chart (Functions)



Organization

Employment Overview (Full-time Employees)

Fairfax County Hiring Process Overview for Full-time Employees

Fairfax County Government's application/selection process is described below; more details can be found at <https://www.fairfaxcounty.gov/hr/hiring-process-overview>.

Job Announcements

New jobs are posted on the county's Current Job Openings webpage. This page is updated each Saturday and jobs are advertised for a minimum of two weeks.

Applications

Jobseekers submit their application online before 5:00 p.m. on the announcement closing date. Steps include creating an account, uploading a resume and completing a series of steps which may include answering questions determined by the employer hiring for the job.

Review Process

After the job announcement has closed, applications and supplemental information are reviewed by Recruiters in the Department of Human Resources (DHR). Applications are reviewed against the job's qualifications and requirements – based on the information in the job announcement – to identify the applicants that are the closest match. Working from the resumes that have passed the first part of the review process, DHR creates a referral list of the top-rated applicants to move forward in the process.

The referral list usually includes 10 to 15 applicants, which are forwarded to the agency.

Interviews

The hiring department decides which applicants from the referral list will be interviewed. Not every applicant on the list will be interviewed; however, no less than "half plus one" of the referral list applicants will be interviewed. Interviews are usually conducted by a panel of three or more people, and some include a job-related exercise or assessment.

Offer of Employment

An offer of employment is made to the applicant who was determined to be the best match for the position. All interviewed applicants who did not get a job offer are notified - by email or letter - of the final outcome of the selection process.

Background Checks

Prior to starting work, a background check will be made on most applicants offered employment. It may include criminal background record; driving record; credit history (for financial positions); education; professional licenses.

Visit <https://www.fairfaxcounty.gov/hr/hiring-process-overview> for more information about working for Fairfax County.

Organization

Employment Overview (Part-time, Seasonal and Temporary Employees)

A wide range of part-time and seasonal employment opportunities are available to qualified candidates. Job opportunities are posted at www.restoncommunitycenter.com/about-reston/newsroom/work-volunteer. Persons interested in these opportunities should fill out an RCC Application for Part-time, Seasonal or Temporary Employment. A sample form can be found in the Policy and User Manual Appendix. All forms are available online at www.restoncommunitycenter.com.

Volunteer Opportunities

Volunteers

RCC volunteers offer invaluable support to our programs, activities, and events. We encourage students who have community service requirements to look for meaningful ways to fulfill them by being an RCC volunteer. Registration is required for RCC volunteer opportunities; there is no fee to volunteer. Make a difference in your community by volunteering. For more information, see the “Volunteer Opportunities” section of each Program Guide or contact the Community Events Director at 703-390-6166.

Class/Program Proposals

Individuals who have particular skills, knowledge or abilities to offer as programming may complete the RCC Program Proposal Form to submit for consideration. Program planning time frames may necessitate several months to implement a class proposed that is deemed of interest to the Reston community. A sample form can be found in the Policy and User Manual Appendix. All forms are available online at www.restoncommunitycenter.com.

Partnerships and Sponsorships

Reston Community Center collaborates with many other community organizations to offer the broadest possible variety of programs and services to those living and working in Reston. The Co-Sponsorship Request Form allows organizations and individuals an opportunity to propose new joint ventures for RCC consideration. Criteria for consideration are outlined on the form. A sample can be found in the Policy and User Manual Appendix. All forms are available online at www.restoncommunitycenter.com.

Patron Guidelines: Codes of Conduct

Fairfax County Code of Ethics – For Employees and Volunteers

ADDENDUM NUMBER 2 TO CHAPTER 16

CODE OF ETHICS FOR THE MERIT SERVICE OF FAIRFAX COUNTY, VIRGINIA

Fairfax County Code of Ethics is intended to inspire a superior level of conduct, sensitivity and sound judgment for all employees.⁵ The code is intended to complement, not replace, all professional code of ethics. Employees should be aware of and abide by their respective professional values and requirements. All employees must perform their designated function in a manner that reflects the highest standards of ethical behavior. All employees must uphold their responsibility as trusted public servants. All employees are obligated to respect, honor, and uphold the Constitution, laws and legal regulations, policies and procedures of the United States, the Commonwealth of Virginia, and the County of Fairfax.

The Code of Ethics is supported by six core principles that form the ethical foundation of the organization: Honesty, Public Service, Respect, Responsibility, Stewardship, and Trust.

- I. **Honesty:** Be truthful in all endeavors; be honest and forthright with each other and the general public.
- II. **Public Service:** Ensure all actions taken and decisions made are in the best interest of the general public and enrich and protect quality of life.
- III. **Respect:** Treat all individuals with dignity; be fair and impartial; affirm the value of diversity in the workplace and in Fairfax County; appreciate the uniqueness of each individual; create a work environment that enables all individuals to perform to the best of their abilities.
- IV. **Responsibility:** Take responsibility for actions; work a full day; conduct all workplace actions with impartiality and fairness; report concerns in the workplace, including violations of laws, policies and procedures; seek clarification when in doubt; ensure that all decisions are unbiased.
- V. **Stewardship:** Exercise financial discipline with assets and resources; make accurate, clear and timely disclosures to the public; maintain accurate and complete records; demonstrate commitment to protecting entrusted resources.
- VI. **Trust:** Build regard for one another through teamwork and open communication; develop confidence with the public by fulfilling commitments and delivering on promises.

⁵ For the purpose of this document, the term employee includes all persons, volunteers and all elected and appointed officials working on behalf of Fairfax County.

Patron Guidelines: Codes of Conduct

RCC Code of Conduct

For your protection and comfort, Reston Community Center offers this Code of Conduct to show our commitment to providing a safe and welcoming environment for all of our patrons and staff. To ensure safety and comfort for all, we ask individuals to act appropriately, behave in a mature and responsible way, and to respect the rights and dignity of others. Our Code of Conduct does not permit language or actions that can hurt or frighten another person or that falls below generally accepted standards of conduct. Specifically, this includes:

- Angry or vulgar language including swearing, name calling and shouting;
- Physical contact with another person in any angry or threatening way;
- Displaying an object or weapon that can be considered harmful or threatening;
- Any demonstration of sexual activity or sexual contact with another person;
- Behavior deemed lewd or lascivious;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior that intends to or results in the theft or destruction of property;
- Leaving a child under 8 years of age unattended. A child is considered unattended if they are without adult supervision and wandering around the building;
- Intrusion upon an event to which one is not an invited or registered participant; and
- Being under the influence of alcohol or drugs.

Patrons are responsible for their own personal comfort and safety and should ask any person whose behavior threatens their personal comfort to refrain. Staff members are expected to respond to any reported violation of our Code of Conduct.

Dismissal from a program or facility may result from any violation of the Code of Conduct. **No refunds will be given.**

Patron Guidelines: Codes of Conduct

Code of Conduct for Camp Participants

Camp participants and parents are required to affirm that both have read and agree to abide by all elements of the Camper Code of Conduct below and RCC's General Code of Conduct.

Parent Requirements

1. Provide all required documentation and forms by the deadline or the space for your child/ren may be forfeited.
2. Sign in and sign out child/ren per age guidelines and program requirements on time and with any required identification. Penalty fees will be applied for late pickups and participants may miss key program elements such as field trips if they are not brought to program sites on time.
3. Alert the program director if participant(s) will not be attending prior to the start time of the day's program activities.
4. Support the behavior requirements of the Code of Conduct.
5. Pick up or arrange for authorized person(s) to pick up a sick participant as soon as possible after being notified the participant is ill.
6. Pick up or arrange for authorized person(s) to pick up a participant as soon as possible if the participant's conduct is disrupting activities or he/she has been dismissed from the program.
7. Pick up or arrange for an authorized person to pick up participant on time each day.

Participant Requirements

1. At all times, participants in RCC programs must abide by RCC's General Code of Conduct, and must treat all staff, participants and all others in program areas, with respect.
2. Participants will treat others as they would want to be treated.
3. Participants will follow instructions given by program leaders.
4. Participants will maintain personal hygiene, wear safe and suitable clothing, and remain with their program group.
5. For safety reasons, participants must wear closed-toe shoes, and refrain from wearing sandals, Heelys, Crocs (or similar footwear) and jewelry while participating in RCC programs.
6. In order to guard against loss, participants should not bring valuables such as iPods, gaming systems or other expensive items. RCC is not responsible for personal property of participants.
7. Eating and drinking will be permitted only in designated areas.
8. Due to individual allergy sensitivities, participants are prohibited from sharing food and drink under any circumstances. Participants should refrain from bringing food with nuts to camp.
9. Participants will not borrow money from other participants; should the need arise, staff will make appropriate arrangements.

Patron Guidelines: Codes of Conduct

Code of Conduct for Camp Participants *continued*

We want everyone to have a great time, but not at the expense of others. We expect all participants to follow directions and to conduct themselves with respect for fellow campers, staff, property and the program boundaries. Behavior resulting in extreme disruption or intentional harm to self, others or property may result in removal from the camp at the discretion of program staff.

