



Department of Recreation and Parks Permit a Park Picnic Area



The City of Rockville has extensive parks and open spaces. Each home in Rockville is located within a short walk of a city park, and the City has more than 1,000 acres of parkland, composed of 33 passive and 32 active parks. Permit a park picnic area with restrooms for birthdays, family reunions, and other fun warm weather activities.

The Department of Recreation and Parks is responsible for caring and maintaining our parks. With community centers, a nature center, civic center, swim and fitness center, golf course and senior center, and a full range of outdoor recreation amenities, we are committed to offering a variety of recreational opportunities for all residents.

Owned and operated by the City of Rockville, Maryland.

Glenview Mansion at Rockville Civic Center Park

Civic Center Business Office

603 Edmonston Drive

Rockville, MD 20851

Phone: 240-314-8660

E-mail: glenview@rockvillemd.gov

**All times listed within this information packet is Eastern Standard Time.
All information in this packet is subject to change.**

PERMITTING A PARK

Please complete the online park permit form: www.rockvillemd.gov/parkrental

- Permits can be requested 24/7 online by completing the online park permit form.
- Two weeks or more notice is required to obtain a picnic permit.
- You will be contacted by e-mail within 48 business hours regarding your requested park permit. 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.
- If you do not have access to the internet, please call or visit the Civic Center Business Office for assistance.

PERMIT RATES

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 – non-refundable
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 – non-refundable
City staff will be on site during the event

PARK PICNIC AREAS AVAILABLE FOR PERMIT

<u>Park Name</u>	<u># of Tables</u>	<u># of Grills</u>	<u>Dumpster</u>	<u>Maximum Capacity</u>
Calvin Park	1	0	0	30
Civic Center Park (available Mon-Thurs only)	5	5	1	100
Hillcrest Park	1	1	0	30
King Farm Farmstead	10	2	0	100
King Farm Park	4	1	0	30
Maryvale Park*	2	1	0	30
Monument Park	1	1	0	30
North Farm Park	2	0	0	30
Potomac Woods Park**	7	1	1	150
Woodley Gardens Park** +	12	1	1	150

* One (1) table under the pavilion and one (1) table by playground.

** Dumpsters are only in place April 1 – December 1.

+ Six (6) tables under pavilion and six (6) tables down in woods.

RENTAL POLICY FOR SCHOOLS

Public Schools – Within Incorporated City of Rockville

- Up to two (2) free uses of a City of Rockville picnic area at no charge.
- Up to two (2) rain dates at no charge.
- All free rentals must be during a weekday, Monday – Friday.
- There is a \$50 charge if the key is not returned to the Civic Center Business Office within five (5) calendar days from rental. The school will not be able to rent a park picnic area again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in this Permitting a Park Picnic Area Information Packet.
- Picnic area permits to be initialed and signed by either the Principal, Vice Principal, staff in the administrative office, or Director.

If a public school within incorporated City of Rockville would like to rent a park picnic area outside of a free rental or after all free rentals are used:

- Rental must be during a weekday, Monday – Friday.
- The hourly rate is \$5.00 with a 5-hour minimum requirement.
- There is a \$20 refundable key deposit per park (cash or credit card only).
- There is a \$30 charge if the key is not returned to the Civic Center Business Office within five (5) calendar days from rental and we will retain the \$20 refundable key deposit. The school will not be able to rent a park picnic area again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in this Permitting a Park Picnic Area Information Packet.
- Picnic area permits to be initialed and signed by either the Principal, Vice Principal, staff in the administrative office, or Director.

Public Schools – Within Unincorporated City of Rockville OR Charter or Private Schools – Within Incorporated or Unincorporated City of Rockville

- One (1) free use of City of Rockville picnic area at no charge.
- One (1) rain date at no charge.
- All free rentals must be during a weekday, Monday – Friday.
- There is a \$20 refundable key deposit per park (cash or credit card only).
- There is a \$30 charge if the key is not returned to the Civic Center Business Office five (5) calendar days from rental and we will also retain the \$20 refundable key deposit. The school will not be able to rent a park picnic area again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in this Permitting a Park Picnic Area Information Packet.
- Picnic area permits to be initialed and signed by either the Principal, Vice Principal, staff in the administrative office, or Director.

