



Department of Recreation and Parks 2017-2018 Picnic Permitting Procedures

Please complete the online park rental form.
You will be contacted by e-mail within 48 business hours regarding your requested park rental.
www.rockvillemd.gov/parkrental

The permit must be returned within 24 hours from when the permit was sent.
After 24 hours the date will be made available to others.

- Park permits / rental for designated picnic area are based on availability.
- Permitting begins March 1st and ends on October 1st each year. Parks are available for use April 15 through October 15 each year.
- Two weeks or more notice is required to obtain a picnic permit.
- All permits issued for use of a park are limited to the designated picnic area and access to the restrooms in that park. All other areas of the park including the sports fields and courts are to be used on a first-come, first-served basis by the public as well as the renting group. If a City of Rockville sport team is using the sports fields or courts, then they are not to be used by the picnic area rental group.
- Parks are available 7-days a week from 9 a.m. to 8pm or sunset, whichever comes first, unless the City of Rockville sports are scheduled on the fields. No park permit can include a plan for reserving the fields for organized games as an activity.
- The user group must adhere to the contracted hours stated on the permit. Overtime will be deducted from the security deposit.
- Permits may be requested Monday through Friday by calling the Civic Center Business Office, located at Glenview Mansion at Rockville Civic Center Park at 240-314-8660. Once confirmed, permits may be paid for and picked up at the office or e-mailed to the renter for payment.
- All permits must be paid in full at the time of contract signing. We accept MasterCard, Visa, exact cash or check made payable to the City of Rockville.
- You must be at least 18 years old to rent a park.
- For non-alcohol picnics, the renter needs to pick up the key for the restrooms at Glenview Mansion. The key must be picked up before 4 p.m. on the last business day prior to the scheduled picnic. Failure to pick up the key will result in restroom not being available during your permitted time.
- For alcohol picnics, the renter does not need to pick up the restroom key. A City of Rockville picnic supervisor will be present at the park during the entire rental period and will have the key to the restrooms.
- All trash generated during your rental must be disposed of in the dumpster (if available). Public trash cans may be used, but if they are full do not leave trash on the ground surrounding the trash can; you must take the trash off City property to dispose of.



Picnic Rental Opportunities

****Park Season is Open from April 15th to October 15th each year****

Designated rental areas have been established for outdoor picnic events within selected City of Rockville parks.

Parks listed below have restrooms, picnic tables, parking and various sports related amenities:
The number of picnic tables is not guaranteed and no additional tables will be provided by the City.

Proof of residency is required.

Park Name	Picnic tables	Max. Capacity
King Farm Homestead Picnic Shelter	10	100
<i>Note: This facility has portable toilets not a restroom building and no running water.</i>		
King Farm Farmstead is unavailable for the 2017-2018 park season due to construction.		
Potomac Woods Park	7	150
Woodley Gardens Park	12	150
Elwood Smith Park	3	30
Calvin Park		30
Hillcrest Park		30
Montrose Park		30
Monument Park		30
Maryvale Park		30
North Farm Park		30
King Farm Park		30

Rockville Resident Rates

Non-Alcohol Permit:

\$130 for 5 hours, \$26 each additional hr.

\$100 security deposit

\$75 rain date hold – non refundable

Rental does not include staff on site

Alcohol Permit:

\$230 for 5 hours, \$46 each additional hr.

\$100 security deposit

\$75 rain date hold - nonrefundable

City staff will be on site during the event

Non-Rockville Resident Rates

Non-Alcohol Permit:

\$200 for 5 hours, \$40 each additional hr.

\$100 security deposit

\$75 rain date hold – non refundable

Rental does not include staff on site

Alcohol Permit:

\$300 for 5 hours, \$60 each additional hr.

\$100 security deposit

\$75 rain date hold - nonrefundable

City staff will be on site during the event



Additional Rental Opportunities

Lincoln Park Community Center / Pint Isreal Park - Picnic Area

Max. Capacity 150

Rent thru Lincoln Park Community Center 240-314-8780

\$100 for 5 hours, \$25 each additional hour

\$100 security deposit

Rental does not include staff

No amplified music or use of public address system is allowed at this park (Excludes City Sponsored Events)

Park available April 1st to October 15th of each year

Thomas Farm Park

Max. Capacity 30

Rent through Thomas Farm Community Center 240-314-8840

Special Events Permit

Courthouse Square Park and Rockville Town Square are available for public and private group rentals per the “Operations and Regulations” guidelines administered by the City of Rockville Special Events office at 240-314-8606.