Grounds for Dismissal

1. Possession of any item used as a weapon and/or physical attack upon another person.
2. Harassment, verbally abusive language or similarly aggressive behavior toward any participant, staff member or member of the general public. This includes inappropriate and/or unwanted touching.
3. Vandalism, destruction of property or proven theft by any participant.
4. Possession of any alcohol, tobacco, pharmaceutical or other unauthorized drug or substance by a participant.
5. Repeated violations of participant or parent requirements above.

Patron Guidelines: Aquatics

Aquatics Usage Policies and Requirements

Aquatics Center: General Rules and Regulations

In addition to adhering to the RCC Code of Conduct, all users of the Terry L. Smith Aquatics Center must also adhere to the following guidelines:

1. All persons entering the pools must register at the pool desk and pay the appropriate fee.
2. Children under the age of 8 must be accompanied by an adult 16 years or older.
3. Children 6 years and older must use appropriate locker rooms. The family changing room may be used.
4. All swimmers are required to take a rinse shower before entering the pool. Persons leaving the pool area are required to shower before reentering the pools and/or spa.
5. Spitting in or out of the water is prohibited.
6. Running, pushing and horseplay are prohibited.
7. No diving into water less than 8 feet in depth. No back dives or flips from the side in any depth of water.
8. Starting blocks are only available to swim lessons and rentals.
9. ADA and entry ramps are for entry and exit only. No open swimming or playing is permitted on the ramps, or in areas of the beach entry used by patrons to access the pools.
10. Only soft foam-like balls are allowed and are limited to non-crowded times only.
11. Special equipment is for class use only (rings, noodles and barbells).
12. Kickboards are restricted to lap lanes only.*
13. Masks must be marked "Tempered Glass" or "Plastic Lens."
14. Snorkels must be properly attached to a mask.
15. Fins are limited to lap lanes and may only be used during non-crowded times if allowed by the Head Lifeguard or the manager on duty.
16. Children using floatation devices require direct one-on-one adult supervision. Coast Guard-approved floatation devices are available for patron use in a variety of sizes.
17. Food, drinks and chewing gum are not allowed in the pool area or in the locker rooms.
18. No glass containers or breakable objects of any kind are allowed in the pool area or locker rooms.
19. Non-swimmers 11 years and younger will wear an RCC-supplied wristband and are only allowed in the shallow ends of the pools.
20. Talking to and visiting with a Lifeguard on a stand are prohibited. Please see another staff member for assistance.
21. Conduct that may endanger the welfare of other patrons is prohibited.
22. Appropriate swimwear is required. Only bathing suits or approved alternatives may be worn in the pools and/or spa. Excessively loose clothing or bathing garments will not be permitted due to safety reasons.
23. The pools may be closed – or use limited at the discretion of management – due to technical problems, overcrowding or threatening weather conditions.

* At the discretion and/or the direction of the Head Lifeguard(s) on duty.

Patron Guidelines: Aquatics

Aquatics Usage Policies and Requirements *continued*

Spa

1. Spa users must be 18 years of age or older.
2. Persons with respiratory or cardio-pulmonary problems, pregnant women or anyone with serious medical conditions are advised not to use the spa.
3. Any person having a skin disease, nasal or ear discharge, communicable diseases, or who is wearing any kind of bandage, will not be permitted in the spa. Persons having any considerable areas of exposed sub-skin tissue, open blisters, cuts, sunburn etc., are warned that these are likely to become infected if subjected to spa water.
4. It is recommended that persons remain in the spa for approximately 5 minutes. A maximum time limit of 10 minutes is strongly recommended.
5. The spa is co-ed; appropriate swimwear is required. Only bathing suits or approved alternatives may be worn in the pools and/or spa. Excessively loose clothing or bathing garments will not be permitted due to safety reasons.
6. No more than 15 people are permitted in the spa at one time.

Youth Swim Test

Children 11 years and younger may be required to pass a swim test or wear a wristband. The tests will be done during breaks, but if no break is expected, tests will be given on an "as needed" basis. The swim test consists of swimming one length of the pool using front crawl stroke in strong fashion, one length of the pool using any backstroke and treading water for two minutes. Children who are tested, and who do not pass the test, will be given an armband to be worn in the appropriate pool area. All swimmers wearing a wristband must remain in the shallow areas of the pools.

Locker Room Etiquette

Locker rooms in RCC's Terry L. Smith Aquatics Center are used by hundreds of people throughout the day. To ensure the health and safety of patrons, RCC has established these rules regarding our locker rooms:

1. Only unbreakable water bottles may be carried into the locker rooms; no other food or drink is permitted.
2. No cell phones or other communications devices may be used in the locker rooms. Please use these in the lobby areas of RCC.
3. Patrons share the space in the locker rooms; please keep in mind that many others are using them when placing items on surfaces, benches or other areas.
4. Personal belongings should not be left in any locker room area before or after use.
5. We greatly appreciate everyone's efforts to keep the locker room areas as clean and tidy as possible. The showers and sinks should be used quickly; we request that people refrain from shaving as it creates plumbing challenges. If you must shave, please clean up any hair or other debris that shaving leaves behind. We appreciate your attention to hair that is shed from shampooing as well.
6. Children 6 years and older must use the locker room appropriate to their gender. Please keep that in mind when bringing children to the pool.
7. If you have arrived at RCC with mud or other debris on your shoes, we greatly appreciate you removing your shoes before walking in the locker rooms as those floors are wet and patrons in them are barefooted.

Patron Guidelines: Arts and Events

Audience Guidelines

When attending performances presented at or by Reston Community Center, audience members should follow these guidelines:

1. No food or beverages (other than closed water bottles) are permitted in the CenterStage, Community Room or Jo Ann Rose Gallery during performances.
2. Flash photography of any kind is strictly prohibited during performances for the safety of the performers.
3. Recording of any kind is prohibited unless expressly contractually permitted.
4. The use of electronic devices is prohibited; this includes texting, Tweeting, and any other similar manners of communication during performances as a courtesy to others and to the performers.
5. Every attendee of performances in the CenterStage, or any similarly enclosed RCC performance venue with a fire code limit on capacity, must be ticketed or counted when entering to be compliant with fire code. This includes for infants or children who would sit on a parent's lap.
6. Aisles must remain clear from obstructions including, but not limited to, strollers, packages and walkers. Ask the ushers/house manager for assistance in storing them.
7. Audience members are expected to be considerate of others; if children are restless, they should be removed to the lobby area. Audience members should refrain from wearing hats or other headgear that will obstruct the stage view of those behind them. Once a performance begins, talking should cease.

Patron Guidelines: Ceramics, Glass and Woodworking Studios

Ceramics Studio (RCC Lake Anne)

The Reston Community Center Ceramics Program is designed to offer instruction in ceramics and sculpture to patrons at all skill levels. The Open Ceramics Studio gives class participants and more experienced potters extra time to work on class and personal projects. No ongoing instruction is given in the open studio time frames.

- Students are given access to the Ceramics Studio as a function of their enrollment in RCC's ceramics classes.
- Patrons who wish to use the Ceramics Studio independently purchase passes for timed access at Reston or Non-Reston rates. Fees are published in the RCC Program Guides three times annually and may be changed.

The Ceramics Studio hours are also published in the RCC Program Guides and on the RCC website.

Studio Equipment (subject to change as needed):

- Three L&L Kilns
- Ten Brent CXC Wheels
- One Brent Handicap Accessible Wheel
- North Star Slab Roller
- North Star Extruder
- Six Sculpture Stands
- Approximately 15 Glazes

Glass Studio (RCC Hunters Woods)

Reston Community Center's Glass Program is designed to offer instruction in glass and mosaic arts to patrons at all skill levels. The Open Glass Studio gives participants extra time to work on class and personal projects. No instruction is given in the open studio time frames. The Open Glass Studio is facilitated by an experienced instructor to assure safety. Tools are provided; however, participants must work independently on projects and need to bring their own materials. The Glass Studio hours are published in RCC Program Guides and on the RCC website.

Woodshop (RCC Hunters Woods)

The Reston Community Center Woodshop Program is designed to offer instruction in woodworking and equipment safety. It's available for use by patrons at all skill levels. The Open Woodshop hours give class participants and the general public time to work on class and/or personal projects. No ongoing instruction is given during the woodshop hours.

Patron Guidelines: Ceramics, Glass and Woodworking Studios

Woodshop (RCC Hunters Woods) *continued*

Patrons who wish to use the woodshop during Open Woodshop hours may pay the drop-in fee at the RCC Hunters Woods customer service desk prior to entering the woodshop. Upon paying the fee and entering the woodshop, patrons will present their receipt to the woodshop supervisor. Fees are published in the RCC Program Guides three times annually and may be subject to change.

