Reston Historic Trust & Museum
SPACE RENTAL APPLICATION
1639 Washington Plaza in the Lake Anne Village Historic District
703-709-7700 info@restonmuseum.org www.restonmuseum.org

Requested Reservation Date: _____________________________ Requested Time Frame:__________________
Organization (Renter): __________________________________________________________________
Description regarding intended use of the museum: _____________________________________________
______________________________________________________________________________________
______________________________________________________________________________________
Please state which amenities are requested for use:
• ___ Number of chairs requested (up to 30)
Contact Information: Name: ______________________________________________________________
Address: ____________________________________________________________
Telephone: _____________________ Email: ______________________________________________________

The Reston Historic Trust & Museum (RHT) makes its 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 (Check all applicable)
___ Civic and non-profit community groups $20 per hour, 2 hour minimum
___ Other groups $40 per hour, 2 hour minimum
___ 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 & Museum 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 &
Museum 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.

_________________________________________ for the Renter (title if applicable)  ________________ date
_________________________________________ for Reston Historic Trust & Museum  ________________ date