



# **Elwood Smith Community Center, Pump House Community Center & Civic Center Cottage Information Packet**

## **Rates valid through June 30, 2022**

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 | Fax: (240) 314-8669

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<b>Elwood Smith Community Center:</b>	601 Harrington Road, Rockville, MD 20850
<b>Pump House Community Center at Croydon Park:</b>	401 S. Horners Lane, Rockville, MD 20850
<b>Civic Center Cottage at Rockville Civic Center Park:</b>	603 Edmonston Drive, Rockville, MD 20851

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<b>To rent or inquire about Elwood Smith Community Center, e-mail:</b>	<a href="mailto:elwoodsmith@rockvillemd.gov">elwoodsmith@rockvillemd.gov</a>
<b>To rent or inquire about Pump House Community Center, e-mail:</b>	<a href="mailto:pumphouse@rockvillemd.gov">pumphouse@rockvillemd.gov</a>
<b>To rent or inquire about the Civic Center Cottage, e-mail:</b>	<a href="mailto:cottage@rockvillemd.gov">cottage@rockvillemd.gov</a>

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### **CIVIC CENTER BUSINESS OFFICE HOURS**

Monday through Friday 8:30am – 5pm  
Closed for staff lunch from 1pm – 2pm  
(All times listed within this information packet are in Eastern Standard Time)

### **RENTAL TOURS**

Tours are by appointment only and can be scheduled through the Civic Center Business Office.

**All information in this packet is subject to change.**

## **IMPORTANT COVID-19 HEALTH AND SAFETY REQUIREMENTS**

City of Rockville, Maryland properties and staff function under current COVID-19-related executive orders, health officer directives, and regulations. To learn about the most recent mandates, visit <https://www.montgomerycountymd.gov/covid19/orders.html> and [www.rockvillemd.gov](http://www.rockvillemd.gov). It is the contract holders' responsibility to ensure regulations and guidelines are understood by all attendees, vendors, performers, and crew and always enforced during the contract timeframe.

It is the contract holders' responsibility to ensure all event attendees and vendors read, understand, and follow without exception the important health and safety requirements outlined in this document.

- Face coverings must be worn by all employees, regardless of vaccination status, while inside City facilities or vehicles unless they are alone, in their own individual office or a room with the door closed or riding alone in a City vehicle.
- Visitors older than two years old will be required to wear a face covering while indoors at City-owned facilities. This requirement applies regardless of one's vaccination status.
- Face coverings must always be worn unless actively engaged in the act of eating or drinking (i.e. while seated at a table, but not eating or drinking).
- Face coverings may be removed temporarily for the purpose of performing for an audience during an event. Face coverings remain a requirement offstage or backstage, and all performers and presenters are encouraged to practice social distancing while on stage.
- Please do not come to any City of Rockville property if you are sick with any COVID-19 or flu-like symptoms, are otherwise instructed to remain at home, or came into contact or share a home with anyone who tested positive for COVID-19 or is exhibiting COVID-19 or flu-like symptoms.

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## **IMPORTANT CONTRACTING INFORMATION**

- As COVID-19-related orders and directives change, City staff will update venue policies.
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**Social Event Rental Rates**

**5-hour minimum time block includes set up, event, and clean-up**

Rockville Resident (No Alcohol)	\$250 + \$250 security = Total \$500	(\$50/each additional hour)
Non-Rockville Resident (No Alcohol)	\$300 + \$250 security = Total \$550	(\$60/each additional hour)
Rockville Resident (Alcohol Allowed)	\$300 + \$250 security = Total \$550	(\$60/each additional hour)
Non-Rockville Resident (Alcohol Allowed)	\$350 + \$250 security = Total \$600	(\$70/each additional hour)

**Organization Meeting Rates\***

**3-hour minimum block includes set-up, event and clean-up**

Rockville Resident	\$54 + \$100 security = Total \$154	(\$18 each additional hour)
Non-Rockville Resident	\$66 + \$100 security = Total \$166	(\$22 each additional hour)

**Non-Profit Organization Meeting Rates\*^**

**3-hour minimum block includes set-up, event, and clean-up**

Non-Youth Groups	\$39 + \$100 security = Total \$139	(\$13 each additional hour)
Youth Groups	\$24 + \$20 security = Total \$44	(\$8 each additional hour)

\*No social event rental is permitted at this rate.

^The federal letter indicating 501(c)3 status must be submitted to qualify for these rates.