The Open Woodshop hours are published in the RCC Program Guides and on the RCC website.

Woodshop equipment (subject to change):

- SawStop Table Saw
- Delta Drill Press
- Jet Drill Press
- Delta Bandsaw 20"
- PowerMatic Bandsaw 14"
- Oneita Air Filter
- PowerMatic Planer
- Grizzly Jointer
- Bosch Miter Saw
- Delta Scroll Saw
- PowerMatic Sander

All use of the Open Ceramics Studio, Glass Studio or Open Woodshop is governed by procedures that are available at RCC facilities and posted in those environments. Patrons are required to abide by all the use guidelines posted and in effect at the time of their use. Failure to comply with those guidelines may lead to injury or damage; therefore, patrons with difficulty following procedures required may have their use privileges suspended. Any patron using the Open Ceramics Studio, Glass Studio or the Open Woodshop who experiences an injury of any kind must complete an official RCC Incident/Injury Report Form as soon as is practicable. Both these facility features are monitored at all times and there must be an authorized studio monitor or shop supervisor on duty whenever patrons are present.

Patron Guidelines: Leisure and Learning Trips

Trip Attendee Guidelines

When attending Reston Community Center trips, patrons should follow these guidelines, please.

1. Do not speak during performances or while tour guides or trip leaders are speaking.
2. Do not touch artifacts or antiques displayed in historical homes and museums.
3. Turn mobile devices to “silent” during guided tours and performances; electronic devices should not be used during guided tours or performances.
4. No photography or recording devices may be used during performances or in any venue that prohibits photography.
5. While on the bus, speak quietly. Please respect others who may wish to read or nap on the bus.
6. Be sure to remain with the RCC group, and return to the designated departure point on time, to allow the bus to depart on time with the full roster of participants present.
7. If you will be arriving to or leaving from the destination using a different mode of transportation, you must notify the appropriate Leisure and Learning program director prior to the trip.

Patron Guidelines: General

ADA Accommodations

Fairfax County is committed to nondiscrimination on the basis of disability in all County programs, services and activities. Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a Reston Community Center program, service, or activity, should contact the RCC ADA representative as soon as possible but no later than 48 hours before the scheduled event. Please note that accommodations that require staffing and/or transportation alterations may require up to 10 days advance notice. To request a reasonable accommodation, please call 703-476-4500 or TTY 711.

Displaying Materials at RCC

All materials must be submitted to and reviewed by the RCC Director of Communications or Public Information Officer and must meet the following criteria:

- Materials must be non-commercial in nature.
- Materials must be for Reston-based or Fairfax County efforts that are nonprofit (RCC may require proof of status) or public agency-related in nature.
- Materials may be displayed on a "space available" basis after RCC needs are met.
- No materials may be posted on windows.
- Materials may not promote programs similar in nature to RCC programming.

Privacy Policy

Information Collection and Use

Reston Community Center, a Fairfax County government agency, (hereinafter referred to as "RCC") is the sole owner of the information collected on its website and for its programs. We will not sell or rent this information to others in ways different from what is disclosed in this statement. RCC collects information from our users at several different points on our website and for programs. Photographs, video or other recordings of RCC patrons and activities are the sole property of RCC and may not be used without express permission from RCC.

Registration

In order to access RCC programs, a user must first complete the registration form. During registration, a user is required to give their contact information. This information is used to contact the user about RCC programs and services for which they have expressed interest.

RCC'S Commitment to Children's Privacy

Under the Children's Online Privacy Protection Act, no website operator is permitted to require a child under the age of 18 to disclose more information than is reasonably necessary to participate in an activity as a condition of participation. RCC therefore does not knowingly collect or maintain personally identifiable information from children under 18 without providing the parent with the information. Please note that the above does not apply to photographs taken or videotaping by RCC during RCC activities.

Patron Guidelines: General

Privacy Policy *continued*

Log Files

We use IP addresses to analyze trends, administer RCC's website, track users' movement and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

Sharing

We will share aggregated demographic information with our partners. This is not linked to any personal information that can identify any individual person. We partner with other parties to provide specific services. When the user signs up for these services, we will share names or other contact information that is necessary for the third party to provide these services. These parties are not allowed to use personally identifiable information except for the purpose of providing these services.

Links

The RCC website contains links to other sites. Please be aware that RCC is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every website that collects personally identifiable information. This privacy statement applies solely to information collected by RCC's website.

Security

RCC takes every precaution to protect our users' information. When users submit sensitive information via the website, your information is protected both online and offline.

Supplementation of Information

In order for RCC's website to properly fulfill its obligation to our customers, it is necessary for us to supplement the information we receive with information from third-party sources.

Correction/Updating Personal Information

If a user's personally identifiable information changes (such as your Zip code), or if a user no longer desires our service, we will provide a way to correct, update or remove that user's personal data.

Notification of Changes

If we decide to change our privacy policy, we will post those changes so our users are always aware of what information we collect, how we use it, and under which circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will notify users by way of an email. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

Patron Guidelines: General

Prohibition of Commercial Activity/Solicitation

RCC prohibits program providers and all rental patrons from conducting commercial activity or solicitation of patrons when being presented by RCC unless such activity is expressly described and contractually permitted. Activities (such as author book sales or musician CD sales) may be permitted to further the individual's pursuit or interest independently of the presenter, but solicitation to purchase goods or services of a business nature is not permitted. In any case, no presentation at or for RCC may be made for the sole purpose of selling goods or services.

Political/Religious Activity during RCC-Sponsored or Co-sponsored Programs/Events

RCC prohibits partisan political activity and religious proselytizing during programs and events sponsored or co-sponsored by RCC. The same types of activity are prohibited in RCC facilities in public areas. Private rentals may include these activities, but they must remain completely within the physical boundaries of the RCC rented areas.

Facility Usage: Rentals

Facility Rental

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 RCC policies. 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, RCC reserves the right to place limits on the use of its public meeting rooms. Those rental policies are summarized in this document. 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 a limited number of organizations that have booked rooms at RCC 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.

Internal Programming/Events

RCC develops a host of quality programming for the primary benefit of residents and employees 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, RCC bases Reston businesses status upon whether or not the business or organization has a physical presence within Small District 5. For a description of the boundaries, check the Small District 5 map in this manual or on the RCC website (www.restoncommunitycenter.com). The booking season opens for patrons each year on the second Saturday in March. Reston patrons are eligible for reduced room rental rates. The 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.

Facility Usage: Rentals

Facility Rental Policies

Advertising Your Meeting and Social Space Rental Event

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

Commercial Use and Fundraising

RCC expressly prohibits the commercial use of its meeting rooms. 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 that are open to the public. Businesses may rent space to provide employee-only training. 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 nonprofit status solicit donations either during or in advance of an event. Rental of meeting rooms for the purposes of fundraising is limited to recognized not-for-profit, tax-exempt 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.

Sample forms can be found in the Policy and User Manual Appendix. All forms are available online at www.restoncommunitycenter.com.

Decorating

1. All decorations, including draperies, must be flame-retardant and comply with local and national fire-prevention codes.
2. 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.
3. Without exception, common area furniture (e.g. fireplace lounge furniture) may not be used as part of any rental event set-up.
4. Loose confetti and glitter may not be used as decoration in any of our facilities.

Facility Usage: Rentals

Facility Rental Policies *continued*

5. Absolutely no decorations may be hung from the ceiling or from light fixtures.
6. Moon bounces or other inflatable entertainment devices are not permitted in RCC facilities.
7. Fog or smoke machines and strobe lights are prohibited (limited exceptions apply in the CenterStage ONLY). Wireless DMX is not permitted.
8. Storage of items before and after events is not permitted. RCC is unable to sign for deliveries of items for rental events.
9. The use of adhesive tape on any painted surface is prohibited. The only type of tape that is permitted is blue painter's tape. Removable putty (such as StickyTac®) may be used. Absolutely no nails, push pins, thumbtacks, or anything else that may create holes may be used anywhere in RCC facilities. Decorations may not be attached to curtains.
10. Patrons who wish to rent the Jo Ann Rose Gallery should keep in mind that they are renting an art exhibit 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. RCC does not guarantee that an exhibit will be on display at all times, particularly in late August and early September or during other maintenance periods.

Event Times and Room Setup

RCC facilities staff will arrange all meeting rooms, based upon the setup 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 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 may result in loss of future rental privileges. For rentals for parties and other social events that extend to closing time on weekends, 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.

RCC reserves the right to inspect set-ups for compliance with fire code regulations and approve or reject accordingly.

Facility Usage: Rentals

Facility Rental Policies *continued*

Rental Fee Waivers

Fee waivers may be granted in cases where the rental fee would prohibit offering a unique and beneficial service that enhances RCC's programs and is unavailable elsewhere in the community.

Regularly scheduled meetings of clubs or organizations are not eligible for fee waivers. Fee waivers are granted at the discretion of the 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.

