



RESTON COMMUNITY CENTER



Reston Community Center Board of Governors Monthly Meeting September 8, 2014 8:00 p.m. Meeting Agenda

8:00 – Call to Order	Beverly Cosham, Chair
8:02 – Approval of Agenda	Beverly Cosham, Chair
8:03 – Approval of Minutes and Board Actions	Beverly Cosham, Chair
• Approval of July 7, 2014 Board Minutes (As Reviewed and Approved by the Board Treasurer)	
• Approval of July 7, 2014 Board Actions (As Reviewed and Approved by the Board Treasurer)	
8:05 – Chair’s Remarks	Beverly Cosham, Chair
8:08 – Introduction of Visitors	
8:10 – Citizen Input	
8:15 – Board Member Input on Activities Attended	
8:20 – Executive Director’s Report	Leila Gordon, Executive Director
8:30 – Old Business	Beverly Cosham, Chair
• RCC Policy Framework, Policy and User Manual	
8:50 – New Business	Beverly Cosham, Chair
9:00 – Adjournment	

Reminders:

Event	Date	Time
Preference Poll Voting Begins	September 12	9:00 a.m.
Finance Committee meeting (tentative)	September 22	6:00 p.m.
Preference Poll Voting Ends (Mail)	October 2	5:00 p.m.
Preference Poll Voting Ends (Walk-in and Mail)	October 3	5:00 p.m.
Monthly Board Meeting	October 6	8:00 p.m.



SUMMARY OF MINUTES RESTON COMMUNITY CENTER BOARD OF GOVERNORS MEETING JULY 7, 2014

Present:

- Beverly Cosham, Chair
- Lisa Sechrest-Ehrhardt
- John Mendonça
- Michelle Moyer
- Cathy Vivona
- Vicky Wingert
- Gerald Zavala

Absent and Excused:

- Bill Bouie
- Bill Penniman

Attending from the RCC Staff:

- Leila Gordon, Executive Director
- Cristin Bratt, Public Information Officer

The Chair called the meeting to order at 8:22 p.m.

MOTION #1:

Approval of the Agenda

Leila noted that Board Secretary Bill P. is out of town and the Annual Public Hearing report will therefore be delivered by Board Treasurer Cathy Vivona. Gerald moved that the Agenda be approved with the requested change. Vicky seconded the motion. The motion passed unanimously.

MOTION #2:

Approval of the June 2, 2014 Board Minutes

Gerald moved that the Board approve the June 2, 2014 Board Minutes. Lisa seconded the motion. The motion passed unanimously with Vicky abstaining.

MOTION #3:

Approval of the June 2, 2014 Board Actions

Lisa moved that the Board approve the June 2, 2014 Board Actions. Gerald seconded the motion. The motion passed unanimously with Vicky abstaining.

Chair's Remarks

Bev hopes everyone is enjoying summer; she noted that Fall registration opens on August 1.

Introduction of Visitors

None.

Citizen Input

None.

Committee Reports

June 16 Annual Public Hearing Report

In Board Secretary Bill Penniman's absence, Board Treasurer Cathy Vivona delivered the report. Cathy said the public hearing serves as our annual report to the community on what RCC has accomplished in the last year and our future plans. She said there has been heightened interest in our plans for the future as they pertain to the proposed indoor recreation facility. It's important for everyone to remember that there are two opportunities being considered: Baron Cameron Park and Reston Town Center North. We

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still need more information on both options before we can proceed. She said that we also discussed Capital Improvements that have been completed and those that are slated for the upcoming year. Leila added that we discussed specific programming accomplishments and goals, which are outlined in the June 16 Annual Public Hearing Report.

At the June 16 Hearing, Board members also reviewed the budget process and budgets for FY14, FY15 and FY16 and accepted comments from the public. The Board moved to advise the staff to continue with budget preparations, as outlined in the Annual Public Hearing presentation.

July 7 Preference Poll Committee Report

Lisa Ehrhardt said that the Preference Poll met earlier this evening to discuss the 2014 Preference Poll. The 2014 Candidacy Filing Period opens on August 1 and closes on August 15. She said that interested candidates can visit our website for information. Ballots will be mailed September 8 and may be cast via mail, online or in person. Residents and businesses should watch their mail and visit the RCC website for more information.

MOTION #4:

Approval of the June Committee Reports

Gerald moved that the Board approve all committee reports. Cathy seconded the motion. The motion passed unanimously.

Board Member Input on Activities Attended

One of John's all-star boys' soccer teams won a tournament championship this year. He completed his term as chairman for Reston Soccer Association (RSA) and finally relinquished his position as treasurer after 15 years; he has one more year on the RSA Board. John also attended the screening of the World Cup game (US vs. Portugal) at Reston Town Center.

Lisa has visited campuses for many Reston schools, although end-of-year activities prevented her from meeting with administrators. She also attended the World Cup screening at the Reston Town Center. She hopes to spend more time at Southgate Community Center this summer.

Vicky has been recovering from health-related concerns.

Cathy improved her Spanish in Costa Rica in an intensive program.

Gerald attended the Leadership Fairfax Institute graduation and saw our Media Director BeBe Nguyen graduate as a member of the Class of 2014.

Michelle attended the Speakeasy DC performance in CenterStage and thought it was great, though she wished there were more people in attendance. She also attended the staff art exhibit which she really enjoyed. She attended the YMCA First Annual Relay Triathlon; she thinks it went well and hopes it continues to grow in the future.

Bev attended the Dulles Corridor Rail Association reception, the Greater Reston Chamber luncheon, and a ceremony commemorating the 1964 Civil Rights Act in Fairfax County. She also gave a Juvenile Diabetes benefit in Georgetown and raised \$10,000 for the Anne Arundel Medical Center Musical Therapy Program.

Executive Director's Report

Leila said we had a good month in June. The FY14 closeout yielded a substantial return to RCC's fund balance that was close to what we anticipated. She is confident in the budget strategies we are pursuing to close the gap on the FY15 budget and balance the FY16 budget.

The website is in the homestretch. It is in a server environment that staff can update and develop; it will move to a production server environment so we can review it as an externally facing website. It will take 48 hours to flip the switch to transition the new website to the new URL. We are going to wait until after the fall registration period and are now shooting for an early September launch. She provided a snapshot for summer camps enrollment and said she's very pleased with the status, especially considering that nine camps were canceled due to the extended school year in Fairfax County.

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In Aquatics, RA and RCC have been actively pushing DEAP to local organizations and it was presented to 114 students at Hunters Woods Elementary School. The Aquatics staff is busy performing swim checks for summer camps and badges. Leila then reviewed her monthly activity detailed on the Executive Director report.

Old Business

There was no old business.

New Business


Michelle asked if we would have an August meeting. Leila said we traditionally don't hold committee meetings in July or a Board meeting in August and asked the Board if they'd like to follow that tradition. The Board agreed; the next Board meeting will be September 8.

Bev noted that the NextStop Theatre in Herndon has a cabaret series and Bev is delighted to be a part of it; her performance will be July 20.

MOTION #5:

To Adjourn the Meeting

Cathy moved to adjourn the meeting at 8:49 p.m. Lisa seconded the motion. The motion passed unanimously.




