

# Capital One Hall Seasonal Scheduling Overview

January 2024

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<sup>st</sup> 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, the Vault, 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 the Vault 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 to September 1, 2024.
- 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 the Vault. Notice to Fairfax County due September 1, 2024.
- Classroom scheduling process: The Operator may book events in the Classrooms in conjunction with and on the same day as an event scheduled on a Main Hall Allocated Date or Vault Allocated Date, 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).



Schedule for Season V of the Agreement:

<b>DATE</b>	<b>ACTION</b>
February 21, 2024	Information session with interested applicants (Capital One, ArtsFairfax, and County Staff)
February 2024 to May 1, 2024	Applications accepted by ArtsFairfax
May 2, 2024, to May 16, 2024	Eligibility review process facilitated by ArtsFairfax
May/June 2024	County Arts Committee reviews and accepts the ArtsFairfax list of qualified applicants
June 20-30, 2024	County Executive approves memo with the ArtsFairfax list of qualified applications as reviewed and recommended by the County Arts Committee
July 1, 2024	Fairfax County provides the approved Seasonal List for the Operator to commence the scheduling process (14 months prior to the Season)
September 1, 2024	Operator notifies Fairfax County of the final schedule of events in the Main Hall and the Vault (12 months prior to the upcoming Season)
February/March 2025	ArtsFairfax begins accepting applications to develop the Seasonal List for the season commencing September 1, 2026
September 1, 2025	Season V Opening Date