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 for rent at both Hunters Woods (additional charge) 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. RCC does permit patrons to serve alcohol at rental events, but please note that since RCC is a public facility, a one-day Banquet License must be obtained from the Virginia Alcohol Beverage Control (ABC) office and be displayed during the event. Licensing information and an online application are available at www.abc.virginia.gov. License requests must be submitted to the Virginia ABC at least 12 days prior to the event. For more information on the licensing process and fees, please call 703-313-4432. The possession or consumption of alcoholic beverages without an ABC license or by any person under the age of 21 or prohibited by law.

Hours

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 rentals that extend to closing time, events must conclude by no later than 45 minutes prior to closing time to allow time for cleanup.*

Please note: Hours are subject to change. Please contact the Facility Services Director 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.

Facility Usage: Rentals

Facility Rental Policies *continued*

Inclement Weather Policy

In the event of inclement weather, please call Reston Community Center at 703-476-4500 to determine operating status. Current information is generally available by 6:00 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 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.

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 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.

For events with children in attendance, parents are required to supervise children at all times, 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 users. Running and horseplay are strictly prohibited.

Music and Lighting

Since RCC operates multi-use facilities, 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, 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. **All rental patrons must use the amplifiers and speakers provided in the facility. No speakers may be brought into either RCC 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 pre-approved uses only. All equipment must be approved by RCC staff before connecting to the sound system. Connecting powered soundboards or amplifiers may damage the system; 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 events will, at the discretion of RCC staff, require a

Facility Usage: Rentals

Facility Rental Policies *continued*

mandatory pre-event meeting and/or technical support as part of the rental. Additional fees may apply. Strobe lights and lighting systems that use wireless DMX are strictly prohibited.

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 or correct any other policy violations 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.

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. Vehicles must move from the loading dock area after unloading/loading to allow for use by others. 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 North Shore Drive. Accessible parking is available at both RCC locations. Illegally parked vehicles will be ticketed and towed at the owner's expense.

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. Chairs, tables and decorations must be placed at least four feet from the pianos with no danger of decorations falling on the pianos.

Refund Policy

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

- More than 21 days before the scheduled reservation: 80 percent
- 14 to 21 days before the scheduled reservation: 50 percent
- Less than 14 days before the scheduled reservation: 0 percent

Reservations must be canceled in writing using the RCC Cancellation/Refund Request Form. All forms are available online at www.restoncommunitycenter.com on the Find Your Form page. Refunds are issued by Fairfax County to the original credit card, or in the form of a check if original payment was cash or check, and sent by mail within four (4) to six (6) weeks.

Facility Usage: Rentals

Facility Rental Policies *continued*

Rental Agreements and Payment Terms

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

Rental Agreement Hours/Space/Equipment Modifications

RCC discourages rental patrons from requesting modifications to their rental agreement on the day of their event. If the rental patron requests 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 be payable prior to fulfillment of the request. Requests that result in added staffing charges (e.g. extending an employee schedule) will result in a surcharge of \$150, payable at the time of the request.

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 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 may not be used as "overflow" space for events.

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 residents 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 make any changes to rentals unless requested by the designated contact person.

Facility Usage: Rentals

Facility Rental Policies *continued*

How to Request Rental Space

STEP 1: Complete a Rental Request Form. A sample form can be found in the Policy and User Manual Appendix. All forms are available online at www.restoncommunitycenter.com. Complete the form and return it to the attention of "RCC Facility Rentals," fax it to 703-476-2488, or email a copy 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 mail within one (1) week regarding the availability of space. If the requested rental space is available, the user will receive a rental agreement, invoice, liability waiver and room setup worksheet via 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.

All rental patrons are expected to adhere to guidelines outlined in the Patron Guidelines portion of this Policy and User Manual.

Facility Usage: Aquatics Rentals

Facility Rental Procedures: the Terry L. Smith Aquatics Center

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. A sample form can be found in the Policy and User Manual Appendix. All forms are available online at www.restoncommunitycenter.com. Complete the form and return it to the attention of the Facility Services Director or fax it to 703-476-2488. As the only public indoor swimming venue in Reston, natatorium and spa 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.

All rental patrons are expected to adhere to guidelines outlined in the Patron Guidelines portion of this Policy and User Manual.

Facility Usage: the CenterStage Rentals

Facility Rental Procedures: the CenterStage

Interested users of the 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 the CenterStage use will be given to arts-related programming over any other usage. Request forms from Reston patrons are accepted beginning the second Saturday in March for the subsequent 15 months and will be reviewed within 45 days. Reston patrons are eligible for reduced CenterStage rental rates. The booking season opens for Non-Reston patrons on April 1.

Scheduling

Availability of the space each year will be determined by RCC's Director of Arts and Events and Theatre Technical Director after needs for Founding Partners and internal programming/events, including the Professional Touring Artist Series, have been met.

Contracts

At least 30 days prior to use of the CenterStage, all groups will be required to meet with Arts and Events staff to discuss the needs and scope of their particular event. Users will need to sign a CenterStage Rental Agreement and complete the CenterStage Equipment and Technical Requirements Form. A sample form can be found in the Policy and User Manual Appendix. All forms are available online at www.restoncommunitycenter.com. Payment terms for use of the CenterStage will be stipulated in the CenterStage Rental Agreement.

Tickets/House Management

CenterStage users are required to sell tickets to their CenterStage event 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.

CenterStage users are required to use an RCC-trained House Manager for all performances. The House Manager will be responsible for opening doors at the agreed upon time, collect tickets and/or count all patrons, maintain safety within the theatre and train rental patron ushers. More details about House Manager responsibilities and duties are listed below.

All rental patrons are expected to adhere to guidelines outlined in the Patron Guidelines portion of this Policy and User Manual.

Facility Usage: the CenterStage Rentals

the CenterStage Policies and Procedures

Safety

The primary consideration at all times during use of the CenterStage is safety. The RCC theatre technical staff have participated in national, state and local meetings with public safety officials and have developed the following guidelines to assure our compliance with all Fire Code and Safety Regulations:

- Clients, patrons, and participants must abide by all RCC policies and procedures and comply with applicable legal codes and industry standards.
- Use of flames, open or otherwise, must be approved in advance by a Fairfax County Fire Marshal. All scenery must be flame proofed.
- Materials used to construct sets must be flame-resistant or completely covered by flame-resistant paint, fabric or a flame-proofing chemical treatment.
- Tests on materials, sources for appropriate materials and code information can be obtained from the RCC Technical Director.
- Set construction, to include but not limited to platform heights and railings, must follow "all RCC guidelines as well as industry standards including BOCA and OSHA codes.
- Inspections shall be performed by RCC technical staff to assure that scenery and technical elements are in compliance.
- Any use of weapons during a production must be approved after completing the Staged Weapons Application Form.
- Backstage access to fire exits and electrical panel clearances must be maintained at all times and comply with all Fire Code regulations.
- Reston Community Center is a "non-smoking" public facility. Smoking in any area of the building is completely prohibited other than onstage during a performance. If you intend to have performers smoking cigarettes onstage, we require that audiences be informed of this prior to box office sales and in the program or with lobby signage for the performance. It is not the intent of Reston Community Center to interfere with artistic content of programs, but rather to provide audiences with any information related to their well-being while attending events at the RCC. To that end, patrons are also informed in advance of the use of any of the following: fog machine, strobe light and special effects. Please indicate the use of any of these on the Equipment and Technical Requirements.

Safety Reminders

Organizations

- Users' employees, volunteers, participants and/or representatives are not permitted in the theatre or dance studio without appropriate supervision.
- Users' productions/events will be stage managed by the RCC technical staff. All installed equipment in the CenterStage will be operated by the RCC technical staff.

Facility Usage: the CenterStage Rentals

the CenterStage Policies and Procedures *continued*

- Maximum capacity of the stage/backstage area is 50 people. Cast and crew combined cannot exceed this limit.
- Maximum occupancy of the dressing room is 30 people. Production casts exceeding 30 people require separate arrangements for holding areas. Privacy cannot be provided nor can sole user status be assured for use of other RCC space. Users requiring additional holding space for cast members must contract with the RCC Facility Services Director for other RCC spaces. Users must provide for security and supervision of access to the dressing room and theatre at all times. Doors may not be propped or left open without supervision. All doors must be secured upon departure.

Participants

- Participants should be familiar and must comply with RCC Policies.
- Any injury and/or accident involving participants must be reported immediately to RCC staff in compliance with RCC Policy. An incident report must be completed with an RCC representative at the time of any incident.
- To assure individual safety, all participants are required to attend the technical rehearsals held in the RCC theatre. Performance conditions and equipment require full attendance so participants are completely familiar with their production requirements.
- No additional elements may be added to the performance without a technical rehearsal that includes all participants.
- Participants may not enter the theatre house during performances (unless it is a "scripted" entrance) to watch parts of the performance unless arranged and ticketed in advance.