Cathy Vivona,
Board Treasurer

____ July 9, 2014 _____
Date

BOARD ACTIONS TAKEN AT BOARD OF GOVERNORS MEETING ON JULY 7, 2014

- 14-0707-1 Bd That the Board approve the Agenda**
- 14-0707-2 Bd That the Board approve the June 2, 2014 Board Minutes**
- 14-0707-3 Bd That the Board approve the June 2, 2014 Board Actions**
- 14-0707-4 Bd That the Board approve the June committee reports**
- 14-0707-5 Bd That the meeting be adjourned.**



Cathy Vivona,
Board Treasurer

July 9, 2014 _____
Date



Reston Community Center Policy Framework

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 "User's 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 By-Laws.

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 and Board 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 By-Laws 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 By-Laws and as directed by the Board of Governors Strategic Plan.

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 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 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 and 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, 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 a User Manual.

Financial Accessibility

Reston Community Center provides 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,

RCC Policy Framework Adopted 9-10-12

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.

Comment [BW1]: Many references in this doc that begin with http: will need to be updated with URLs from the new website.

RCC User Manual

About RCC

1. Mission

Vision

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

Mission

To create positive leisure, cultural and educational experiences which 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 life-long 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 welcoming community resource committed to improving citizens' quality of life,
 - A builder of Reston's sense of place and community traditions,
 - Celebratory of peoples' traditions, cultural and recreational aspirations,
 - An active partner with other Reston Organizations,
 - A barrier-free organization - physical, financial, cultural,
 - An accepting and open organization,
 - A responsible and accountable steward of community resources,
 - A respectful organization that supports and nurtures its staff, board, volunteers, constituents and patrons.

2. Goals

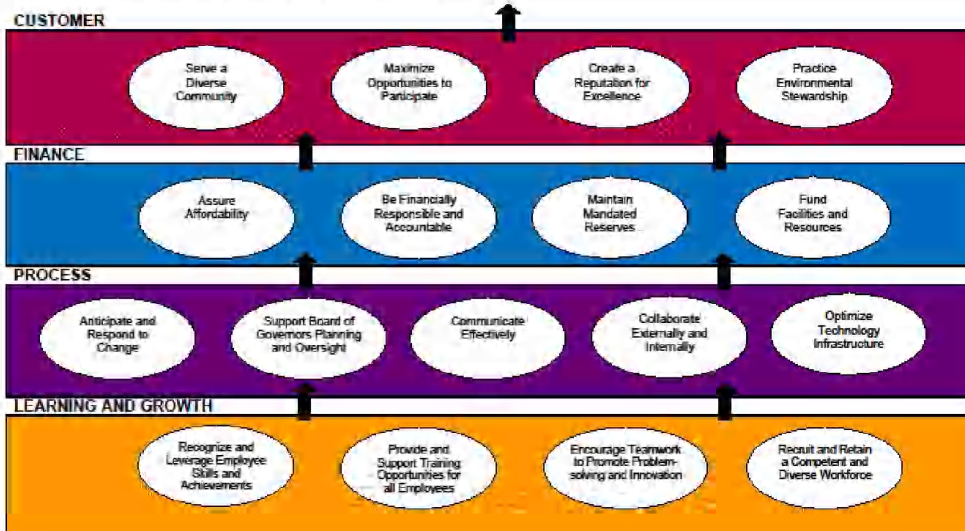
Find word doc at RCC Media drive: \\User Manual\Manual Files\Goals-RCC Strategy Map



Mission Statement

To create positive leisure, cultural and educational experiences which enhance the quality of life for all 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.



3. History of RCC

Small District #5

In March 1975, Small District #5 was created to pay for the construction, and ongoing operation and maintenance of the 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.

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 cover the cost of RCC operations (personnel and programs) and maintenance (repair and replacement). 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.

Some 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:

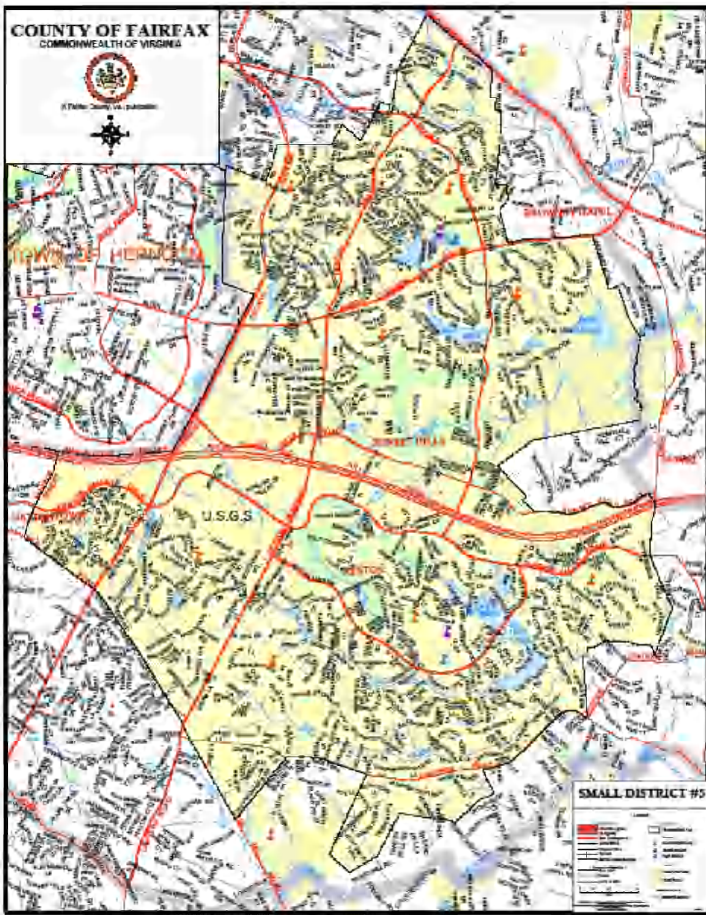
- The authority to levy and collect taxes.
- Construct, maintain, operate, and acquire assets.
- Issue bonds (subject to voter approval by referendum).
- Borrow money.

A small tax district can be created by the Fairfax County Board of Supervisors after a petition of fifty 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 at Hunters Woods. RCC Lake Anne is a leased property.

4. **Small District 5 Map; find pdf at RCC Media drive: \\User Manual\Manual Files\ Small District 5 Map.pdf**



5. Facilities Overview

a. Normal Hours of Operation

i. RCC Lake Anne

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

ii. RCC Hunters Woods

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

b. Holiday Hours of Operation

Call 703-476-4500 with questions

Holiday Hours of Operation 2014			
<i>Holiday</i>	<i>Hunters Woods</i>	<i>HW Pool</i>	<i>Lake Anne</i>
Independence Day	9:00 a.m.-2:00 p.m.	6:00 a.m.-1:30 p.m.	CLOSED

Labor Day	CLOSED	CLOSED	CLOSED
Veterans Day	9:00 a.m.-9:00 p.m.	6:00 a.m.-7:00 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
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 Years Eve	9:00 a.m.-2:00 p.m.	6:00 a.m.-1:30 p.m.	CLOSED
Holiday Hours of Operation 2015			
<i>Holiday</i>	<i>Hunters Woods</i>	<i>HW Pool</i>	<i>Lake Anne</i>
New Years Day	12:00 p.m.-5:00 p.m.	12:00 p.m.-4:30 p.m.	CLOSED
ML King 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
Veterans Day	9:00 a.m.-9:00 p.m.	6:00 a.m.-7:00 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
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 Years Eve	9:00 a.m.-2:00 p.m.	6:00 a.m.-1:30 p.m.	CLOSED

c. Emergency/Weather

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. Note: RCC does *not* follow Fairfax County Public Schools closings or schedule changes.

