

RESTON COMMUNITY CENTER

Class/Trip/Camp/Volunteer/Pass Registration Form

USE ONE FORM PER HOUSEHOLD (ONLY FAMILY MEMBERS RESIDING AT THE SAME ADDRESS) • PLEASE PRINT

Adult Name	First		Last	
Home Address				
City			State	Zip
Phone	Home			Cell
Emergency Name				Number
New Address?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Resident of Small District 5?	<input type="checkbox"/> Yes
				<input type="checkbox"/> No
			Work in Small District 5?	<input type="checkbox"/> Yes
				<input type="checkbox"/> No
If yes, provide business address				
E-Mail Address				

ACTIVITY NUMBER	PARTICIPANT'S FIRST NAME	PARTICIPANT'S LAST NAME	DATE OF BIRTH	SEX	ACTIVITY NAME	REG. FEE
-						
-						
-						
-						
-						
-						
-						
-						
-						
-						
<i>Please attach an additional form if you need more space</i>						TOTAL FEES: \$

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 inherent risks in participating in programs and activities being offered by Reston Community Center ("RCC"), and I understand that RCC strongly recommends that any person participating in any such program or activity should be covered by insurance while participating in any such program. By my signature below, I agree to assume all of the risks and accept personal responsibility for any damages or medical expenses following any injury, permanent disability, or death that may result from my participation. By my signature below, I agree to waive any and all claims for liability against RCC, the Governing Board of RCC, the Board of Supervisors of Fairfax County, Fairfax County, their officers, employees, volunteers, and agents, and I agree to hold such entities and persons harmless from any and all property damage or injury, permanent disability, or death that may result from my participation. If I am registering a child, by my signature below, I represent that I am the parent/legal guardian of the child being enrolled and that I am making the representations stated above on behalf of that child. I also recognize that employees of RCC and/or the County may take and edit photographs and/or video tapes of RCC programs for either archival or public relations purposes. By my signature below, I acknowledge and agree that any such photographs and/or videos are the property of RCC and/or the County, that any such photos and/or videos may be used in the publications of RCC and/or the County without compensation to me, and that any such photos and/or videos may be subject to the Virginia Freedom of Information Act and other applicable laws. By my signature below, I acknowledge and agree to the RCC refund and cancellation policy.

SIGNATURE: _____ DATE: _____

Payment Information Only – No Other Information Below
DATE STAMP (RCC Staff)

CREDIT CARD INFORMATION	FORM OF PAYMENT
CARD HOLDER'S NAME: _____	<input type="checkbox"/> CASH <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> CHECK <input type="checkbox"/> CREDIT CARD (VISA/MC/DISCOVER) <input type="checkbox"/> OTHER _____
CHARGE: <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> DISCOVER EXP. DATE: _____	
ACCOUNT #: _____	
SIGNATURE: _____	
<small>Registration/Pass Refunds: Written request required. If received 14 days or more in advance: 20% processing fee for classes, work-shops; 50% for trips. Less than 14 days requires replacement registration to be approved (less applicable processing fee). Pass refunds pro-rated minus 20% processing fee. No refunds for fees under \$10.</small>	

RESTON COMMUNITY CENTER

Class/Trip/Camp/Volunteer/Pass Registration Information

REGISTRATION SCHEDULE

Fall: August 1 Reston/August 8 Non-Reston	Winter/Spring: December 1 Reston/December 8 Non-Reston
Summer Camp: February 1 Reston/ February 8 Non-Reston	Summer: May 1 Reston/May 8 Non-Reston

SMALL DISTRICT 5

- Reston residents and employees in Small District 5 are eligible for priority registration and reduced program rates.
- Residency status is determined by whether the patron resides or works within the boundaries of Small District 5 using Fairfax County's Tax Administration site. A map of small district 5 is located on our website.

PRIORITY RESTON REGISTRATION

- Priority registration for Small District 5 Reston residents and/or employees will be the 1st-7th of each scheduled registration month.
- RCC will not process your payment until your enrollment has been confirmed.

NON-RESTON REGISTRATION

- Non-Reston registration follows the end of priority Reston registration.

PROGRAM FEES, PASSES

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

REGISTRATION FORM

- Family members living in the same household should complete a single Class, Trip, Camp, Volunteer, Pass registration form.
- Patrons residing in separate households who wish to enroll in the same class must complete separate registration forms and staple them together.
- Patrons may also register online when online registration opens.

PAYMENT

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

CONFIRMATION

- Registration confirmations will be emailed.
- The confirmation will indicate if you are enrolled or waitlisted.

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.

REFUND/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% processing fee (50% for trips).
- Refund requests received less than 14 days before the start of a class or camp will be granted (less a 20% processing fee) only if another registration is received in its place (less a 50% processing fee for trips).
- Refunds for a pass will be prorated to the purchase date and then subjected to a 20% processing fee.
- 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.

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.

PATRON HEALTH AND SAFETY

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

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 ADA representative, Pam Leary, 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).

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.

4 EASY WAYS TO REGISTER:

By Fax: 703-476-2488 • Online: www.restoncommunitycenter.com • In Person
By Mail: Reston Community Center, 2310 Colts Neck Rd, Reston, VA 20191