Scripts

All productions/events requiring RCC technical support must provide the RCC Technical Director with a cued script 10 days in advance of the first rehearsal or as agreed upon in a production meeting.

For theatrical productions: a cued script contains all the dialogue with detailed descriptions of lighting, sound and special effects as they occur including notes on execution of each lighting, sound and special effects cue. The script must also contain descriptions of where and when all set changes occur; this includes any changes involving the fly system.

For dance productions: a cued script must indicate the exact order of all the dances and the music accompanying them. Next to each dance number, a detailed description of each lighting and sound cue as well as notes on its execution must be provided. Any set and/or fly system changes must be indicated where required. Times of music length (minutes:seconds) between the cues from start to finish should be indicated chronologically, e.g. light cue #1 0:00; sound cue "A" 0:12; fly cue "1" 0:45; etc.

Facility Usage: the CenterStage Rentals

the CenterStage Policies and Procedures *continued*

For music productions: a cued script must indicate the exact order of all the musical pieces and the number of performers in each. Next to each musical number, a detailed description of lighting cues and any changes in placement of chairs and music stands or the piano position must be provided.

Lighting

If your Equipment and Technical Requirements Form indicates a need for anything except work lights or standard general lighting, you must describe in writing what you would like.

Audio/Visual

Audio and video media must be provided not later than one week prior to the move-in date or as agreed to in a production meeting. The original format for all audio and video media is preferred. Audio files should be provided on hard drive or flash drive in MP3 or WAV format and should be free of any digital rights management restrictions. Video files should be provided on hard drive or flash drive in MP4, H264 format. To assure the integrity of levels set in rehearsal, media files are not to be exchanged after the technical rehearsals. Files must be clearly labeled and cued – the filename should indicate the running order, followed by the title (##filename.mp#).

Stage

You must put in writing any details regarding use of the fly system for drops, scenic elements and/or CenterStage soft goods; cyclorama, black traveler, black scrim and legs. Your load-in time must appear on your contract. Arrangements for storage must be requested in writing and approved in advance.

House Management

1. All ushers must be familiar with the seating plan of the house. The house manager is responsible for unlocking the theatre doors with the hex-head wrench located in the audience entrance vestibule. After the doors have been unlocked, someone on the house manager/usher team must remain at the entrance to the theatre for security and safety measures.
2. The house manager must have a flashlight in order to assist late audience members to their seats. Flashlights are also required to assist patrons to evacuate from the theatre, if necessary, during an emergency or power outage. Flashlights are located at the box office.
3. All patrons must have a ticket to be an audience member of an event with the exception of a “free admission” events which do not require tickets (e.g., movies and Fairfax-Loudoun Music Fellowship recitals). All ushers must tear and hold the bottom stub end of the ticket. These stubs are to be turned in to the RCC Box Office Manager for each performance. For performances or events without ticketing, ushers should estimate or use a counter to provide the attendance total to the CenterStage Box Office.
4. No more than the approved capacity of people (including ushers) may be seated or permitted in the CenterStage house by law. If at any time, the number of patrons in the house exceeds its capacity, the Fire Marshal, RCC staff, and/or the User’s house manager are charged by law to evacuate the audience from the theatre and suspend operation of the CenterStage.

Facility Usage: the CenterStage Rentals

the CenterStage Policies and Procedures *continued*

5. All performances must begin with a mandatory emergency preparedness announcement as follows: "In case of an emergency, there are four exits in this room: two at the entrance of the CenterStage and one to the right of the stage and one to the left of the stage."
6. If special effects are used in the production (e.g., smoke, haze or strobe) an announcement must be made prior to the performance and it needs to be posted at the Box Office.
7. The house manager and ushers must report to the Box Office and the event stage manager a minimum of one hour prior to the curtain time of the performance.
8. Except in cases of unavoidable delay, the house should open a minimum of 15 minutes before curtain time. The house may not open without the "OK" of the stage manager.
9. The CenterStage is equipped with an assistive listening device system. If patrons request the devices, they may check them out at the Box Office.
10. The CenterStage has five wheelchair spaces. Two are located off the inside right aisle of the back row, three are located off the inside left aisle of the back row. When the wheelchair spaces are not being used by patrons in wheelchairs, removable folding chairs shall occupy those spaces. If the spaces are requested by wheelchair patrons, the house manager/ushers shall remove the folding chair(s) in the seat location requested. The folding chair(s) shall be put in an area that complies with legal aisle clearances and room occupancy load. Following the event, after the wheelchair patron has left the theatre, the folding chair(s) shall be returned to the appropriate space by the house manager/usher. The four aisle seats in Row "K" have armrests (located on the aisle side) that can pivot up vertically by pulling the inside knob. This allows for patrons to slide into the seat easily, if they are able and prefer to sit in an actual theatre seat rather than remain in their wheelchair.
11. The house manager/usher shall assist patrons who require additional space for extra equipment storage during events (strollers, walkers, etc.) by storing the items in an appropriate place. The house manager/usher shall return items to the patron following the event. All ushers remain on duty through the entire performance to assure safety and appropriate behavior of audience members.
12. Photography, recording or videography are not permitted during performances and rehearsals unless permission has been granted to in advance. Ushers shall enforce the photography and recording policies.
13. Ushers shall ask patrons to leave the theatre if they are disturbing the CenterStage event. If young audience members are disturbing the event, the accompanying guardian shall be asked to leave the theatre with them if the disturbance does not cease.
14. Latecomers are to be detained in the rear of the house until an appropriate break in the performance occurs, permitting seating of them with the least disturbance to other audience members and the performance.
15. All ushers should dress appropriately for the event.
16. Ushers shall not allow food or drinks in the theatre with the exception of closed water bottles.
17. There is an in-house communication system with phones located in the vestibule (between the two sets of double doors from the lobby to the theatre), control booth, backstage right and in the dance studio. These phones are used by the house manager, stage manager, ushers and any

Facility Usage: the CenterStage Rentals

the CenterStage Policies and Procedures *continued*

production staff who need to communicate with someone in any of these areas. The house manager and stage manager communicate with each other before events begin and at the end of intermissions, if they occur. The house manager and ushers are responsible for getting audience members into the theatre and closing the double doors so the event can commence. The house manager/usher and stage manager notify each other when they are ready to go (lobby clear, theatre doors closed, performers are at “places” and technicians are on “standby” to begin).

18. The house manager and/or ushers are responsible for clearing all patrons from the house area and announcing “clear” to the technical staff so strike may begin. This also includes monitoring the stage area, following the event, to prevent patrons from going onstage or backstage. The stage areas are restricted to technical staff, the rental client’s staff/volunteers and performers/participants in the event.
19. The house manager is responsible for locking the theatre doors and returning the hex-head wrench to the appropriate location.
20. The house manager and ushers are responsible for inspecting the theatre following events. Trash shall be picked up and discarded. Items found that are left behind by patrons should be turned in to the Customer Service desk, to be put in RCC’s “Lost and Found” holding areas.

Facility Usage: Art Exhibits

Exhibiting Artwork at the Reston Community Center

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 with a focus 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 who 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, an 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 by 6' tall. Within each case, shelves are 4' wide and have 2' clearance to the next shelf. 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 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 or contact the Exhibit Coordinator. For more information on the League of Reston Artists, please visit www.leagueofrestonartists.org.*

Facility Usage: Art Exhibits

Exhibiting Artwork at the Reston Community Center *continued*

Artist Application Process

When submitting the Artist Application/Exhibitor's Release Form, please attach one or two photos or include a website where the work(s) can be viewed. A sample form can be found in the Policy and User Manual Appendix. All forms are available online at www.restoncommunitycenter.com. Applications are processed in the order in which they are received. Priority is given to artists who reside or work within Small District 5. In the Jo Ann Rose Gallery, individual exhibits or group exhibits that are 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 status can be determined by using the Fairfax County Tax Administration website or the map in this manual. 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.

Installation Fees

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

- **Jo Anne 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's guidelines. Please visit RCC to become familiar with the hanging system and to determine how many works to include before hanging your exhibit. Ladders will be provided upon request. Installation guidelines for each gallery are provided below. Please also refer to the Framing and Hanging Guidelines for all artwork that is to be hung on the wall.

- **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. Saw tooth clips will not be accepted. A hanging wire is optional with this system (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 Framing and Hanging Guidelines for more information.

Facility Usage: Art Exhibits

Exhibiting Artwork at the Reston Community Center *continued*

- **Hunters Woods Gallery:** RCC has an installed hanging rail system with movable, suspended 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 Framing and Hanging Guidelines 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 for more information.

Framing and Hanging Guidelines

- Sturdy eye hooks or D-rings – with strong hanging wire – are required for all pieces regardless of size to ensure that the art work 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 should be framed.
- Canvases that have staples on the back do not have to be framed but the side edges need to be finished.

Artwork Labels and Exhibit Information

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. Do not attach business card holders to the wall.