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 RCC procedures below in the event of inclement weather events that affect Fairfax County Government operations:

If Fairfax County Government declares **unscheduled leave** for employees:

- Aquatics Center will open at 9 a.m. Early bird swim and all classes are cancelled.
- Make-up classes will be scheduled if possible.
- No refunds will be issued.
- Rental activities are unaffected unless cancelled by the rental client.

If RCC OR Fairfax County Government is **delayed in opening**:

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

If RCC OR Fairfax County Government declares “**early closing**.”

- All classes/workshops scheduled after 5 p.m. are cancelled.
- No refunds will be issued.

- Normal programming and operating hours resume the next day pending other weather-related announcements.

- Rental activities are unaffected unless cancelled by the rental client.

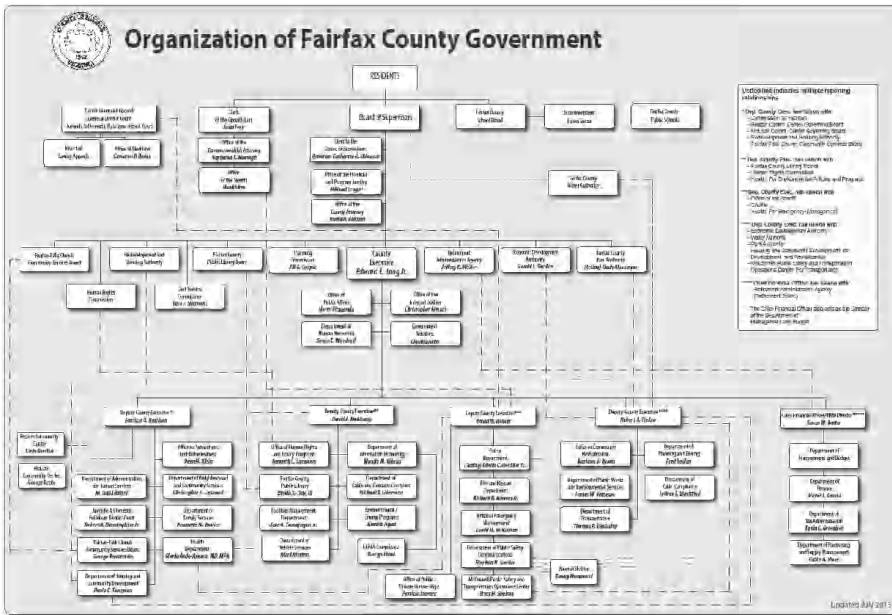
If RCC OR Fairfax County Government is **closed**:

- RCC will be closed.
- All classes are cancelled; make-up classes will be scheduled if possible.
- No refunds will be issued.

Organization

1. Fairfax County Board of Supervisors

a. Fairfax County Organizational Chart (PDF) – RCC Media drive: \User Manual\Manual files\FC County Org Chart

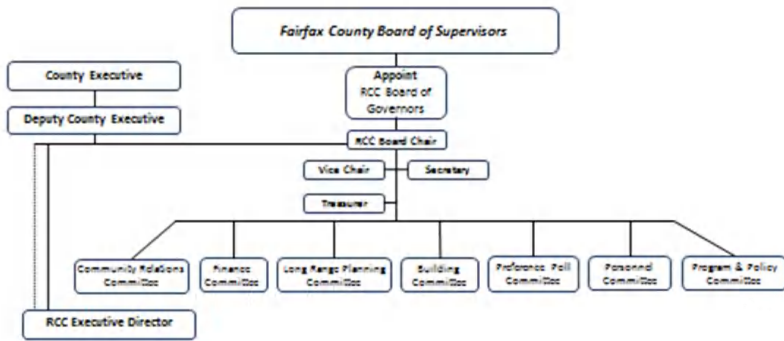


2. RCC Board of Governors

a. RCC Board of Governors Organizational Chart

RCC Organizational Charts (RCC Media drive: User Manual\Manual Files\OrgCharts-2pp.pptx, p. 2)

**Fairfax County/Reston Community Center Board of Governors
Organization Chart**



**b. Memorandum of Understanding (PDF)
RCC Media drive: \User Manual\Manual files\ MOU 9.10.09.pdf**

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 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. In the event of conflict between the By-Laws and the Memorandum of Understanding, 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) operations, programs, personnel, and financial arrangement. Members have a duty to keep themselves informed about the affairs of the Reston Community Center, 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 Reston Community Center in accordance with the policy directives of the Governing Board and reports to the Governing Board on the results of Reston Community Center operations. Concerns of Governing Board

members are to be 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 Board of Supervisors.

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 Board of Supervisors.
- b. Direct the Executive Director to carry out the motions of the Governing Board.
- c. Be the liaison between the Governing Board and the Reston Community Center staff (through the Executive Director) and between the Governing Board and the Board of Supervisors and its staff; shall designate, at pleasure, other Governing Board members or the Executive Director to act as liaison with the Board of Supervisors, 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 Reston Community Center(s) complex(es) for long-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 Reston Community Center 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 Board of Supervisors 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

Shall, in the Chairperson's absence, perform any or all of the chairperson's duties, as needed to be performed.

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 Memorandum of Understanding, 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.

D. Removal of Board Members

The Memorandum of Understanding, 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 Board of Supervisors, 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 Reston Community Center;
- 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 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 Reston Community Center(s), and when possible, in the local media. The Annual Conference may be held at a location outside the Reston Community Center(s) 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

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.
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 Reston Community Center and the community to ensure that the Reston Community Center 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 Reston Community Center. It creates outreach activities to 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.
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 to the Governing Board consistent with the Reston Community Center's mission statement and yearly goals.

2. Review plans and examine programs and services in order to monitor progress toward Reston Community Center 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 Reston Community Center facilities and building systems.
 2. Review and propose major capital projects to support progress toward Reston Community Center goals.
 3. Solicit feedback from stakeholders where appropriate regarding major capital project and capital maintenance schedules of Reston Community Center 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.

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.
- H. 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 Reston Community Center on matters of routine business.
2. All official communication between Governing Board members and the Reston Community Center staff shall be through the Chairperson or his/her designee.
3. All official communication between the Governing Board and the County (including the Board of Supervisors, individual supervisors, and County staff or other County agencies) shall be through the Executive Director and/or Governing Board Chairperson or his/her designee.

c. Policy Framework

Reston Community Center Policy Framework (updated September 2014)

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 "User's 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 By-Laws.

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 and Board 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 By-Laws 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 By-Laws and as directed by the Board of Governors Strategic Plan.

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 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 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 and 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, 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 a User Manual.

Financial Accessibility

Reston Community Center provides 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..

Board Member Job Description

The Board of Governors of the 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 which advance the purposes, governing principles, and functions of Reston Community Center.

