



# County of Fairfax, Virginia

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

## Reston Community Center 2026/2027 Rental Policies and Procedures

Reston Community Center (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 the policies of the Center. RCC seeks to provide Small District 5 (Reston) residents and employees access to affordable, high-quality facilities. To maximize the availability of its rental space, RCC reserves the right to place limits on the use of its public meeting rooms, reassign space or cancel reservations at RCC’s discretion. The rental policies are summarized in this document. Rental patrons are expected to share this information with their guests and any third-party vendors such as decorators, caterers and DJs. The RCC booking season runs from September 1 to August 31 of the following year.

### PRIORITY OF APPLICATIONS:

**Reston:** For individuals, RCC determines Reston status based upon whether or not the patron resides or works within the boundaries of Small District 5. For businesses and organizations, RCC bases Reston status upon whether or not the enterprise has a physical presence within Small District 5. Verification is required. For a description of the boundaries of Small District 5, inquire at [RCCcontact@fairfaxcounty.gov](mailto:RCCcontact@fairfaxcounty.gov). The booking season opens for Reston patrons each year on the second Saturday in March. Reston patrons are eligible for reduced rental rates.

**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.

### GENERAL RENTAL INFORMATION:

#### Rental Hours (Hunters Woods and Lake Anne)

Monday – Thursday: 9:00 a.m. – 9:00 p.m.*	Friday – Saturday: 9:00 a.m. – 12:00 a.m.*	Sunday: 9:00 a.m. – 8:00 p.m.*
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*\*For social event rentals that extend to closing time, food and beverage service and music must conclude no later than 45 minutes prior to closing time to allow time for cleanup.*

#### How to Request Rental Space

- Step 1** Reach out to [RCCFacility@fairfaxcounty.gov](mailto:RCCFacility@fairfaxcounty.gov) to inquire about the availability of date(s) of interest. Pick up a Rental Request Form from either RCC location or download a copy off of RCC’s website at [www.restoncommunitycenter.com](http://www.restoncommunitycenter.com). Complete the form and return it to the attention of the Facility Services office or email to [RCCFacility@fairfaxcounty.gov](mailto:RCCFacility@fairfaxcounty.gov). Availability is subject to change and rentals are not confirmed until contract is signed and payment has been made. **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.
- Step 2** RCC will review the request and notify you by email within three business days regarding the availability of space. If the requested rental space is available, the user will receive a rental agreement, invoice (security deposit and rental fees), liability waiver, and room setup worksheet via DocuSign. **No reservations are guaranteed until you receive this information.** Community Room rentals that include live music or performance elements will require additional authorization by the Facilities Director and may require a meeting with Facilities Operations Manager prior to completion of the final contract.
- Step 3** Return a signed agreement, liability waiver and security deposit payment to RCC by the due date indicated on the invoice (**due date will be three business days from the date the DocuSign email is sent**). If your rental date is less than 30 days from the date you sign the contract, all necessary documentation and payment (including security deposit) will be due within three business days to secure your rental space. Remaining payment and room setup information must be completed 30 days prior to the rental date. Online payment through myRCC is preferred. There is a \$50 charge for returned checks. Checks will not be accepted if your event is within 30 days at the time of booking.

#### Security Deposit

The security deposit is required for all rentals to secure the space for your event. **\*NOTE: SECURITY DEPOSIT WILL BE KEPT IF CANCELED BEFORE FULL PAYMENT IS MADE.** Full refund of the deposit is dependent upon successful completion of the rental in accordance with the contract. The deposit may be withheld, in whole or in part, to cover damage or excessive cleaning beyond normal wear and tear; additional charges may apply if costs exceed the deposit.

#### Rental Contacts

The contracted person is responsible for signing all rental paperwork and submitting payment. The contracted person must check in at the front desk upon arrival for the event and be in attendance throughout the rental. The contracted person may make changes at any time, pending availability. Authorized persons named in the contract can make changes to the rental contract **ONLY** during the event. Contract changes that incur fees must be paid at the time of the request. RCC will check the IDs of those requesting changes during the contracted rental event.

#### Third-Party Rentals

Rental patrons may not book RCC facilities for the purposes of renting them to another party (“third-party rental”). Reston patrons 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.

#### Advertising Your Event

All material publicizing events to be held at the RCC 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.”