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 is necessary to remove it, however, 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.

Facility Usage: Art Exhibits

Exhibiting Artwork at the Reston Community Center *continued*

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 payment of rental space fees. Since facility space books more than a year in advance, please complete and return the Rental Request Form to the Facility Services Director as soon as possible. After the Rental Request Form is received and reviewed by RCC's Facility Services Director, 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 Services Director, 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 Services Director, 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 as soon as possible. The Exhibit Coordinator will make every effort to accommodate your request, 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. Reception dates are often booked more than a year in advance. 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 Services Director as soon as possible. After the Rental Request Form is received and reviewed by our Facility Services Director 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. Reception dates are often booked more than a year in advance. To select a location, date and time, please contact the Exhibit Coordinator. Once the date and space have been identified, complete and return the Rental Request Form to the Facility Services Director as soon as possible. After the Rental Request Form is received and reviewed by our Facility Services Director, a Rental Agreement will be sent to you. Please review, sign and return the rental agreement with payment.

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 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 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 to check if the gallery will be open when you plan to visit.**

Facility Usage: Art Exhibits

Exhibiting Artwork at the Reston Community Center *continued*

If you are publicizing your exhibit with local media, check with each one for deadlines. Local media include print and electronic platforms.

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.

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 and each artist hangs at his or her own risk. A liability waiver (Artist Application/Exhibitor's Release Form) will be provided and must be signed prior to the opening of the exhibit. Both RCC facilities are monitored 24/7 by cameras recording activity in them.

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, it is 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.*

Registration

Registration Schedule

RCC classes, trips, camps, performances and programs are announced and open for registration according to the following schedule.

PUBLICATION	Publication posted online and distributed to Reston residents	Registration opens for Reston Patrons	Registration opens for non-Reston Patrons
Summer Camp Guide	January 15	February 1	February 8
Summer Program Guide	April 15	May 1	May 8
Fall Program Guide (including PTAS season announcement)	July 15	August 1	August 8
PTAS Season Brochure	Late August	August 1	August 8
Winter/Spring Program Guide	November 15	December 1	December 8

How To Register For Classes And Activities

Online (myRCC at www.restoncommunitycenter.com)

- You must establish an account to log in and register.
- To register online, patrons will need a household username and password.
- New users will need to create an account through *myRCC* to receive a household username and initial password. To access myRCC, go to www.restoncommunitycenter.com click on the myRCC icon. Under Quick Links, click Create an Account. User information will be emailed within 48 hours.
- Any questions about online registration may be directed to RCCContact@fairfaxcounty.gov or to a customer service representative at 703-476-4500, Mon-Sat, 9:00 a.m. – 9:00 p.m. or Sundays, 9:00 a.m. – 8:00 p.m.

In-Person/Mail/Fax Registration

- Sample Registration Forms (Aquatics Registration Form and Class/Trip/Camp/Volunteer/Pass Registration Form) can be found in the Policy and User Manual Appendix. All forms are available online at www.restoncommunitycenter.com.
- Register in person at RCC Hunters Woods or RCC Lake Anne.
- Register by mail by sending completed registration forms to RCC Hunters Woods.
- Fax completed registration forms to 703-476-2488 (classes, trips, camps) and to 703-476-0563 (aquatics classes and activities).
- For non-aquatics classes, trips, camps and events, family members living in the same household may complete a single registration form. Aquatics patrons must complete one aquatics registration form for each student or participant in a class. Patrons residing in separate households who wish to enroll in the same class must complete separate registration forms and staple them together.

Registration

Registration Policies

Small District 5

Reston residents and employees in Small District 5 (Reston) are eligible for priority registration and reduced program rates. Regular class fees are listed as Reston/Reston 55+/Non-Reston; aquatics daily visits and pass fees are listed as Reston/Reston 55+/Non-Reston. The Reston 55+ pricing applies to registered programs where Reston patrons 55 years and older may receive a 20 percent discount on the Reston fee. The 55+ discount does not apply to all programming.

Reston status is determined by whether the patron resides or works within the boundaries of Small District 5 (Reston) using Fairfax County's Tax Administration site. A map of Small District 5 is on p. 6 of this manual and on the RCC website (www.restoncommunitycenter.com).

Priority Reston Registration

Priority registration for Small District 5 (Reston) residents and/or employees takes place the first week of each scheduled registration period. RCC will not process payment until enrollment has been confirmed.

Non-Reston Registration

Non-Reston registration begins after the end of the one-week Reston-priority registration period.

Payment

Payment is required at the time of registration.

Pay by cash, check (payable to Reston Community Center), money order, MasterCard, VISA or Discover. Cash payments cannot be accepted during Reston-priority registration.

Confirmation

Registration confirmations will be emailed; if we do not have an email address on record, the confirmation will be sent via regular mail. Please note that the confirmation will indicate if you are enrolled or waitlisted or other information about the class (such as supply lists or other requirements).

Liability Waiver on RCC Registration Forms

The below Liability Waiver is on all RCC registration forms and drop-in sign-in sheets. Patrons who register for programming online must agree to the Liability Waiver or myRCC will not permit registration.

PLEASE NOTE: Patrons may not make changes to this paragraph. Participation in RCC programs is contingent on all the following conditions.

I recognize that there may be inherent risks in participating in programs and activities being offered by Reston Community Center ("RCC"), and I understand that RCC strongly recommends that any person participating in any such program or activity should be covered by insurance while participating in any such program. By my signature below, I agree to assume all of the risks and accept personal responsibility for any damages or medical expenses following any injury, permanent disability, or death

Registration

Liability Waiver on RCC Registration Forms *(continued)*

that may result from my participation. By my signature below, I agree to waive any and all claims for liability against RCC, the Governing Board of RCC, the Board of Supervisors of Fairfax County, Fairfax County, their officers, employees, volunteers, and agents, and I agree to hold such entities and persons harmless from any and all property damage or injury, permanent disability, or death that may result from my participation. If I am registering a child, by my signature below, I represent that I am the parent/legal guardian of the child being enrolled and that I am making the representations stated above on behalf of that child. I also recognize that employees of RCC and/or the County may take and edit photographs and/or video tapes of RCC programs for either archival or public relations purposes. By my signature below, I acknowledge and agree that any such photographs and/or videos are the property of RCC and/or the County, that any such photos and/or videos may be used in the publications of RCC and/or the County without compensation to me, and that any such photos and/or videos may be subject to the Virginia Freedom of Information Act and other applicable laws. By my signature below, I acknowledge and agree to the RCC refund and cancellation policy.

Code of Conduct for Camp Participants

Camp participants and parents are required to affirm that both have read and agree to abide by all elements of RCC's General Code of Conduct and the Camper Code of Conduct by completing the Camp Program Guidelines and Requirements Form: Code of Conduct. A sample form can be found in the Policy and User Manual Appendix. All forms are available online at www.restoncommunitycenter.com.

Fees

Program Fees, Passes

- Program fees are listed in the program guides as Reston, 55+ Reston discount, and Non-Reston (e.g., \$50(R)/\$40 (R55+)/\$100 (NR))
- Patrons 55 years and older may receive a 20 percent discount on registration fees (except in cases where the fee is payable to an entity other than RCC). Where the discount applies, the discount price will be shown.
- All passes for multiple visits expire two years from purchase date. Exceptions may occur in the event of extended facility closures. Check with RCC Customer Service Representatives for more information.

Fee Waiver Program

RCC established a Fee Waiver Program to permit access to all Reston-qualified individuals to programs and services offered by RCC and administered with equitable standards of qualification based on Federal poverty guidelines. The program shall be offered with allocations on a household basis for household

Registration

Fee Waiver Program *(continued)*

individuals and dependents of a prescribed and published fee waiver amount to permit broad choice on the part of qualified participants and full access, in particular, to summer youth program opportunities. Allocations to the individuals in a qualified household may not be combined. A sample fee waiver form can be found in the Policy and User Manual Appendix. A Fee Waiver FAQ sheet is online at www.restoncommunitycenter.com.

Class Cancellation

- If the minimum enrollment has not been met seven days before the class starts, RCC reserves the right to cancel the class.
- A full refund will be issued if the class is canceled by RCC.
- RCC reserves the right to substitute instructors without notice.
- Refunds will not be issued in the event of closures due to acts of nature (lightning, storms, floods, etc.). Please see our Inclement Weather Policy on page 11 for more information.