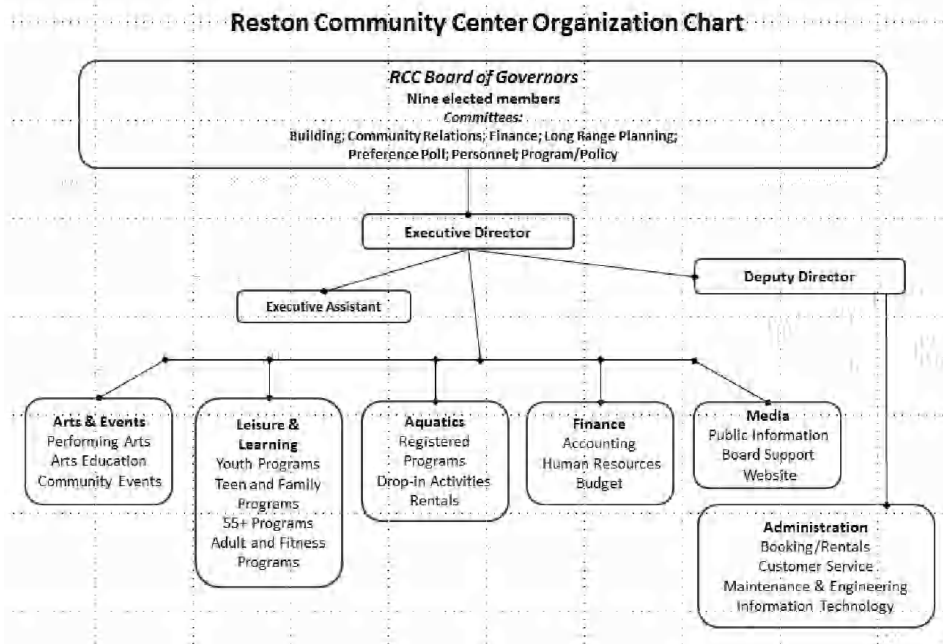
PUBLIC AND COMMUNITY RELATIONS: Understands and interprets the work of Reston Community Center to the community. Relates the Reston Community Center to the work of other community organizations; members may be assigned specific liaison roles for various community organizations.

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; Chair evaluates RCC's Executive Director's performance annually.

3. Staff

- a. RCC Organizational Chart ([RCC Media drive: User Manual\Manual Files\OrgCharts-2pp.pptx, p. 1](#))



b. Employment Overview

- i. Full-time Fairfax County Hiring Process Overview (full-time employees)

Fairfax County Government's application/selection process is described below; more details can be found at <http://www.fairfaxcounty.gov/hr/hiringprocess.htm>.

Job is announced: A new job announcement is posted on the county's Current Job Openings webpage. This page is updated each Saturday and jobs are usually advertised for one or two weeks.

Applications are submitted: jobseekers submit their application online before midnight on the announcement closing date. Steps include creating an account and uploading a resume. Next they

will complete a series of steps, which may include answering questions, etc., determined by the employer hiring for the job.

Applications are reviewed: 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 find the applicants that are the closest match.

Referred list is created: Working from the resumes that have passed the first part of the review process, DHR creates a 'Referred List' of the top-rated resumes to go forward in the process. The Referred List usually includes 10 to 15 applicants, which are forwarded to the hiring manager for consideration.

Interviews: The hiring department decides which applicants from the Referred List will be interviewed. Not every applicant on the list will be interviewed; however, no less than "half plus one" of the Referred 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 <http://www.fairfaxcounty.gov/hr/> for more information about working for Fairfax County government.

ii. Part-time, seasonal or temporary employment at Reston Community Center

Job Opportunities at RCC

You'll love working at RCC. It's a great place to share and develop your skills and apply your expertise. Join our group of caring professionals who are deeply committed to serving the Reston community. A wide range of part-time and seasonal employment opportunities are available to qualified candidates.

Go to http://restoncommunitycenter.com/pdfs/RCCEmploymentApplication_000.pdf to print and complete an application.

Comment [BW2]: Will need the correct link.

1. Snapshot: application for Employment – RCC Temp/Seasonal (PDF)

http://www.restoncommunitycenter.net/docs/default-source/forms/rccemploymentapplication_000.pdf?sfvrsn=2

Comment [BW3]: ditto

4. Volunteers

a. Friends of RCC

The Friends of the Reston Community Center is a 501(c)3 volunteer organization established to support programming at the Center through scholarships for young people in our community and

other activities. The Friends accept financial contributions to support their Youth Scholarships programs. Contributions can be made by sending a check made out to Friends of the Reston Community Center at 2310 Colts Neck Road, Reston, VA 20191. All monetary contributions are tax-deductible to the extent allowed by law.

b. Community Events

Be a volunteer at Reston Community Center. 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 a Reston Community Center volunteer. Free registration is required for RCC volunteer opportunities. Make a difference in your community by volunteering. Contact the Community Events Director at 703-390-6166 for more details.

Policies & Usage

1. General

a. Code of Conduct

i. Fairfax County

<http://fairfaxnet.fairfaxcounty.gov/Dept/CEX/Pages/Standards-of-Conduct.aspx>

http://www.fairfaxcounty.gov/hr/regs_pdf/chap16.pdf

Fairfax County's Code of Conduct applies to all Reston Community Center employees. It assures that patrons will receive high quality customer service from a staff team that is professional, prepared, and committed to the mission of RCC.

b. RCC Code of Conduct

For your protection and comfort, the 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 the 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 which intends to or results in the theft or destruction of property
- Leaving a child under eight (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
- 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 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.**

c. 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 800-828-1120 (TTY).

d. Liability Waiver

From form at <https://www.restoncommunitycenter.com/pdfs/rcc-reg-forms/registration-form.pdf>

PLEASE NOTE: Please do not make changes to this paragraph. Participation in RCC programs is contingent on all the following conditions. I recognize that there may be 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 acknowledge and agree that RCC, the Governing Board of RCC, the Board of Supervisors of Fairfax County, the employees of RCC and Fairfax County, together with the volunteers assisting RCC and the County, are protected against claims for liability by the doctrine of sovereign immunity, and I agree to hold such entities and persons harmless from any and all property damage or bodily injury 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. Finally, by my signature below, I acknowledge and agree to the RCC refund and cancellation policy.

e. Refund and cancellation policies

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.

PATRON REFUND/CANCELLATION POLICY

- No refunds are given for any class, camp, pass or trip with a fee of \$10 or less.
- Refunds will be issued to the original credit card, or by check from Fairfax County if the original payment was cash or check.
- Refund checks will be issued by Fairfax County in 4-6 weeks.
- Refund requests received on or after the class, camp or trip begins will not be honored.
- All passes will expire two years from date of purchase, with the exception of 12-month pool passes.

Class and Camp Cancellation Policy

- 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.

Comment [BW4]: Slightly different version of this is repeated in Registration policies section.

Comment [BW5]: Information is identical, but the format on p. 39 is more condensed and a little different order.

Comment [GL6]: Is this still true or is this now the reconciled version (identical to the other location?)

- 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.

Aquatics Pass Cancellation Policy

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

f. Privacy Policy

Modified (by LG) from the County website:
<https://www.fairfaxcounty.gov/alert/privacy.php>

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 web site 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 web site 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.

Our Commitment to Children's Privacy

Under the Children's Online Privacy Protection Act, no web site 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.

Log Files

We use IP addresses to analyze trends, administer RCC's web site, 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 web site 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 web site that collects personally identifiable information. This privacy statement applies solely to information collected by this web site.

Security

This web site takes every precaution to protect our users' information. When users submit sensitive information via the web site, your information is protected both online and off-line.

Supplementation of Information

In order for this web site to properly fulfill its obligation to our customers, it is necessary for us to supplement the information we receive with information from 3rd 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 endeavor to provide a way to correct, update or remove that user's personal data provided to us. This can usually be done at the remove page.

Choice/Opt-out

Users of our site are always notified when their information is being collected by any outside parties. We do this so our users can make an informed choice as to whether they should proceed with services that require an outside party, or not.

