



### **Capital One Hall Arts User Application Process**

Capital One Hall is scheduled to open in September 2021 with a state-of-the-art concert hall, black box theatre, and classrooms available for community use at special negotiated rates by Fairfax based non-profit arts organizations, and arts related programming by Fairfax County agencies and Fairfax County Public schools. **ARTSFAIRFAX** is accepting online applications for use of the spaces on behalf of the County. These applications will be screened for eligibility and provided to the county. The approved arts organizations and programs will be submitted to the Capital One Hall operator who will then create the schedule for the season.

#### **Application Deadline: July 31, 2019**

1. Please visit <https://artsfairfax.submittable.com> to complete the Capital One Hall Space Request application.
2. If you are new to the system, create one general log-in and password for your organization. Only one account can be associated with an organization. All staff members working on the application will use the same log-in and password. Avoid using personal email accounts.
3. Once logged in, you will be redirected to the application form. The form consists of the eligibility questions, required upload, and the application.
4. If eligible, upload the required documentation for verification and continue to scroll down to proceed with the application.
5. For narrative questions, enter text directly in the text box or copy and paste. Be mindful of the word count limit. Note: There is no word count counter visible, however the system will inform you if you are over the limit when you submit.
6. The application asks which space(s) is being requested (Main Hall, black box and classrooms). You may submit multiple applications for different events. If a single event requires the use of all available spaces (Main Hall, black box and classrooms) please submit only one application for that event.
7. You do not need to complete the application in one sitting. Upon your initial log-in to the application, please select Save Draft at the bottom of the application. Your application will autosave as soon as any changes have been made to the form. When logging in subsequent times, you may access the application through clicking on the application name from the home page OR the upper right-hand corner by clicking the down arrow by the user name and select my submissions.
8. Once all questions and uploads are complete, agree to Terms and Conditions and Submit. You will receive an email confirmation.
9. Please note that this application is for eligibility determination only and does not guarantee use of the Hall.

## FAQs

- For Technical assistance: select the question mark or Technical Help link at the bottom left of the application. Articles of frequently asked questions are available as well as Contact Support by email or call 855-467-8264.
- To print your application, select Ctrl+P. The system will print all the entire application with the exception of upload.
- Forgot Password: Select forgot password. An email with a reset password link will be sent to the username/email address associated with the account.
- For questions on the application please contact [hall@artsfairfax.org](mailto:hall@artsfairfax.org)