**GENERAL INFORMATION**

- All rental fees and refundable security deposit are due at the time of permitting.
- The renter is responsible for all table and chairs set up and breakdown.
- Elwood Smith Community Center has approximately (9) six-foot rectangular tables and (65) folding chairs. Pump House Community Center has approximately (8) six-foot rectangular tables and (25) folding chairs. The Civic Center Cottage has approximately (6) six-foot narrow rectangular tables with (24) banquet chairs.
- Building access is only allowed during your rental contract timeframe. The alarm code keypad will indicate the time that you entered the building and the time that you exited the building. This time will be used to calculate any overtime charges which will be deducted from the security deposit.
- Early deliveries and storage of items after your event is not permitted. All items brought into the community center must be removed during permitted time. The City of Rockville is not responsible for items left behind.
- No sale of food or alcohol is allowed. No commercial activity is permitted on City of Rockville property.
- A copy of the permit is required to be in-hand during the event and must be presented to any City of Rockville representative upon request.
- Music must be kept to a reasonable volume audible only to the immediate event area. The volume must be turned down or off upon request of a City of Rockville representative or if any complaint is received from a neighbor or fellow park user. Doors must be kept closed if you employ or use a DJ.

- The renter is responsible for all clean-up which consists of restoring the community center to the condition in which it was given. Mops, brooms and other supplies are available in the closet between the restrooms for the renter to:
  - Wipe off counters
  - Sweep floors
  - Removed all trash to the dumpster located in the parking lot
  - Any other necessary task to restore the center
  
- Trash must be removed from the center. Trash must be taken home with you if you rent Pump House Community Center as there are no trash bins or dumpster at this location. If you rent Elwood Smith Community Center trash must be taken out of the center to the dumpster located in the parking lot. If you rent the Civic Center Cottage, the trash must be removed and taken to the dumpster located behind Glenview Mansion. Failure to remove trash will result in forfeiture of the security deposit.
  
- Respect property and equipment through your actions and use.

## **ROCKVILLE RESIDENCY**

Rockville resident rental rates apply to those owning property or living within the corporate tax district of the City of Rockville. The contract must be in the name of the Rockville resident(s). Proof of residency is required at contracting and includes driver's license, lease agreement, deed to house, utility bill, and homeowner or renter's insurance. Rockville resident rental rate is only available at the time of booking.

## **TO RENT WITH US**

All rental contract holders must:

- Be at least 18 years old of age
- Have a valid form of ID
- Ensure the name on the valid form of ID matches the name(s) on the contract

The contract and/or addendum holder is the main point of contact during the contracted rental period and is the only person who can make changes to an existing contract and/or addendum. With a request made in writing, the contract holder may grant City of Rockville staff permission to discuss by telephone or e-mail the contract, addendum, or rental details with individuals who are affiliated with the rental (i.e. event coordinator, caterer, etc.).

Please send all requests for Elwood Smith Community Center to [elwoodsmith@rockvillemd.gov](mailto:elwoodsmith@rockvillemd.gov).

Please send all requests for Pump House Community Center to [pumphouse@rockvillemd.gov](mailto:pumphouse@rockvillemd.gov).

Please send all requests for the Civic Center Cottage to [cottage@rockvillemd.gov](mailto:cottage@rockvillemd.gov).

## **MAXIMUM CAPACITIES**

Attendance may not exceed the maximum capacity of the building:

Elwood Smith Community Center:	75 people
Pump House Community Center:	25 people
Civic Center Cottage:	24 people

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## **ADDRESSES OF COMMUNITY CENTERS**

Elwood Smith Community Center:	601 Harrington Road, Rockville, MD 20850
Pump House Community Center at Croydon Park:	401 S. Horners Lane, Rockville, MD 20850
Civic Center Cottage at Rockville Civic Center Park:	603 Edmonston Drive, Rockville, MD 20851

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## **HOLD POLICY**

Contracting an available date is on a first-come, first-served basis. An available date may be put on hold for two (2) calendar days. Failure to initial and sign a contract and present the contract payment in full before the close of business on the second day will result in the date becoming available to the public effective immediately.

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## **ACCEPTABLE FORMS OF PAYMENT**

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.

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## **CONTRACTS & ADDENDUMS**

All set-up time, event time, and clean-up time must be included in the paid rental period.

### **Change of Plans to Contract and/or Addendum:**

Any date and/or time changes to the contract or addendum must be sent to the Civic Center Business Office and acknowledged by City of Rockville staff by **10am two (2) business days before the contracted event date.**

Please send all requests for Elwood Smith Community Center to [elwoodsmith@rockvillemd.gov](mailto:elwoodsmith@rockvillemd.gov).

