

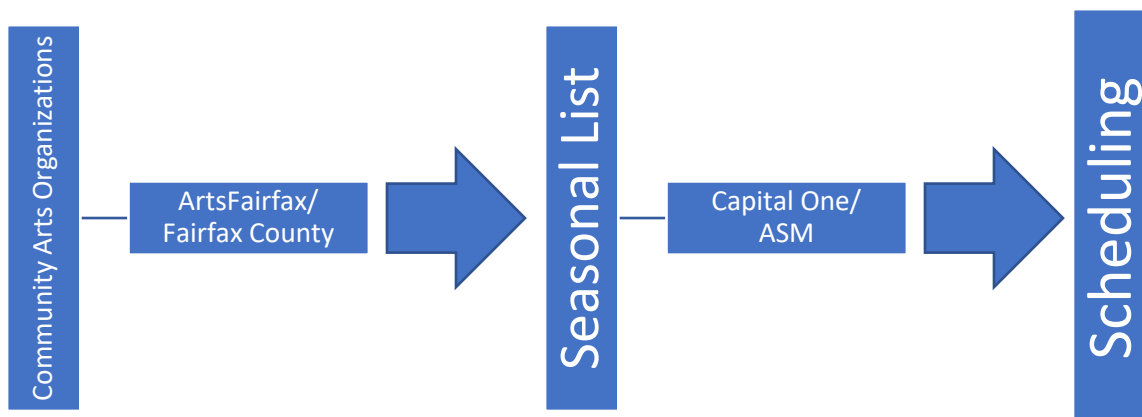
Capital One Hall Seasonal List Development Calendar

January 2021

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 July 1 for events proposed for the season beginning 14 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:

- Fourteen months prior to the start of each Season, Fairfax County will provide to Capital One and the Operator (ASM) a list of eligible Public Facility Users broken down by venue desired (Main Hall and/or Black Box and/or Classrooms). Seasonal List due July 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 July 1, 2021 to March 1, 2022.
- 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 twelve 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 September 1, 2021.

Seasonal List development process flowchart:



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Schedule for second Season of the Agreement:

DATE	ACTION
February 25, 2021	Information session with interested applicants (Capital One Hall, ASM, ArtsFairfax , and County Staff)
February 25, 2021 to May 1, 2021	Applications accepted by ArtsFairfax
May 3-16, 2021	Eligibility review process facilitated by ArtsFairfax
June 1, 2021	County Arts Committee reviews and accepts the ArtsFairfax list of qualified applicants
June 20- 30, 2021	County Executive approves memo with the ArtsFairfax list of qualified applications as reviewed and recommended by the County Arts Committee
July 1, 2021	Fairfax County provides the approved Seasonal List for the Operator to commence the scheduling process (14 months prior to second Season)
September 1, 2021	Operator notifies Fairfax County of the final schedule of events in the Main Hall and Black Box (12 months prior to second Season)
February 2022	ArtsFairfax begins accepting applications to develop the Seasonal List for the third season commencing September 1, 2023
September 1, 2022	Second Season Opening Date