RESTON COMMUNITY CENTER RENTAL REQUEST FORM
Valid For Rental Dates September 1, 2019 – August 31, 2020

PRIMARY CONTACT AND/OR ORGANIZATION:

| Rental Request is made for: | □ INDIVIDUAL  □ BUSINESS/ORGANIZATION | Today’s Date: ________________ |

<table>
<thead>
<tr>
<th>Contact Name*</th>
<th>First</th>
<th>Last</th>
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<tbody>
<tr>
<td>Company/Organization (If Applicable)</td>
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<tr>
<td>Address**</td>
<td>City</td>
<td>State</td>
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<td>Phone</td>
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<td>E-Mail Address</td>
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IS YOUR ORGANIZATION A REGISTERED NONPROFIT? □ YES □ NO
Please provide Tax ID #:____________________________________________________

IS YOUR ORGANIZATION AN EDUCATIONAL INSTITUTION? □ YES □ NO

IS YOUR ORGANIZATION A CHURCH? □ YES □ NO

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

Business Address: ___________________________________________________________________________________________________

EVENT DETAILS:

Failure to disclose all event information may result in cancellation of your rental. Incomplete information will delay the processing of your application and may result in loss of your requested dates/times. Please check “Yes” or “No” for each of the following. If you mark “Yes” for any item, please provide details below or on an attached sheet.

| Is your event open to the public? | □ YES □ NO |
| Will you be advertising your event? | □ YES □ NO |
| Will you collect admissions, donations or fees? | □ YES □ NO |
| Is your event a fundraiser? (If “Yes”, please provide details on an attached sheet.) | □ YES □ NO |

Fundraising is only permitted at events sponsored by nonprofit organizations.

| Will food or beverages be served? | □ YES □ NO |
| Will alcohol be served? (ABC license required) | □ YES □ NO |
| Will your event feature amplified music? (permitted in the CenterStage, Community Room and Jo Ann Rose Gallery only) | □ YES □ NO |
| Will your event feature live music and/or performers? (restrictions apply, will require pre-event meeting and additional fees for technical support) | □ YES □ NO |
| Are you hiring a third-party vendor? (DJ, caterer, entertainer, etc.) | □ YES □ NO |
| Are you requesting a fee waiver? (If “Yes“, attach letter detailing request) | □ YES □ NO |
| Will your event use the pool? | □ YES □ NO |

Additional Information: ________________________________________________________________________________________________

__________________________________________________________________________________________________________________

PLEASE COMPLETE BOTH SIDES AND RETURN TO RCC

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

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

Updated February 2019
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STATEMENT OF CERTIFICATION:
I certify that I have reviewed RCC's Rental Policies and Procedures and that the information provided on this form is true and accurate to the best of my knowledge. I understand that providing false or misleading information is grounds for RCC to cancel or terminate my event reservation.

Signature: _______________________________ Date: ________________

Additional Equipment Requested (Additional rental fees apply and are outlined in Rental Policies and Procedures document)
☐ Piano  ☐ Projector  ☐ Portable Stage (Community Room Only)

*Excludes damage security deposit

EVENT INFORMATION:
☐ BABY SHOWER  ☐ BIRTHDAY PARTY  ☐ FAMILY/SOCIAL GATHERING  ☐ BUSINESS/ORGANIZATION MEETING
☐ WEDDING RECEPTION  ☐ RECITAL  ☐ OTHER:__________________________

Event Name: ________________________________________________________________
Requested Date: __________ Start Time: ______ End Time: ______ (INCLUDES YOUR SETUP & CLEANUP TIME)
Alternate Date/Time: (IF ANY) ________________
Anticipated Attendance: ____________________ (PLEASE INCLUDE CHILDREN. ACTUAL ATTENDANCE MAY NOT EXCEED ROOM CAPACITIES.)

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

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

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