Refunds

Cancellation/Refund Policy

RCC Registered Class, Camp, Trip or Pass Cancellation/Refund Requests

- Reston Community Center programming requires advance planning and contracting. As a result of the costs involved in staffing and contracting commitments, processing fees are assessed on refund requests to encourage patrons to plan ahead and avoid the need to cancel out of a program or trip. The processing fee is different for trips because of the specialized nature of the contracts involved. All RCC programs are subsidized in part by the taxpayers of Small District 5 to provide high-quality, affordable programs.
- All patrons requesting a refund must complete a refund request form – this supports our accounting and reporting requirements.
- No refunds are given for any class, camp, pass or trip with a fee of \$10.00 or less.
- Refunds will be issued by check from Fairfax County if original payment was cash or check; refunds will be issued to the patron's credit card if payment has been made by credit card and RCC Customer Service is able to reach the patron to obtain the credit card information. If we are unsuccessful after attempting twice to reach the patron for that information, the patron's refund request will be processed through payment from Fairfax County by check.
- Refund checks will be issued by Fairfax County in four to six weeks.
- Refund requests received on or after the class, camp or trip begins will not be honored.
- All patrons requesting a refund must complete a [Refund Request Form](#).

Registration

Refunds *(continued)*

Class and Camp Cancellation Processing Fees and Timeframes

- Written refund requests received 14 days or more prior to the start of a class or camp will receive a full refund less a 20 percent processing fee.
- Refund requests received less than 14 days before the start of a class or camp will be granted (less a 20 percent processing fee) only if another registration is received in its place.

Trips Cancellation Policy

- Written refund requests received 14 days or more prior to the start of a trip will receive a full refund less a 50 percent processing fee.
- Refund requests received less than 14 days before the start of a trip will be granted (less a 50 percent processing fee) only if another registration is received in its place.

Pass Cancellation Policy

- Refunds for a pass will be prorated to the purchase date and then subjected to a 20 percent processing fee.

Box Office

Box Office Information

Online: www.restoncommunitycenter.com Available until two hours before a performance and requires payment of a processing fee.

By Mail: Return a Ticket Order Form to
RCC Box Office, 2310 Colts Neck Road, Reston, VA 20191

In Person: Tuesday, Wednesday, Thursday: 4:00 p.m. – 9:00 p.m., Saturday: 1:00 p.m. – 5:00 p.m., and two hours prior to curtain time. Box office hours are reduced during the summer.

Phone: 703-476-4500, Press '3' • TTY 711

Please provide the following seven information items:

1. The name with the correct spelling as it appears on your Visa, MasterCard or Discover credit card.
2. The best telephone number to call you back.
3. The performance title, date and curtain time you wish to attend.
4. The number of tickets you wish to order (all persons must have tickets, including infants and children sitting on laps).
5. The Visa, MasterCard or Discover credit card number and its expiration date.
6. The billing address of your credit card including zip code.
7. The email address if you would like a confirmation to be sent to you.

Fax: Fax Ticket Order Form to 703-476-2488.

Box Office Policies:

- No refunds or exchanges are made unless the show is canceled.
- Please indicate if a wheelchair-accessible seat is needed, or of any other accommodations we can make to provide better access for patrons with any special needs; and do so as soon as possible to assure we can best accommodate you.
- All audience members, regardless of age or the performance location at Reston Community Center, are required by Virginia Fire Code to have a ticket.
- Tickets are not mailed and can be picked up at RCC Hunters Woods during regular Customer Service desk hours, 9:00 a.m. - 9:00 p.m. once the order is processed.

Types of Orders

Professional Touring Artist Series: On August 1, the Box Office will be open for sales of Professional Touring Artist Series tickets for residents and/or employees of businesses in Small District 5 ONLY. Proof of residence or employment status may be requested.

Box Office

Box Office Policies *(continued)*

On that day, we will fill orders in turn by taking orders received by mail/fax prior to that date, alternating with orders from customers walking in on that day. This way, we hope to meet the needs of patrons who want to order early and who cannot be present on August 1, but also offer patrons an opportunity to get in line that day and choose their seats.

On August 8, tickets will go on sale to the general public on a first-come, first-served basis. Orders will be taken through mail, fax, and phone or in person during Box Office hours. Tickets will also be available to everyone online at this time.

Tickets for the Professional Touring Artist Series (PTAS) are sold at Reston (R) (Small District 5 residents or employees) or Non-Reston (NR) prices, regardless of age (no Senior or Youth tickets). Proof of residence or employment status may be requested. All seats are reserved unless otherwise indicated; payment is required at the time of reservation. Tickets are not mailed and can be picked up at RCC Hunters Woods during regular front desk hours, 9:00 a.m. – 9:00 p.m., once the order is processed. A sample Professional Touring Artist Series Order Form can be found in the Policy and User Manual Appendix. All forms are available online at www.restoncommunitycenter.com.

Community Arts Organizations: Tickets for Community Arts Organization events held at Reston Community Center Hunters Woods (the CenterStage or the Community Room) are available for sale at least two weeks prior to the first performance date. Tickets are sold at Adult, Senior or Student/Youth prices, depending on the organization, regardless of residency (no discounts for Small District 5 residents or employees). All seats are reserved unless otherwise indicated; payment is required at the time of reservation. Season subscription ticketing is handled differently by different organizations. Priority ordering information is provided with confirmation of the season subscription. A sample Community Arts Organizations Order Form can be found in the Policy and User Manual Appendix. All forms are available online at www.restoncommunitycenter.com.

the CenterStage Seating Chart

The latest chart is available at www.restoncommunitycenter.com.

Appendix: Sample Forms

RESTON COMMUNITY CENTER

Application for Part-time, Seasonal, or Temporary Employment

Name: First Last MI

Home Address:

City: State: Zip:

Phone: Home Cell

E-Mail Address:

Position/Scheduled hours you seek: _____

Date available to work: _____

PLEASE INDICATE THE HOURS YOU ARE AVAILABLE TO WORK EACH DAY OF THE WEEK.

From/To:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Have you ever worked for Fairfax County? Yes No If "Yes," what department? _____

Are you legally eligible to be employed in the U.S.? Yes No If "No," verification will be required upon hire.)

QUALIFICATIONS AND SKILLS

Do you have a driver's license? Yes No

Do you have a commercial driver's license? Yes No

Do you have a current CPR certification? Yes No Expiration Date? _____

Do you have a current First Aid certification? Yes No Expiration Date? _____

Are you fluent in a second language? Yes No Language? _____

Please list other certifications, special qualifications, or skills: _____

Reston Community Center Hunters Woods
2310 Cotts Neck Road • Reston, VA 20191
703-476-4500 • 800-828-1120 (TTY) • 703-476-8617 (FAX)

Reston Community Center Lake Anne
1609-A Washington Plaza • Reston, VA 20190
703-476-4500, TTY 711 • 703-476-8617 (FAX)

Updated April 2015

Sample – Application for Part-time Seasonal or Temporary Employment Form

Reston Community Center

New Program Proposal Form

Name: Date:

Email: Phone:

Proposed Class Title (100 character max):

What is the class objective and the skill sets you want students to learn? (100 character max)

Please write a sample of your lesson plan for one class meeting. (10 character max)

Will students need to purchase specific supplies for this program? If "Yes," please list. (100 character max)

What are your qualifications to lead this program? Please list all reliable work experience and applicable certifications. You may also list other relevant information if you would like. (100 character max)

What is the duration of each class meeting and how long do you want the program to be offered? (e.g. once a week for 8 weeks, twice a week for 4 weeks, etc.) (100 character max)

Reston Community Center Hunters Woods
2310 Cotts Neck Road • Reston, VA 20191
703-476-4500, TTY 711 • 703-476-8617 (FAX)

Reston Community Center Lake Anne
1609-A Washington Plaza • Reston, VA 20190
703-476-4500, TTY 711 • 703-476-8617 (FAX)

Revised March 2019

Sample – Class/Program Proposal Form

CO-SPONSORSHIP REQUEST

Event Title: _____

Description of the event (Please completely describe the purpose, the sequence and the participants of each element of the event.):
[use additional space if needed]

Requesting Organization/Individual: _____

Address: _____

Email contact: _____

Phone contact: _____

Please answer and complete each of the following:

Event Date: _____

In time (arrival to prepare): _____

Start time (publicized start time): _____

End time: _____

Requested RCC Location(s): _____

Requested RCC Equipment:
Please be sure to include all equipment items including audience seating, podium, sound system, lighting requirements, audio visual equipment, etc.

Sample – Co-Sponsorship Request Form

RESTON COMMUNITY CENTER RENTAL REQUEST FORM

Valid for Rental Dates September 1, 2018 – August 31, 2019

PRIMARY CONTACT AND/OR ORGANIZATION: _____ Today's Date: _____

Event is Being Sponsored by: INDIVIDUAL BUSINESS ORGANIZATION

Contact Name: First Last

Home Address:

City: State: Zip:

Phone: Home Cell

Work

E-Mail Address:

IS YOUR ORGANIZATION A REGISTERED 501(C)(3)? YES NO
Please provide Tax ID #: _____

IS YOUR ORGANIZATION AN EDUCATIONAL INSTITUTION? YES NO

IS YOUR ORGANIZATION A CHURCH? YES NO

*Center 1 person must be the responsible party for the event and must be present on the day of the rental. **EVENTS SPONSORED BY INDIVIDUALS: Please provide your home address in the space above. If you do not reside in Reston, but work in Reston, please provide your business address below to receive Reston rates. (proof of business address is required and must be submitted with request).

