

# RESTON COMMUNITY CENTER RENTAL REQUEST FORM

Valid For Rental Dates September 1, 2023 – August 31, 2024

## PRIMARY CONTACT AND/OR ORGANIZATION:

Event is Being Sponsored by:  INDIVIDUAL  BUSINESS/ORGANIZATION Today's Date: \_\_\_\_\_

Contact Name*	First		Last	
Company/Organization (If Applicable)				
Address**				
City		State		Zip
Phone	<input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell			
Email 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

\*Contact person must be the responsible party for the event and must be present on the day of the rental.

\*\*FOR 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: \_\_\_\_\_

## EVENT DETAILS:

Failure to disclose all event information may result in cancellation of your rental. Incomplete information will delay the processing of your application and may result in loss of your requested dates/times. Please check "Yes" or "No" 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.)  YES  NO

*Fundraising is only permitted at events sponsored by nonprofit organizations.*

Will food or beverages be served?  YES  NO

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

Will your event need access to our Audio System? (No external speakers allowed.)  YES  NO

(Permitted in the 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, caterer, entertainer, 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 Colts 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



Updated January 2024

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## FACILITIES REQUESTED

CHECK ALL RENTAL REQUESTS	Meeting Room Type	Max. Capacity <i>Tables and Chairs</i>	Max. Capacity <i>Chairs Only</i>	Reston Hourly Rental Rate*	Non-Reston Hourly Rental Rate*
<b>RCC HUNTERS WOODS</b>					
<input type="checkbox"/>	Small Meeting Room	20	23	\$14.00	\$42.00
<input type="checkbox"/>	Medium Meeting Room	40	49	\$22.00	\$66.00
<input type="checkbox"/>	Intermediate Meeting Room	64	72	\$30.00	\$90.00
<input type="checkbox"/>	Large Meeting Room	88	97	\$38.00	\$114.00
<input type="checkbox"/>	Community Room Floor	216	260	\$70.00	\$210.00
<input type="checkbox"/>	Kitchen		5	\$16.00	\$48.00
<input type="checkbox"/>	the CenterStage and Dressing Room		260/30	\$90.00	\$270.00
<b>TERRY L. SMITH AQUATICS CENTER</b>					
<input type="checkbox"/>	Single Lap Lane			\$17.00	\$51.00
<input type="checkbox"/>	Entire Pool – Lap Pool (additional staffing charges apply to groups of 25 or more)		148	\$105.00	\$315.00
<input type="checkbox"/>	Entire Pool – Warm Water Pool		65	\$75.00	\$225.00
<input type="checkbox"/>	Entire Natatorium – Both Pools		229	\$180.00	\$540.00
<b>RCC LAKE ANNE</b>					
<input type="checkbox"/>	Jo Ann Rose Gallery (Includes Kitchen)	100	110	\$50.00	\$150.00
<b>Additional Equipment Requested</b> (Additional rental fees apply and are outlined in Rental Policies and Procedures document) <input type="checkbox"/> Piano <input type="checkbox"/> LCD Projector <input type="checkbox"/> Portable Stage (Community Room Only)					
<i>*Excludes damage security deposit</i>					

## EVENT INFORMATION:

- BABY SHOWER     BIRTHDAY PARTY     FAMILY/SOCIAL GATHERING     BUSINESS/ORGANIZATION MEETING  
 WEDDING RECEPTION     RECITAL     OTHER: \_\_\_\_\_

Event Name: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ (INCLUDE SETUP & CLEANUP TIME)

Alternate Date/Time: (IF ANY) \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_ (PLEASE INCLUDE CHILDREN. ACTUAL ATTENDANCE MAY NOT EXCEED ROOM CAPACITIES.)

**For multiple dates (on-going rentals), please attach a separate sheet listing all dates and times.**

## STATEMENT OF CERTIFICATION:

I certify that I have reviewed RCC's Rental Policies and Procedures and that the information provided on this form is true and accurate to the best of my knowledge. I understand that providing false or misleading information is grounds for RCC to cancel or terminate my event reservation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fairfax County's programs, services and facilities are available to all citizens regardless of race, color, national origin, sex, age or disability. Requests for special accommodations must be received at least seven working days in advance. For additional information regarding reasonable accommodations and support provided to facilitate participation for individuals with disabilities, call 703-476-4500 or TTY 711.

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