Eligible Renter

Fee

Rockville Public	\$300 for 4 hours
Rockville Private and Political	\$400 for 4 hours
Non-Rockville Public	\$500 for 4 hours
Non-Rockville Private and Political	\$600 for 4 hours
Additional hours for any group	\$75 per hour
Security Deposit	\$100 per event
Additional fee for Electricity	\$ 40 per event

Unique/Special Outdoor Events

The following activities when held on public property (parks, streets, plazas and/or any combination of areas) require a permit(s). Permits may be obtained from the City of Rockville and/or Montgomery County depending on the specific requests. Any of the following requires a permit:

Sales of any kind	Code Enforcement
Food sales require a health permit	Montgomery County
Alcohol for sale on site	Montgomery County
Alcohol for free consumption on site	City of Rockville
Closure of a road	Code Enforcement
Set-up of a tent (or any other type of temporary structure)	Code Enforcement
Set-up of temporary electrical source	Code Enforcement

Please plan far enough ahead to obtain permits for your event.

For further information, contact the Rockville Civic Center Business Office at 240-314-8660.



Park Regulations & Rules

Alcoholic Beverages - A person may not consume, sell, distribute, possess, or use alcoholic beverages in any City park without an alcohol permit issued by the City.

Bicycles - A person may not ride a bicycle anywhere except on a paved vehicular road or on a path designed for biking.

Camping or Lodging - A person may not camp without a written permit issued by the City Manager.

Commercial Activities - A person may not sell, or offer for sale, any merchandise, article, or thing in or upon City parks or at any City-sponsored special event without having first obtained a permit from the City for a specific area or the special event. A person may not practice, carry on, conduct or solicit for any trade, occupation, business or profession, without first obtaining written permission from the City.

Chalk/Water-based Paint - Not permitted in City of Rockville parks during this permitted picnic. Sidewalk chalks and art chalk is considered graffiti which falls under the category of vandalism.

Disorderly Conduct - No individual, group or function may not indulge in riotous, boisterous, threatening, or indecent conduct, or abusive, threatening, or obscene language.

Domestic Animals - No animal may be brought on City park property unless it is on a leash, and always entirely within the control of the person bringing it on park property. Persons bringing an animal on City park property are responsible for immediate cleanup and removal of the animal's defecations.

Firearms - A person may not carry or discharge any firearms.

Fires - A person may not make or kindle a fire except in places provided.

Games - A person may not play games involving thrown or otherwise propelled objects such as balls, stones, arrows, javelins, or model airplanes except in areas set apart for such forms of recreation.

Handbills and Advertising - A person may not distribute any handbills or circulars, or post, place or erect any bills, notices, paper, or advertising device or matter of any kind.

Litter - A person may not throw or leave paper, fruit skins, or other rubbish anywhere except in the receptacles provided for such purpose, or place any refuse therein that has been brought from private property in the vicinity.

Malicious Mischief, Damage, Etc. - A person may not cut, break into, injure, deface, or disturb any tree, shrub, plant, rock, building, wall, fence, bench, sign, or other structure, apparatus, or property; pluck, pull up, cut, take, or remove any shrub, bush, plant, flower, or sign; mark or write upon any building, fence, bench, sign or other structure; climb any tree or walk, stand or sit upon monuments, vases, fountains, railings, fences, or any other property not designated for such purpose; cut or remove any wood, turf, grass, soil, rock, sand or gravel.

Operating Hours- All City parks shall be closed between sunset and sunrise, except lighted activity areas.

Picnics - A person may not picnic or lunch in a place other than those designated for that purpose.

Repairing or Washing Vehicles - A person may not repair or wash a vehicle.

Smoking - Smoking and vaping is prohibited on City of Rockville property and/or grounds.

Structures, Treehouses, etc. - A person may not construct or erect any structure on park property without a special written permit from the City.

Traffic Regulations /Vehicle Designated Areas - A person may not operate any motor vehicle more than 15 miles per hour, unless otherwise posted; a person may not operate a motor vehicle on any area except the paved park roads or parking areas; a person may not park a vehicle in other than the established or designated parking area.

Wildlife - A person may not catch, injure, destroy or interfere in any way with birds, squirrels, or any wild animals.

Grills/Grilling - Outside grills are not permitted on City of Rockville park property. Coals must be disposed of in fireproof containers and removed from park grounds when using the existing grills.

Horses/Ponies - _Are not allowed in neighborhood parks at designated picnic areas.

Tents or other structures / banners or displays - No tents or pole displays are allowed. Note: Staking of tents damages tree roots. The locations of underground electrical conduits are not identified and pose a potential safety hazard.

Water Activities - All activities requiring access to running water including but not limited to sprinklers, water slides and dunk tanks are not allowed.