If a public school within unincorporated City of Rockville OR charter or private schools within incorporated or unincorporated City of Rockville would like to rent a park picnic area outside of a free rental or after all free rentals are used:

- Rental must be during a weekday, Monday – Friday.
- The hourly rate is \$5.00 with a 5-hour minimum requirement.
- There is a \$20 refundable key deposit per park (cash or credit card only).
- There is a \$30 charge if the key is not returned to the Civic Center Business Office within five (5) calendar days from rental and we will retain the \$20 refundable key deposit. The school will not be able to rent a park picnic area again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in this Permitting a Park Picnic Area Information Packet.

Public, Charter or Private Schools in Montgomery County – Outside Incorporated or Unincorporated City of Rockville

- Rental must be during a weekday, Monday – Friday.
- The hourly rate is \$5.00 with a 5-hour minimum requirement.
- There is a \$20 refundable key deposit per park (cash or credit card only).
- There is a \$30 charge if the key is not returned to the Civic Center Business Office within five (5) calendar days from rental and we will retain the \$20 refundable key deposit. The school will not be able to rent a park picnic area again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in the Rent a Park Picnic Area Information Packet.

Schools Outside of Montgomery County

- Must pay the non-school rental fee and security deposit to reserve a park picnic area.
- Each school must adhere to policies and procedures in the Rent a Park Picnic Area Information Packet.

ADDITIONAL RENTAL OPPORTUNITIES

There are additional rental opportunities available through the City of Rockville, Maryland. 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.

Lincoln Park Community Center / Pint Isreal Park - Picnic Area

Maximum 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 15th to October 15st of each year

Thomas Farm Park

Maximum 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

GENERAL INFORMATION

- You must be at least 18 years old to rent a park.
- All park picnic permit requests and reservations are based on availability and are first-come, first-served. We do not hold park picnic areas under any circumstance.
- The user group must adhere to the contracted hours stated on the permit. Overtime, at the discretion of the Civic Center Business Office, will be deducted from the security deposit.
- You must bring a fully executed park picnic area permit and photo ID with you to your rental.
- The client shall be fully responsible for, shall indemnify, and hold the City of Rockville harmless from any damage to or loss of objects or property and for any personal injury incurred during or as a result of City property use.
- The permittee assumes personal liability for the cost of excessive cleanup of the premises, loss, breakage or removal of park property and responsibility for the conduct and good order of the group.
- Smoking and vaping is prohibited on City of Rockville property and/or grounds.
- Proof of identification may be requested when executing a park permit.
- Any organized sports activities planned must be identified and approved by Civic Center Business Office before the contract can be signed.
- The park is subject to inspection by any authorized representative of the City of Rockville to ensure proper use of park property.

- Any violation can result in the immediate shut down of an event and revoking of any future permit.
- Permit must be in the possession of the person to whom it is issued and shown upon request to any authorized representative.
- The type and quantity of amenities at each park, such as grills, picnic, tables, etc. are not guaranteed and are subject to change.
- Electricity is not available at any park picnic area.

PERMITTING TIMEFRAMES

- Permitting begins April 1st and ends on September 15th each year.
- Parks are available for use April 15th through September 30th each year.
- Parks are available seven (7) days a week from 9am to 7pm (Eastern Standard Time).

AREAS OF USE

- When you permit a park picnic area with the City of Rockville, you are reserving the designated picnic area only; not the entire park, sports fields, or courts.
- 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. No park permit can include a plan for reserving the fields for organized games as an activity.

PERMIT PAYMENT

- All permits must be paid in full at the time of contract signing.
- Acceptable forms of payment include MasterCard, Visa, cash, money order or personal check payable to "City of Rockville." We do not accept Discover or American Express. If a check is returned to the City of Rockville, a \$35 fee will apply.

SECURITY DEPOSIT

- The security deposit will be used for damages, late departure, clean-up of the property, and/or if any of the City of Rockville property or park policies and rules are not followed.
- If the security deposit is paid by personal check, money order or cash, the security deposit, if refunded, will be a check issued by the City of Rockville to the person whose name is on the contract.
- If the security deposit is paid by MasterCard or Visa, the security deposit, if refunded, will be credited back to the credit card used to make this payment, if card has not expired.

