

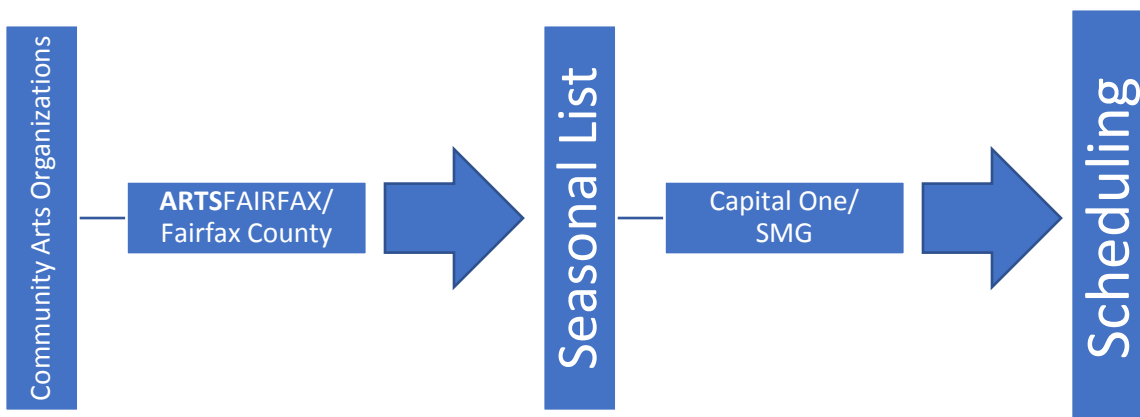
Capital One Hall Seasonal List Development Calendar

June 2019

The Capital One Hall Agreement with Fairfax County requires that the County provide a Seasonal List of eligible Public Facility Users to Capital One each September 1 for events proposed for the season beginning 24 months later. The Agreement identifies the following timeline to determine and schedule Public Facility Users from the annual Seasonal List to Allocated Dates in the Main Hall, Black Box, and Classrooms:

- Twenty-four months prior to the start of each Season, Fairfax County will provide to Capital One and the Operator (SMG) a list of eligible Public Facility Users broken down by venue desired (Main Hall and/or Black Box and/or Classrooms). Seasonal List due September 1.
- After receiving the Seasonal List from Fairfax County, Capital One shall cause the Operator to interact directly with an eligible Public Facility User's designated representative for the purposes of booking that organizations requested Allocated Date events in the applicable space, if any, for the applicable Season. Booking period for Public Facility Users is from September 1 to March 1.
- Classroom scheduling process: The first Exclusive Booking Period shall commence on June 1, 2021 and expire on June 30, 2021, during which period Classroom Public Facility Users shall have the exclusive right to book Classroom usage for the period between July 1, 2021 and December 31, 2021; the second Exclusive Booking Period shall commence on December 1, 2021 and expire on December 31, 2021, during which period Classroom Public Facility Users shall have the exclusive right to book Classroom usage for the period between January 1, 2022 and June 31, 2022, and so on. The Operator may book events in the Classrooms for (i) the First Priority User, or for (ii) Second Priority Users in conjunction with and on the same day as an event scheduled on a Main Hall Allocated Date or Black Box Allocated Date, or (iii) Third, Fourth or Fifth Priority Users in conjunction with and on the same day as an event scheduled in the Main Hall or Black Box for such user (up to a maximum of ten (10) days per year per Classroom), at any time, including prior to the commencement of any Exclusive Booking Period (i.e., more than six (6) months in advance of the event).
- No later than eighteen months prior to the start of each Season, Operator shall notify Fairfax County and each designated representative identified on the Seasonal List of the final schedule of Public Facility User events in the Main Hall and Black Box. Notice to Fairfax County due March 1.

Seasonal List development process flowchart:



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Schedule for first Season of the Agreement:

DATE	ACTION
June 19, 2019	Information session with interested applicants (Capital One, SMG, ARTSFAIRFAX , and County Staff)
June 19, 2019 to July 31, 2019	Applications accepted by ARTSFAIRFAX
August 1, 2019 to August 9, 2019	Criteria review process facilitated by ARTSFAIRFAX
August 19, 2019	County Arts Committee reviews and accepts the ARTSFAIRFAX list of qualified applicants
August 20, 2019 to August 30, 2019	County Executive approves memo with the ARTSFAIRFAX list of qualified applications as reviewed and recommended by the County Arts Committee
September 1, 2019	Fairfax County provides the approved Seasonal List for the Operator to commence the scheduling process (24 months prior to first Season)
March 1, 2020	Operator notifies Fairfax County of the final schedule of events in the Main Hall and Black Box (18 months prior to first Season)
May 1, 2020	ARTSFAIRFAX begins accepting applications to develop the Seasonal List for the second season commencing September 1, 2022
September 1, 2021	First Season Opening Date