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.

g. Prohibition of Commercial Activity/Solicitation

Reston Community Center (RCC) prohibits program providers 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.

h. Registration Dates/Publication Schedule

<i>Publication</i>	<i>Resident/Partner receives printed pub via USPS (date)</i>	<i>Publication uploaded to RCC website (date)</i>	<i>Registration opens for Reston residents</i>	<i>Registration opens for non-residents</i>
RCC Annual Report	June 16	June 16		
CenterStage mailer	4 th week of August	4 th week of August	August 1	August 8
Fall program guide	July 15	July 15	August 1	August 8
Winter/Spring program guide	November 15	November 15	December 1	December 8
Summer program guide	April 15	April 15	May 1	May 8
Summer Camps guide	January 15	January 15	February 1	February 8

i. Fee Waiver

Fee Waivers Available Reston Community Center provides 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 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.

i. Snapshot: Fee Waiver General (PDF)

<http://restoncommunitycenter.com/pdfs/rcc-reg-forms/fee-waiver-application.pdf>

[updated, current through April 30, 2015; although this is pre-July website URL—as of 6/25/14, corresponding page on .net has not been updated from 13-14. AND this form, in future, will apply to camps, too, so there is no separate camp waiver form]

j. Patron Satisfaction

PATRON SATISFACTION

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

Feed back options

- i. BOG Meetings**
First Monday of every month at 8 p.m.
- ii. Satisfaction Surveys**
Distributed the last day of classes and during all other activities
- iii. Comment Cards**
Available at each customer service desk at both facilities
- iv. RCC Contact/Mailing Address**
*Customer Feedback
Reston Community Center*

2310 Colts Neck Rd.
Reston, VA 20191
rcccontact@fairfaxcounty.gov
703-476-4500

2. Facility Use

a. Facilities Rental Policies

Facility Rentals Policies

The 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. In order to maximize the availability of its rental space, the Community Center 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 ten organizations that have booked rooms at the Community Center 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. They are also eligible for reduced room rental rates for certain RCC facilities.

Internal Programming/Events—The Reston Community Center develops a host of quality programming for the primary benefit of residents and workers 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 resident status based upon whether or not the patron resides or works within the boundaries of the Small District #5. For businesses and organizations, the Center bases Reston status upon whether or not the enterprise has a physical presence within Small District #5. For a description of the boundaries of the District, check the map in the lobby of RCC Hunters Woods or Lake Anne. The booking season opens for residents each year on the second Saturday in March. Residents are also eligible for reduced room rental rates. CenterStage will consider rentals with an arts focus before considering non arts use.

Non-Reston—For individuals, RCC defines non-Reston residents as patrons 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

Building Hours (Hunters Woods and Lake Anne)

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.*

Hours are subject to change. Please contact the Booking Manager or visit www.restoncommunitycenter.com for holiday hours. Meeting room rentals may not extend past operating hours. CenterStage use may extend beyond building hours if agreed upon during the contracting process.

How to Request Rental Space

- Step 1. Pick up a Rental Request Form from RCC’s Central Information Desk or download a copy off of RCC’s website at www.restoncommunitycenter.com. Complete the form and return it to the attention of the Booking Manager or fax it to 703-476-2488. 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 in the mail. *No reservations are guaranteed until you receive this information.* CenterStage and Aquatics Center rentals 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.

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.

Advertising Your Event

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

Decorating

- 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.
- Without exception, common area furniture (i.e. fireplace lounge furniture) may not be used as part of any rental event set-up.
- Loose confetti and glitter may not be used as decoration in any of our facilities.
- Absolutely no decorations may be hung from the ceiling or from light fixtures.
- Moon bounces or other inflatable entertainment devices are not permitted in RCC facilities.
- Storage of items before and after events is not permitted. RCC is unable to sign for deliveries of items for rental events.
- The use of adhesive tape on any painted surface is prohibited. The only type of tape that is permitted is blue painters 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.
- Patrons who wish to rent the Jo Ann Rose Gallery should keep in mind that they are renting an art exhibition 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.

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. 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 of North Shore Drive. Accessible parking is available at both RCC locations. Illegally parked vehicles will be ticketed and towed at the owner's expense.

Music and Noise-Generating Activities

Since RCC is a multi-use facility, 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, please remember that both RCC facilities are located in residential areas.

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. **Community Room rental patrons must use the amplifiers and speakers provided in the facility. Connections are available for laptops, MP3 players, and any device with a quarter-inch headphone output. RCC also provides (2) wireless microphones and XLR connections for hooking up soundboards or other audio equipment. All equipment must be approved by RCC staff before connecting to the sound system. Connecting powered soundboards or amplifiers may damage the system, so users are required to connect devices using pre-amp outputs. The system includes preset maximum volume limits that staff are not able to adjust.**

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 risk having their event terminated and future rental agreements revoked. RCC is not an appropriate venue for events featuring excessively loud music. 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.

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

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 ABC and be displayed during the event.** Licensing information and an online application are available at www.abc.virginia.gov. License requests must be submitted 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 is prohibited by law.**

Refund Policy

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

- More than 21 days before the scheduled reservation..... 80%
- 14 to 21 days before the scheduled reservation..... 50%
- Less than 14 days before the scheduled reservation 0%

Reservations must be canceled in writing using the RCC Cancellation/Refund Request form. Refunds are issued by Fairfax County in the form of a check and sent by mail within four (4) to six (6) weeks.

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.

Fee Waivers

Fee waivers may be granted in cases where the rental fee would prohibit offering a unique and beneficial service that enhances the Center'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.

Code of Conduct

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. Violation of the Code of Conduct may result in permanent loss of rental privileges.

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 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 **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.

CenterStage Rental

Interested users of 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 CenterStage use will be given to arts-related programming over any other usage.

Scheduling

Availability of the space each year will be determined by RCC's Arts & Events Director and Theater Technical Director after needs for Founding Partners and Internal Programming/Events, including the Professional Touring Artist Season, have been met.

Contracts

Prior to use of CenterStage all groups will be required to meet with Arts & Events staff to discuss the needs and scope of their particular event. Users will need to sign a CenterStage Rental Agreement and agree to the CenterStage safety and technical documents. Payment terms for use of CenterStage will be stipulated in the CenterStage Rental Agreement.

Tickets

CenterStage users will be allowed to sell tickets to their event in the space. All tickets must be sold 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.

Terry L. Smith Aquatics Center Rental

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 703-476-4500, option 2.

Interested rental users of the Terry L. Smith Aquatics Center must complete a rental request form. 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.

Meeting Room Rentals

Rental Agreements and Payment Terms

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

Commercial Use and Fundraising

RCC expressly prohibits the commercial use of its meeting rooms by non-Founding Partners. 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. 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 non-profit status solicit donations either during or in advance of an event. Rental of meeting rooms for the purposes of fundraising is limited to recognized 501(c)(3) not-for-profit 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.

Event Times and Room Setup

RCC facilities staff will set up all meeting rooms, based upon the set-up 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.