## RENTALS:

### Event Times and Room Setup

RCC facilities staff will set up all rented spaces prior to the start time of the contract, based upon the setup information provided. Changes to room setups on the day of the event will be accommodated if possible. **Contracted time should include any time needed for decorations, vendor access and cleanup before and after your event. Patrons and vendors (DJs, caterers, decorators, etc.) will not have access to rental space before or after the time indicated on the rental agreement. Music, food and beverage service must stop no less than 45 minutes prior to the contracted end time to allow time for cleanup and vacating the facility.** Without exception, all attendees and vendors must be out of the facility by the contracted end time. **Failure to vacate rental space on time will result in loss of security deposit and/or future rental privileges.**

### Commercial Use

RCC expressly prohibits the commercial use of its facilities. RCC defines "commercial use" as any for-profit activity, including any activity designed to solicit, promote or recruit for a for-profit entity and/or charging the attendees of an event a fee for service, including event admission. Additionally, RCC does not rent space to conduct classes or workshops that are open to the general public. If interested in teaching classes at RCC, email [RCCContact@fairfaxcounty.gov](mailto:RCCContact@fairfaxcounty.gov).

### Fundraising

Rental of a space for the purpose of fundraising is limited to recognized 501(c)(3) and 501(c)(4) not-for-profit organizations, churches and educational institutions. A detailed description of the event must be submitted for approval with the rental request form. Proof of an organization's tax status will be requested.

### Decorating

- RCC prohibits the use of candles (including those on birthday cakes) or any open flame. The use of Sterno is allowed.
- Common areas and their accompanying furniture (i.e. fireplace lounge) may not be used as part of any rental event set-up.
- Confetti (including inside balloons), glitter and orbeez are not permitted.
- Use of live flower petals is prohibited.
- Absolutely no decorations may be hung from the ceiling or from light fixtures or attached to curtains.
- Moon bounces or other inflatable entertainment devices are not permitted in RCC facilities.
- Fog or smoke machines and strobe lights are prohibited.
- Wireless DMX devices are not permitted.
- Storage of items before and after events is not permitted. RCC is unable to sign for deliveries of items for rental events.
- Painter's tape is the only type of tape permitted. Absolutely no nails, staples, push pins, thumbtacks or anything else that may create holes or cause damage.
- The Jo Ann Rose Gallery is an art exhibition space. *Patrons may not remove or cover any artwork displayed in any RCC facilities – no exceptions.* RCC does not guarantee that an exhibit will be on display.

### Parking and Unloading

Parking for RCC Hunters Woods is available in the Hunters Woods Village Center parking lot. A loading dock at the rear of the building is available to deliver items. Vehicles must be moved to a legal parking space immediately after unloading. Parking for RCC Lake Anne is available in the Washington Plaza parking lots. Please note that parking at Lake Anne can be extremely limited during the Farmers Market, festivals or concerts on the plaza. An alternative parking lot is available at Washington Plaza West and there is ample street parking along North Shore Drive. ADA Accessible parking is available at both RCC locations.

### Food and Beverages

Prep kitchen facilities are available at both RCC Hunters Woods and RCC Lake Anne. Kitchen facilities are designed for the preparation, storage and warming of food. Cooking is prohibited. Utensils are not provided. For renters who plan to serve alcohol, **RCC requires a one-day Banquet License which must be obtained from Virginia ABC and be displayed during the event.** Licensing information and an online application are available at [www.abc.virginia.gov](http://www.abc.virginia.gov). The licensing process and all applicable fees are the responsibility of the rental patron. ABC recommends license requests be submitted at least 12 days prior to the event. **The possession or consumption of alcohol outside the designated rental space is not permitted. Any consumption of alcohol by persons under the age of 21 is prohibited by law.** Alcohol services must end no later than 1 hour prior to the contracted end time.

### Piano Use

Pianos are available for rent. Payment of a tuning fee is required. The pianos are to be moved ONLY by RCC facilities staff. Only music scores may be placed on the pianos. The pianos shall be played only by qualified musician(s) scheduled to perform for the rental period.

### Music Requirements

RCC Hunters Woods and Lake Anne are multi-use facilities and are located in residential areas. Restrictions on the volume of music and other noise-generating activities must be maintained. 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 require prior approval and are restricted to the Community Room and Jo Ann Rose Gallery ONLY. A sound system is also available in the large and intermediate meeting rooms (playback and microphones only). 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, smartphones, etc. RCC also provides two (2) wireless microphones and XLR connections for pre-approved uses only. All equipment must be preapproved by RCC staff before connecting to the sound system. RCC systems include preset maximum volume limits that staff are not able to adjust; attempting to exceed this maximum volume level will result in distortion.**

**Rentals may require a mandatory pre-event meeting and/or technical support as part of the rental.** Additional fees may apply.

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. RCC cannot guarantee that you will not hear noise from other events in adjacent rooms.