Business Address: _____

Failure to disclose all event information may result in cancellation of the event. Incomplete information will delay the processing of your application and may result in loss of your requested dates/times. Please check the "Yes" box for each of the following. If you mark "Yes" for any item, please provide details below or on an attached sheet.

Is your event open to the public? YES NO

Will you be advertising your event? YES NO

Will you collect admissions, donations or fees? YES NO

Is your event a fundraiser? (If "Yes," please provide details on an attached sheet.)
Fundraising is only permitted at events sponsored by non-profit organizations. YES NO

Will food or beverages be served? YES NO

Will alcohol be served? (ABC license required) YES NO

Will your event feature amplified music? YES NO
(permitted in CenterStage, Community Room and Jo Ann Rose Gallery only)

Will your event feature live music and/or performers? YES NO
(restrictions apply; will require pre-event meeting and additional fees for technical support)

Are you hiring a third-party vendor? (DJ, catering, entertainers, etc.) YES NO

Are you requesting a fee waiver? (If "Yes," attach letter detailing request) YES NO

Will your event use the pool? YES NO

Additional Information: _____

PLEASE COMPLETE BOTH SIDES AND RETURN TO RCC

Reston Community Center Hunters Woods
2310 Cotts Neck Road • Reston, VA 20191
703-476-4500, TTY 711 • 703-476-2488 (FAX) • RCCFacility@fairfaxcounty.gov

Reston Community Center Lake Anne
1609-A Washington Plaza • Reston, VA 20190
703-476-4500, TTY 711 • 703-476-8617 (FAX)

Updated February 2018

Sample – Rental Request Form

Appendix: Sample Camp Forms

RESTON COMMUNITY CENTER CAMP PROGRAM GUIDELINES AND REQUIREMENTS

PLEASE PRINT

Child Name	First		Last	
Age				

CHECK ALL CAMPS THAT APPLY

Arts Education	Youth	Teen
<input type="checkbox"/> LARK	<input type="checkbox"/> Camp Goodtimes on the Road	<input type="checkbox"/> Road Ritz
<input type="checkbox"/> Spring Into LARK	<input type="checkbox"/> Winter Break Fun Zone	<input type="checkbox"/> Spring Into Road Ritz
<input type="checkbox"/> Young Actors Theatre (YAT)	<input type="checkbox"/> Spring Break Fun Zone	<input type="checkbox"/> Fun Fusion Days
<input type="checkbox"/> Specialty Camps (Please List)		

ADDITIONAL QUESTIONS

NICKNAMES
What is the name your child goes by: _____

SUNSCREEN/BUG SPRAY
I understand that sunscreen should be applied before arrival at camp. I have reviewed how to apply sunscreen and bug spray with my child and authorize hereafter to be applied to my child. (Please note: Participants should provide his or her own sunscreen and bug spray)
 Yes No

YAT PARTICIPANTS
Please indicate (print clearly) how you would like your child's name to be printed in the official program: _____

RCC USE ONLY

DATE STAMP: _____

Reston Community Center Hunters Woods
2310 Colts Neck Road • Reston, VA 20191
703-476-4500, TTY 711 • 703-476-2488 (FAX)

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

Revised January 2019

Sample – Camp Program Guidelines and Requirements Form

RESTON COMMUNITY CENTER CAMP PROGRAM GUIDELINES AND REQUIREMENTS

CODE OF CONDUCT FOR ALL PARTICIPANTS

Signatures of the participant and the parent are required affirming both have read and agree to abide by all elements of the Code of Conduct below and the RCC's General Code of Conduct posted in our buildings.

PARENT REQUIREMENTS

- Provide all required documentation and forms by the deadline or the space for your children may be forfeited.
- Sign in and sign out children per age guidelines and program requirements on time and with any required identification. Penalty fees will be applied for late pickups and participants may miss key program elements such as field trips if they are not brought to program sites on time.
- Alert the program director if participant(s) will not be attending prior to the start time of the day's program activities.
- Support the behavior requirements of the Code of Conduct.
- Pick up or arrange for authorized person(s) to pick up a sick participant as soon as possible after being notified the participant is ill.
- Pick up or arrange for authorized person(s) to pick up a participant as soon as possible if the participant's conduct is disrupting activities or he/she has been dismissed from the program.
- Pick up or arrange for an authorized person to pick up participant on time each day.

PARTICIPANT REQUIREMENTS

- At all times, participants in RCC programs must abide by RCC's General Code of Conduct, and must treat all staff, participants and all others in program areas, with respect.
- Participants will treat others as they would want to be treated.
- Participants will follow instructions given by program leaders.
- Participants will maintain personal hygiene, wear suitable clothing, and remain with their program group.
- For safety reasons, participants must wear closed-toe shoes, refrain from wearing sandals, bedie wheelies, Crocs (or similar footwear) and jewelry while participating in program activities.
- In order to guard against loss, participants should not bring valuable items such as iPods, gaming systems or other expensive items. RCC is not responsible for personal liability of participants.
- Eating and drinking will be permitted in designated areas.
- Due to individual allergy sensitivities, participants are prohibited from sharing food and drink under any circumstances.
- Participants will not borrow money from other participants; should the need arise, staff will make appropriate arrangements.

REASONS FOR DISMISSAL

- Possession of any item used as a weapon, and/or physical attack upon another person.
- Harassment, verbally abusive language or similarly aggressive behavior toward any participant, staff member or member of the general public. This includes inappropriate and/or unwanted touching.
- Vandalism, destruction of property or proven theft by any participant.
- Possession of any alcohol, tobacco, pharmaceutical or other unauthorized drug or substance by a participant.
- Repeated violations of participant or parent requirements above.

SIGNATURES

Signatures of both the parent and participant below signify agreement to abide by these requirements.

SIGNATURE OF PARENT: _____ DATE: _____

SIGNATURE OF PARTICIPANT: _____ DATE: _____

www.restoncommunitycenter.com

Sample – Camp Program Guidelines and Requirements: Code of Conduct Form

RESTON COMMUNITY CENTER DROP-OFF/PICK-UP INFORMATION FORM

PLEASE PRINT

Child Name	First		Last	
Age				

CAMPERS SHOULD NOT BE DROPPED OFF PRIOR TO CAMP START TIME

AUTHORIZATION TO PICK UP CHILD

Persons Authorized to Pick Up:	Persons NOT Authorized to Pick Up:

HOW WILL YOUR CHILD ARRIVE AND DEPART FROM CAMP

My child may NOT arrive or depart with anyone other than their authorized escorts.

My child has permission to arrive/depart from camp without an escort (not applicable to those 12 years or under).

I understand that RCC accepts no responsibility for the arrival or departure of my child if I elect not to provide an escort.

My child has permission to use (you may select multiple options): Public Transportation Bicycle Walking

LATE FEES

Campers must be picked up promptly at the end of their registered camp or aftercare program. If a child is not picked up on time, a per-child late fee of \$5.00 for every 15 minutes will be assessed. Payment is due upon pickup and must be paid at the RCC customer service desk before leaving.

If a child is not picked up within 15 minutes of the end of the camp program, parent/guardians will be called. If they cannot be contacted, emergency contacts will be called. If contact cannot be made with parents, guardians or emergency contacts within 30 minutes of the scheduled pickup time, RCC staff will notify the proper authorities.

PARENT/GUARDIAN SIGNATURE

SIGNATURE: _____ DATE: _____

Reston Community Center Hunters Woods
2310 Colts Neck Road • Reston, VA 20191
703-476-4500, TTY 711 • 703-476-2488 (FAX)

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

Revised January 2019

Sample – Camp Drop-Off/Pick-Up Information Form

RESTON COMMUNITY CENTER Medication Authorization Form

Notice: This form must be completed for prescription and non-prescription medications. Medication, including over the counter medication, will be given to a child only with a parent's or guardian's completed written consent.

PLEASE PRINT

Parent's Name	First		Last	
Child's Name	First		Last	
Home Address				
City		State	Zip	
Phone	Home	Cell		

RCC Staff members have my permission to administer the following drugs and medications (must be in their original container):
Medication and/or Prescription Number: _____
Dosage: _____

Has the child taken this medication before? If not, the first full dose must be administered at home to ensure that the camper does not have a negative reaction. First dose given: Date: _____ Time: _____

Times to be given: (State the exact time increments on the container) _____

This authorization is effective from: _____ To: _____
(Must not exceed 10 days unless otherwise prescribed by child's physician)

Special Instructions: _____

Signature: _____ Date: _____

DATE	TIME	MEDICINE/DOSE	STAFF

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Sample – Medication Authorization Form



*Enriching Lives.
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2310 Colts Neck Road, Reston, VA

To request reasonable ADA accommodations, call 703-476-4500 • 711 (TTY)



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