- i. **Snapshot: Facilities Rental Form (PDF)**
<http://www.restoncommunitycenter.net/docs/default-source/Rent-RCC-Facilities/rental-request-form.pdf?sfvrsn=0>

- b. **CenterStage Usage Policies and Requirements**

EQUIPMENT and TECHNICAL REQUIREMENTS

Lighting

- Need work lights only; stage lighting system not required
- Standard general lighting
- Concert lighting (same as general with backlight for music)
- Color variations
- Follow spot(s)
- Request approval for non-RCC lighting design
- Special requests – specify _____

Sound

- Microphones ____ # Vocal ____ # Instrumental
- Cassette tape deck
- CD Player
- Performers need to hear performance through dressing room speakers
- Performers need sound/music from speakers onstage or backstage
- Special requests – specify _____

Audio/Visual

- DVD Player
- LCD Projector
- Slide projector(s) (Maximum of two)

Stage

- Podium
- Grand piano
- Upright piano
- Musician chairs # _____ (maximum of 20)
- Music stands # _____ (maximum of 27)
- Folding chairs # _____ (maximum of 24)
- Tables _____ # 3' X 3' _____ # 3' X 6'
- Dance floor (black/gray)
- Projection screen
- Fly system needed for hanging drops and/or other scenery
- Dressing rooms required - chairs and/or tables, # of people: _____

(max 30 per fire code regulations)

- Extra dressing room required
(attach rental request form to submit to facilities booking)

- Our production includes cigarette smoking.
- Our production includes a fog machine/hazer.
- Our production includes special effects (i.e., strobe, chemical reactions)
- User requests use of open flame in production
(attach description of action materials used to be approved by Fairfax County Fire Marshal)
- User requests use of staged weapons in production
(attach Staged Weapon Application Form)

Recording Request

1. The User requests permission to videotape performances from the designated position at the rear of the house, which must comply with legal aisle clearances. Equipment and taping personnel are the sole responsibility of the User. **Requires request two weeks in advance of performance date.**
2. The User requests parents and/or others have permission to videotape rehearsals. Equipment and extension cords for taping must be provided by the User. RCC staff reserve the right to prohibit taping from locations that will interfere with rehearsals and/or safety of participants.
Date(s) of rehearsal taping: _____
3. The User requests a photo call for flash photography. No movement onstage will be permitted while flash pictures are being taken. The photo call must be included in the Rental Agreement schedule. If the photo call involves special cues, a photo call list with cues must be provided with the script.
Date of photo call: _____
4. The User requests that the RCC staff make a recording of the performance. The User must provide the blank disk. RCC staff makes no guarantees as to the quality of the performance recording.

Please remember: If this request is not completed and incorporated in your Rental Agreement, RCC may be unable to provide for any taping or photography of your event. Should unauthorized recording and/or photography occur during a performance, it may constitute grounds for the cessation of the performance. In such event, there shall be no refund or rental fee reduction due to the User.

Theatre Lobby Area Use

___ Before event (for registration) # Chairs _____
___ Intermission of event # Tables _____ 3'X3' _____ 3'X6' _____ 2.5'x8'
___ Following event
___ Describe use & setup: _____

House Management/Box Office

___ User requests that RCC provide house manager.
___ User will provide house ushers. Mandatory training is required. House manager (user provided) to arrive one hour before each performance for training.
___ User will use RCC Box Office.
___ General Seating
___ Reserved Seating
___ Tickets will be free.
___ There will be a charge for tickets.
Types & Prices: _____

___ User will handle own ticket sales or distribution.

Use Questions (Y/N)

- ___ 1. Do you have a 501-(c)3 nonprofit exemption from the I.R.S.?
- ___ 2. Will this event be open to the public?
- ___ 3. Will tickets be sold to this event?
- ___ 4. Is your staff volunteer?

Contract Meeting Notes on Technical Requirements:

DEADLINE CHECKLIST (all items to be complete at 30-day meetings)

Date Action

- ___ All Reston Community Center's CenterStage Technical Policies & Procedures read and understood.
- ___ Contract meeting with Arts & Events Director or representative.
- ___ Storage plan review by RCC.
- ___ Cued script and/or production element program with technical descriptions submitted.
- ___ Promotional copy submitted with complete ticketing information.
- ___ Additional RCC space contracting complete. (Booking of room 6, meeting rooms, kitchen, etc., for event requirements.)
- ___ Orientation and/or training scheduled for volunteers/participants. Ushers trained one hour before each performance.
- ___ Additional check list forms provided if applicable.

User Name: _____

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 County-wide and local meetings with public safety officials and have developed the following guidelines to assure our compliance with all Fire Code and Safety Regulations:

1. Flames must be enclosed at all times onstage and any open flame must be approved by a Fairfax County Fire Marshal.
2. All scenery must be flameproofed.
3. Materials used to construct sets must be flame resistant or completely covered by flame resistant paint, fabric or a flameproofing chemical treatment.
4. Tests on materials, sources for appropriate materials and code information can be obtained from the RCC Technical Director.
5. All lighting instruments must be hung with safety chains.
6. Any use of weapons during a production must approved after completing the Staged Weapons Application Form.
7. Backstage access to fire exits must be maintained at all times and comply with all Fire Code regulations.
8. The 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 the 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 that might emit chemicals. Please indicate the use of any of these on the EQUIPMENT AND TECHNICAL REQUIREMENTS.

SAFETY REMINDERS:

Organizations

1. Users' employees, volunteers, participants and/or representatives are **not** permitted in the theatre or dance studio without appropriate supervision.
2. 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.
3. 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 Booking Manager for other RCC spaces.
4. 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

1. Participants should be familiar with RCC Policies.
2. Any injury and/or accident involving participants must be reported immediately to RCC staff in compliance with RCC Policy.
3. 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.
4. No additional elements may be added to the performance without a technical rehearsal that includes all participants.

5. Participants may not enter the theatre house during performances (unless it is a "scripted" entrance) to watch parts of the performance.

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.

For theatrical productions: a cued script contains all the dialogue with detailed descriptions of lighting and sound use as they occur including notes on execution of each lighting and sound 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.

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 indicate a need for anything except worklights or standard general lighting, you must describe in writing what you would like.

SOUND:

All CDs, and/or tapes, must be provided not later than one week prior to your move-in date. To assure the integrity of levels set in rehearsal, CDs, and/or sound tapes are **not** to be exchanged after your technical rehearsals. Tapes must be clearly labeled and cued (i.e., all material must be on tape in order of its production use).

STAGE:

You must put in writing any details regarding use of the fly system for drops, scenic elements and/or CENTERSTAGE soft goods; cyc, 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.
2. 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.
3. 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, if necessary during an emergency or power outage. Flashlights are located at the box office.
4. All patrons must have a ticket to be an audience member of an event. A few events do not require tickets, e.g. Senior Monday 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.

5. No more than 290 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 290, the Fire Marshall, the RCC staff, and/or the user house manager are charged by law to evacuate and suspend operation of the CenterStage.
6. 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.
7. Except in cases of unavoidable delay, the house should open a minimum of fifteen minutes before curtain time. The house may not open without the "OK" of the stage manager.
8. The CenterStage is equipped with an assistive listening device system. If patrons request the devices, they may check them out at the box office.
9. 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.
10. The inside aisle seat on each side in Row "K" has an armrest (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. These four seats are marked on the back of the chair.
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.
12. All ushers **remain on duty through the entire performance** to assure safety and appropriate behavior of audience members.
13. No photography is permitted during performances and rehearsals unless the house lights are up full and permission has been granted to do so. Ushers shall enforce the photography policies.
14. 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.
15. 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.
16. All ushers should dress appropriately for the event.
17. Ushers shall not allow open food and drinks in the theatre.
18. 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 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. 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).

19. 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, rental clients' staff/volunteers, and performers/participants in the event.
20. The house manager is responsible for locking the theatre doors and returning the hex-head wrench to the appropriate location.
21. 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 front desk, to be put in the Lost & Found holding areas.

The undersigned certifies that she/he agrees to the above Equipment and Technical Requirements, is knowledgeable of the policies and procedures of the CenterStage and agrees on behalf of the user to abide by and enforce those policies and procedures.