CANCELLATION POLICY

- Cancellation must be received in writing from the person whose name is on the park permit.

- The date that the written cancellation is received is the effective cancellation date.
- If cancellation takes place 8 days or more prior to the requested event date, the City of Rockville will retain a \$50 administrative fee. If cancellation occurs 7 days or less prior to the requested date, the entire permit fee is retained.
- In the event of cancellation within the appropriate cancellation policy guidelines above, the remaining balance and security deposit will be refunded.
- A \$25 administrative fee will be retained for weather-related cancellations when the renter either speaks with a Rockville Civic Center staff member or leaves us a voice message on our main office line by calling 240-314-8660 at least 3 hours prior to the event.
- A \$25 administrative fee will be required to implement a change of date for your event and is based on availability.

ROCKVILLE RESIDENCY

- Rockville resident rental rates apply to those owning property or living within the corporate tax district of the City of Rockville. Proof of residency is required at contracting.
- The City of Rockville resident signing the permit will be in attendance during the entire rental period.

KEY PICK-UP AND DROP-OFF

- Key pick-up and returns must be completed Monday through Friday, 8:30am – 4:00pm (closed on the weekends).
- 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. one (1) to two (2) business day prior to the scheduled picnic. Failure to pick up the key will result in restrooms 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.

TRASH DISPOSAL

The City of Rockville works hard to keep our grounds trash free and beautiful for our visitors. Please help us keep our parks and open spaces clean by following our trash disposal regulations.

- Not all City of Rockville parks have dumpsters. Please see page 2 to learn which parks do and do not have dumpsters.
- Please bring large, durable trash bags with you to your park for trash disposal.
- If the park has a designated dumpster, it is required that you bag all your trash and place it in the designated dumpster at your park for disposal.

- If your park does not have a designated dumpster, you **must** take all your trash with you when you leave the City of Rockville property for appropriate and lawful disposal.
- Public and restroom trash cans cannot be used for trash disposal since they overflow when too full. Do not leave your bagged or unbagged trash on the ground surrounding the trash cans.
- Failure to follow these trash disposal regulations may result in the Civic Center Business Office retaining part or the entire security deposit. The amount retained is at the discretion of the Civic Center Business Office.

NOISE ORDINANCE AND OTHER GUIDELINES

- The City of Rockville cannot guarantee the state of your park pavilion during your rental time. There may be natural and man-made debris in the pavilion and/or park picnic area because the parks are open to the public.
- All City park users are required to be respectful of others in the park and in the surrounding neighborhood when holding an event in the park.
- Any amplified music at a park event should be audible only in the immediate picnic/event area, and not be the source of a noise disturbance for others in the area. Attention should be directed to bass controls.
- Any complaint received from another park user or neighbor must result in the volume of the music being immediately turned down and retained at the lower level throughout the remainder of the event.
- Use of an amplified sound system is not allowed after 9pm or prior to 7am on weekdays and 9am on weekends to ensure compliance to the Montgomery County Noise Ordinance.
- During the day, amplified music sound levels should not exceed 55 decibels at the property line of the park. When in doubt turn it down. The planned use of an amplified sound system at a park event needs to be identified on the park permit application.

CITY OF ROCKVILLE STORM POLICY

The safety of all user groups in City of Rockville parks is the top priority. If the weather includes thunder, lightning or high winds, all guests must remain inside a secure building until the conditions change and safe use of the outdoor areas is appropriate. To learn more about outdoor lightning safety tips, please review these resources when planning your picnic: U.S. Golf Association, National Weather Service, and National Lightning Safety Institute.

- If you can see lightning, flee it. If you can hear thunder, clear the area.
- For every five second after seeing lightning, before hearing the associated thunder, the lightning is one mile away.
- Lightning storms travel faster than you think and may not be accurately reflected on radar weather maps.

- Guests may not return to the outdoor area until 30 minutes after the last lightning strike was seen and the last clap of thunder was heard.
- Extreme winds easily blow event equipment out of place and tree branches off the trees.
- Picnic shelters are not a safe environment during lightning storms or high winds.

PARK REGULATIONS

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.

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: Not allowed in neighborhood parks at designated picnic areas.

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.

Tents or other structures/banners or displays: No tents, structures, 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.

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.

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

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