### Refund Policy

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

- 30 days or more before the scheduled reservation.....80% of paid rental fees
- Less than 30 days before the scheduled reservation ..... 0%
- **NOTE: SECURITY DEPOSIT IS ONLY REFUNDED UPON SUCCESSFUL COMPLETION OF RENTAL IN ACCORDANCE OF THE CONTRACT.**

Reservations must be canceled in writing using the RCC Cancellation/Refund Request form. Refunds are issued to credit card or by check from Fairfax County. Please note, refunds via check from Fairfax County typically take four to six weeks to receive.

**Code of Conduct/Loss of Rental Privileges**

For the safety and comfort of all patrons, the RCC Code of Conduct and House Rules must be observed by all users of RCC facilities. The Code of Conduct and House Rules are clearly posted at all RCC facilities. 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 is at the sole discretion of RCC’s Executive Director and shall be for a minimum of the remainder of the rental cycle and may extend longer if circumstances warrant. Security deposit may be forfeited. Patrons may be billed for overtime and/or damages.

**For events with children in attendance, parents are required to supervise children at all times. Children are expected to remain in the areas that have been rented for the event. Running and horseplay are strictly prohibited.**

**Room Capacities**

The Fairfax County Fire Marshal’s office has established the maximum capacity for each meeting room and venue space. Exceeding the posted maximum occupancy load will result in the immediate termination of the event. Please note that capacities may vary depending upon the setup arrangement chosen. Under no circumstances may any furniture or equipment block exit doors. Four feet of clearance is required in front of exit doors. Common areas of the Center may not be used as “overflow” space for events.

**Inclement Weather Policy**

In the event of inclement weather, please call the Reston Community Center at 703-476-4500 to determine operating status. Current information is generally available after 6:30 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 on **unscheduled leave** status, all rental agreements will be honored. Cancellation will be at the discretion of the patron. If Fairfax County Government 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.

**RENTAL RATES:**

RCC Facility	Room Type	Capacity	Hourly Rental Rates		Security Deposit
			Reston	Non-Reston	
RCC Hunters Woods	Small Meeting Room	20	\$14	\$42	\$25
	Small Meeting Room 5	14	\$14	\$42	\$25
	Medium Meeting Room	40	\$22	\$66	\$50
	Intermediate Meeting Room	64	\$30	\$90	\$75
	Large Meeting Room	88	\$38	\$114	\$100
	Community Room	216	\$70	\$210	\$250
	Kitchen	12	\$16	\$48	NA
RCC Lake Anne	Jo Ann Rose Gallery & Kitchen	100	\$50	\$150	\$100

**Maximum capacity as established by Fire Marshal.**

Registered 501(c)(3) and 501(c)(4) non-profit organizations will receive a 10% discount off total rental fee (Tax ID required)

Additional Equipment and Services		Reston	Non-Reston
Fees Listed Are a Per-use Fee Unless Otherwise Noted			
Included in Rental Fees	TV With DVD Player	Included	Included
	Projection Screen (Hunters Woods only)	Included	Included
	Dry Erase Board or Flipchart	Included	Included
	Sound System (Not available in small or medium meeting rooms)	Included	Included
Audio-Visual Fees	Digital Projector (Community Room)	\$50	\$60
	Portable Digital Projector (Hunters Woods meeting rooms) or Video Monitors (Gallery)	\$25	\$35
Piano Usage With Tuning Fees	Upright Piano <sup>1</sup> (Hunters Woods only)	\$115	\$125
	Grand Piano <sup>1</sup> (Community Room and Jo Ann Rose Gallery Only)	\$140	\$150
Performance-related Fees (Community Room only)	Portable Stage (24" high, includes skirting and steps)	\$50	\$60
	Medium Stage Transport and Setup (Limited availability)	\$500	\$1,500
	Full Stage Transport and Setup (Limited availability)	\$1,000	\$3,000
	RCC-Operated Expanded Performance Sound System <sup>2</sup>	\$100	\$110
	Technical Support, per technician per hour	\$25 <sup>3</sup>	\$25
	House Manager Services, per hour	\$25 <sup>3</sup>	\$25
	Box Office Support, per performance	\$25 <sup>3</sup>	\$25

Audio/Visual equipment rental is subject to availability. All equipment and services must be requested and paid for in advance.

<sup>1</sup> Pianos are for use by qualified musicians only and may not be used without payment of tuning fee.

<sup>2</sup> Expanded Performance sound system is a one-time equipment charge assessed at the discretion of RCC.

<sup>3</sup> Technical support is required when using Expanded Performance sound system. Labor hours are not eligible for a discounted rate.

*All information in this publication is subject to change without notice based on current public health restrictions and guidance.*