User Representative Signature

Date

Please Print Name

c. Aquatics Usage Policies and Requirements

Aquatics: Rules for pool, spa, slide, and diving area
RCC Media drive: \User Manual\Manual Files\PoolrulesUpdated

AQUATICS CENTER: GENERAL RULES AND REGULATIONS

1. All persons entering the pool 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 up must use appropriate locker rooms. The unisex 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 re-entering the pool.
5. Spitting or expunging 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. Ramp is for entry and exit only. No open swimming or playing is permitted on the ramp.
9. Only soft Nerf-type balls are allowed and are limited to non-crowded times only. The basketball and net are also limited to non-crowded times.*
10. Special equipment is for class use only (rings, noodles, and barbells).
11. Kickboards are restricted to lap lanes only.*
12. Masks must be marked "Tempered Glass" or "Plastic Lens".

13. Snorkels must be properly attached to a mask.
14. Fins are limited to non-crowded times only.*
15. 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.
16. Food, drinks, and chewing gum are not allowed in the pool area or in the locker rooms.
17. No glass containers or breakable objects of any kind are allowed in the pool area or locker rooms.
18. Non-swimmers, age 11 and under, will wear a RCC supplied pink armband and are only allowed in the shallow ends of the pool. They are not allowed in the diving well, nor are they allowed to use the slide without a Coast Guard Flotation Device (RCC can provide).
19. Talking to and visiting with the lifeguard are prohibited.
20. Conduct that may endanger the welfare of other patrons is prohibited.
21. Appropriate swimwear is required.
22. The pool may be closed, or use limited at the discretion of the facilities management due to technical problems, overcrowding or threatening weather conditions.
* At the discretion and/or the direction of the lifeguard(s) on duty.

SPA RULES

1. Spa users must be 18 years of age or older.
2. Persons with respiratory or cardio-pulmonary problems, pregnant women, and others with serious medical conditions should NOT 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.
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. Bathing suits must be worn at all times.
6. No more than 15 people are permitted in the spa at one time.

SLIDE RULES

1. Slide users must be two years of age or older.
2. Non-Swimmers (those wearing armbands) are required to wear a Coast Guard Flotation Device. (RCC can provide)
3. Parents must stand to the side of the landing area when assisting non-swimmers.
4. No floaties or toys may be taken on the slide.
5. Persons using the slide must be seated in a feet-first position.
6. Only one person at a time is allowed on the slide.
7. Once in the water, each person shall swim to the side and exit the water.
8. Each person must wait at bottom of stairs until the preceding person has exited the slide landing area.

DIVING BOARD RULES

1. Only one person is allowed on the diving board at a time.

2. Each person must wait until the preceding diver has reached the ladder before diving.
3. Divers must swim directly to the ladder and exit the pool.
4. All divers must dive straight off the end of the diving board.
5. Only one bounce is permitted on the board.
6. Cartwheels and handstands are prohibited from the diving board.
7. Running off of the board is prohibited.
8. Walking off the board backward is prohibited.

YOUTH SWIM TEST

All children age 11 and younger must pass a swim test or wear an armband on the wrist. 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 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 pool area. All swimmers wearing an armband must remain in the areas marked off for weaker swimmers. These areas are located at either end of the main pool.

LOCKER ROOM ETIQUETTE

Locker rooms in the RCC 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 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 that shaving leaves behind. We appreciate your attention to hair that is loosened from shampooing as well.
6. Children six years old 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 your removing your shoes before walking in the locker rooms as those floors are wet and patrons in them are barefooted.

d. Camp Program Policies 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

1. Provide all required documentation and forms by the deadline or the space for your child/ren will 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 should wear closed-toe shoes, and refrain from wearing sandals, heeie wheelies, Crocs (or similar footwear) and jewelry while participating in RCC programs.
6. In order to guard against loss, participants must 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.
9. Participants will not borrow money from other participants; should the need arise, staff will make appropriate arrangements.

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.

3. Arts & Events

a. CenterStage

i. Box Office Information and Seating Chart

<http://www.restoncommunitycenter.net/attend-shows-events-exhibits/centerstage-tickets>

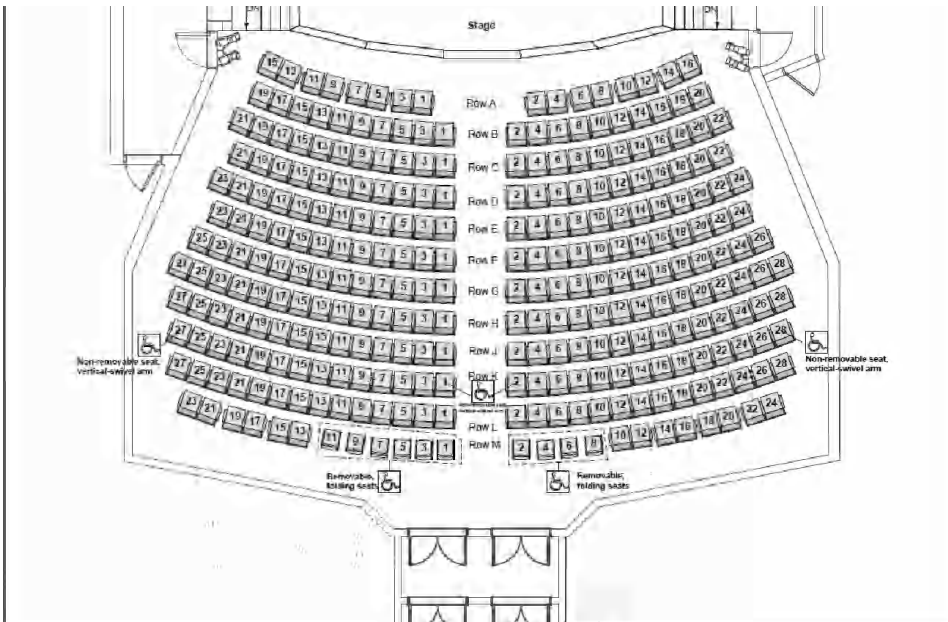
Online	Tickets Available Online until one hour before a performance and requires payment of a processing fee.
By Mail	Download 2014-2015 Professional Touring Artist Series Ticket Order Form (PDF) Download Community Arts Organization Ticket Order Form

Comment [BW7]: Replace with "the current"?

	Mail 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. Or Two hours prior to curtain time
Phone	(703) 476-4500, press '3' (800) 828-1120 (TTY) Please provide the following information when you call: <ul style="list-style-type: none"> • Performance title, day, date and curtain time • Ticket quantity/type (Reston or Non-Reston) • Name as it appears on your Visa or MasterCard, credit card number and expiration date (RCC cannot accept American Express or Discover for phone or walk-in orders.) • Zip code that matches the billing address for your credit card • Home, work and/or mobile telephone numbers where you can reliably be reached • Seating location preferences (i.e. front, center or back of the theatre) Download the CenterStage Seating Layout (PDF)
Fax	Fax the 2014-2015 Professional Touring Artist Series Ticket Order Form (PDF) to 703-476-2488.

Comment [BW8]: Replace with "the current"?

<http://www.restoncommunitycenter.net/docs/default-source/forms/download-the-centerstage-seating-layout.pdf?sfvrsn=0>



ii. Performing Arts: Audience Rules
CENTERSTAGE AND RCC AUDIENCE GUIDELINES

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

1. No food or beverages 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. 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 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 head gear that will obstruct the stage view of those behind them. Once a performance begins, talking should cease.

