

RESTON HISTORIC TRUST
SPACE RENTAL APPLICATION

1639 Washington Plaza in the Lake Anne Village Historic District
703-709-7700 RestonMuseum@gmail.com www.restonmuseum.org
P.O. Box 2803 Reston, VA 20195-0803

Reservation Date: _____ Time: _____
Organization (Renter): _____
Contact Information: Name: _____
Address: _____
Telephone: _____ Email: _____

The Reston Historic Trust (RHT) makes its Museum space available for community use on a rental basis as a public service. Use of the space is subject to the fees and policies indicated below:

Fees

Civic and non-profit community groups	\$25 for up to four hours
Other groups	\$50 for up to four hours
Key deposit	\$25

Insurance

A certificate of liability coverage listing the Reston Historic Trust as an additional insured is attached:
_____ Yes _____ No

Policies/Renter's Responsibilities

1. All fees must be paid and insurance certificates provided prior to the use of the facility. RHT will issue refunds for cancellations up to 24 hours prior to the scheduled rental.
2. Occupancy cannot exceed the posted maximum legal capacity of 49 persons at any time.
3. Renters must conform to Fairfax County and Lake Anne of Reston Condominium noise ordinances and parking restrictions.
4. Renters may not sublease the facility to others.
5. No food or drink is permitted in the Museum.
6. On leaving the facility, renters must: turn off all lights, remove trash from their event, and be sure the door is locked.
7. RHT owned audio-visual or computer equipment is not to be used by Renters without prior written consent.
8. Renters may not remove, move, or cover any exhibit display or any portion of any exhibit display, and must take care not to damage the displays in any way.
9. For events when minors are in attendance, RHT requires that one (1) responsible adult be present for each eight (8) children less than 18 years who are present.

The Reston Historic Trust shall not be liable for any injury, loss or damage to any person or property of the Renter or its guests. Renter agrees to indemnify the Reston Historic Trust and hold it harmless against any and all claims arising out of the Renters' and its guests' use of the facility.

Confirmation of applicant's reservation will be sent on its approval.

_____ date

for the Renter (title if applicable)

_____ date

for Reston Historic Trust