1. Snapshot: PTAS Order Form (PDF)

<http://www.restoncommunitycenter.net/docs/default-source/forms/ptas1415orderform.pdf?sfvrsn=2>

2. Snapshot: Community Organization Ticket Order Form (PDF)

<http://restoncommunitycenter.com/pdfs/CenterStage/community-org-ticket-form.pdf>

b. Visual Arts: Art Exhibits Policies/Procedures

i. Lake Anne Exhibiting Policies

RCC_Media\User Manual\Handbook Files\ManualFiles\Exhibiting Art in the Jo Ann Rose Gallery.doc

1. Snapshot: Exhibiting Arts in the Jo Ann Rose Gallery (PDF)

<http://restoncommunitycenter.com/pdfs/ARTIST%20APPLICATION%20-%20Release%20LA.pdf>

ii. Hunters Woods Exhibiting Policies

RCC_Media\User Manual\Handbook Files\ManualFiles\exhibiting-rcc-hunters-woods.pdf

1. Snapshot: Exhibiting Arts at RCC Hunters Woods (PDF)

<http://restoncommunitycenter.com/pdfs/ARTIST%20APPLICATION%20-%20Release%20HW.pdf>

4. Registration Overview -- classes, trips, events

a. Registration Dates

Comment [BW9]: Will need update here or sample.

Comment [WB10]: Table intentionally duplicated here (Policies and Usage).

<i>Publication</i>	<i>Resident/Partner receives printed pub via USPS (date)</i>	<i>Publication uploaded to RCC website (date)</i>	<i>Registration opens for Reston residents</i>	<i>Registration opens for non-residents</i>
RCC Annual Report	June 16	June 16		
CenterStage mailer	4 th week of August	4 th week of August	August 1	August 8
Fall program guide	July 15	July 15	August 1	August 8
Winter/Spring program guide	November 15	November 15	December 1	December 8
Summer program guide	April 15	April 15	May 1	May 8
Summer Camps guide	January 15	January 15	February 1	February 8

b. Registration Information and 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/Non-Reston; aquatics daily visits and pass fees are listed as Reston, Fairfax County resident and non-Fairfax County resident. Residency 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. XX 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.

Registration dates for Reston patrons:

FALL: August 1

WINTER/SPRING: December 1

SUMMER CAMPS: February 1

SUMMER: May 1

NON-RESTON REGISTRATION

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

CLASS FEES are listed as Reston/Non-Reston (e.g., \$35/\$70).

HOW TO REGISTER FOR CLASSES AND ACTIVITIES

ONLINE (WebTrac 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 complete the online household profile to receive a household username and initial password. 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

Register in person at RCC Hunters Woods (2310 Colts Neck Road, Reston, VA 20191) or RCC Lake Anne (1609-A Washington Plaza, Reston, VA 20190--in the Lake Anne Village Plaza).

Register by mail by sending completed registration forms to RCC, 2310 Colts Neck Road, Reston, VA 20191.

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.

PAYMENT

Payment is required at the time of registration.

Pay by cash, check (payable to Reston Community Center), money order, MasterCard or VISA.

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).

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.

INSTRUCTORS

RCC reserves the right to substitute instructors without notice.

FEE POLICIES

FEES FOR NON-AQUATICS CLASSES, TRIPS, CAMPS AND EVENTS:

Fees are listed as Reston/Non-Reston.

Patrons under age 55 can register for 55+ programs or trips if space is available after priority Reston registration – program fees will be doubled.

Patrons 55 years and older may receive a 20 percent discount on class fees, except in cases where the class fee is payable to someone other than RCC. The discount does *not* apply to 55+ programs or trips, Adult & Family trips, or drop-in activities.

All fitness and/or studio passes will expire two years from date of purchase.

AQUATICS FEES:

Class fees are listed as Reston/Non-Reston.

Aquatics daily visits and pass fees are listed as Reston, Fairfax County resident and non-Fairfax County resident.

Aquatics patrons ages 55 and older receive a discount on Aquatics registered class fees. Other discounts may apply for drop-in activities, passes and daily visit fees for patrons ages 55 and older – see the current program guide for details.

Passes will expire two years from date of purchase, with the exception of 12-month pool passes.

Daily fees are non-refundable.

Refunds will not be issued in the event of closures due to acts of nature (lightning, storms, floods, etc.).

Daily visit swim passes may be issued for any facility closure or interruption.

PATRON REFUND/CANCELLATION POLICIES

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 or 50 percent processing fee for trips.

Refund requests received less than 14 days before the start of a class, trip or camp will be granted (less the applicable processing fee) *only* if another registration is received in its place.

Refund requests received on or after the class, camp or trip begins will not be honored.

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

All passes will expire two years from date of purchase, with the exception of 12-month pool passes.

No refunds are given for any class, trip, camp or pass with a fee of \$10 or less.

Refunds will be issued to the original credit card, or by check from Fairfax County if the original payment was cash or check.

PATRON HEALTH AND SAFETY FOR CLASSES, TRIPS, CAMPS

Patrons showing signs of a communicable disease or illness -- including vomiting, diarrhea, or a temperature of over 100 degrees -- should remain at home.

PATRON HEALTH AND SAFETY FOR THE AQUATICS CENTER

Children under the age of three and any patrons diagnosed with incontinence are required to wear plastic pants underneath swim apparel.

Any patron experiencing diarrhea within the past 48 hours is not permitted in the pool or spa.

Patrons suffering from discolored nasal discharge, open wounds, chicken pox, ringworm, etc. are not permitted in the pool or spa.

- i. **Class, Trip, Camp, Pass Registration**
 1. **Snapshot: Class/Trip/etc Registration Form (PDF)**
<http://www.restoncommunitycenter.net/docs/default-source/forms/registration-form.pdf?sfvrsn=2>
 2. **Snapshot: Emergency Contact Form (PDF)**
<http://www.restoncommunitycenter.net/docs/default-source/forms/emergencycontactform.pdf?sfvrsn=0>
- ii. **Aquatics Registration**
Snapshot: Aquatics Registration Form (PDF)
<http://www.restoncommunitycenter.net/docs/default-source/forms/aquatics-registration-form.pdf?sfvrsn=2>
- iii. **Camp Registration (PDF)**
<http://www.restoncommunitycenter.net/docs/default-source/camp/campforms2014.pdf?sfvrsn=0>

iv. Cancellation/Refund Request (PDF)

<http://www.restoncommunitycenter.net/docs/default-source/forms/cancellation-refund-form.pdf?sfvrsn=2>

5. Community Involvement

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 guidance below provides organizations with the tools to propose new ventures and for individuals who are interested in providing programs to submit their ideas for consideration.

a. Co-Sponsorship Criteria

i. Snapshot: Cosponsor Request Form (PDF)

RCC_Media\ManualFiles\COSPONSORSHIP REQUEST FORM Word.doc

b. Class Proposal Form

Individuals who have particular skills, knowledge or abilities to offer as programming may complete the RCC Class Proposal Form to submit for consideration. Program planning timeframes may necessitate several months to implement a class proposed that is deemed of interest to the Reston community.

i. Snapshot: Class Proposal Form (PDF)

RCC_Media\User Manual\ManualFiles\RCCClassProposalformNofooter.pdf

c. Displaying Materials at RCC

1. Materials must be non-commercial in nature.
2. Materials must be for Reston-based or Fairfax County efforts that are non-profit (501-c-3) or public agency-related in nature.
3. Materials may be displayed on a "space available" basis after RCC needs are met.
4. No materials may be posted on windows.
5. All materials must be reviewed by the RCC Director of Communications or Public Information Officer.