Please send all requests for Pump House Community Center to [pumphouse@rockvillemd.gov](mailto:pumphouse@rockvillemd.gov).

Please send all requests for the Civic Center Cottage to [cottage@rockvillemd.gov](mailto:cottage@rockvillemd.gov).

### **To Secure a Date:**

A contract must be initialed, signed and returned to the Civic Center Business Office with a full payment of the total contract amount.

### **For Non-Company/Non-Organization:**

The PRIMARY name and contact information is the individual who paid the security deposit and is considered the account holder in our financial system.

### **For Company/Organization Social Events:**

The organization name must appear on the contract and/or addendums. The PRIMARY name and contact information is the individual who paid the security deposit and is considered the account holder in our financial system. The PRIMARY must have the authority to deposit checks on behalf of the organization. The other name(s) appearing on and initialing and signing the contract and/or addendums must work directly for the company or organization. They must also have the authority to execute a contract and/or addendum on behalf of the company or organization. The contract down payment, contract balance and

addendums must be paid by a company or organization issued check or credit card. It cannot be paid by personal check, money order or credit card.

**Security Deposit:**

A refundable security deposit must be paid as part of the contract.

Money can be withheld from the security deposit if any guest, vendor, contract holders, support/service staff, caterer, tent and/or structure, subcontractor, etc. causes any property, grounds, furnishings, or equipment damages; arrive or depart outside of contracted hours; clean-up of the property by City of Rockville staff or its contractors; and/or if any of our City of Rockville and/or Civic Center Park policies and rules are not followed. The person who signs this permit must attend the event and be present for the entire duration of the contracted time – failure to do so forfeits the security deposit in its entirety.

The Civic Center Business Office determine fees. If the security deposit is not enough to cover the full amount of the incidentals, the contract holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

The security deposit will be refund once the key/alarm code is returned to the Civic Center Business Office. Failure to return the key within two (2) business days after the contracted rental will result in a deduction of \$25 per every five (5) business days that the key is not returned.

If the security deposit is paid by check or money order, the security deposit, if refunded, will be a check issued by the City of Rockville to the PRIMARY name and contact information on the contract since this individual paid the security deposit. The company or organization name will also appear on the check, if applicable. 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), without exception.

**PLEASE NOTE:** Due to our financial system, when a security deposit is paid by credit card, it must go back to the PRIMARY on the contract by check if the payment is 120 days or older. We are not able to process these security deposit refunds back to the original credit card.

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**CANCELLATION POLICY**

Cancellations must be received by the Civic Center Business Office staff in writing from the person(s) whose name(s) appears on the signature line of the contract. The cancellation date is the date in which written and signed notification is received in the Civic Center Business Office. We will accept an e-mail as a written cancellation request only if a Civic Center Business Office staff member responds to the e-mail. Be sure to follow-up with a telephone call or e-mail if we have not responded to your e-mail cancellation within 48 hours.

Please send e-mail cancellations for Elwood Smith Community Center to [elwoodsmith@rockvillemd.gov](mailto:elwoodsmith@rockvillemd.gov).  
Please send e-mail cancellation for Pump House Community Center to [pumphouse@rockvillemd.gov](mailto:pumphouse@rockvillemd.gov).  
Please send e-mail cancellations for the Civic Center Cottage to [cottage@rockvillemd.gov](mailto:cottage@rockvillemd.gov).

If the cancellation takes place eight (8) days or more prior to the permitted event date, the cancellation fee in the below table applies. Any cancellation occurring seven (7) days or less prior to the permitted event date will result in the retention of the entire contract amount by the City of Rockville.

<b>Rental Type:</b>	<b>Cancellation Fee:</b>
Social Event (Rockville Resident, Non-Rockville Resident, No Alcohol, Alcohol Allowed)	\$50 per date
Organization Meeting (Rockville Resident)	\$15 per date
Organization Meeting (Non-Rockville Resident)	\$20 per date
Non-Profit Organization Meeting (Non-Youth Groups)	\$10 per date
Non-Profit Organization Meeting (Youth Groups)	\$5 per date

A \$25 administrative fee will be retained for weather-related cancellations when the person who signed the permit speaks with or leaves a voicemail with the Civic Center Business Office at 240-314-8660 at least three (3) hours prior to the start time on the permit. Weather-related cancellations are refunded only when the City of Rockville recreation classes/camps close. A \$25 fee is required to implement a change of date.

### **KEY PICK-UP AND DROP-OFF**

**For an event with no alcohol**, the renter is required to pick up the key and alarm code from the Civic Center Business Office located on the first floor of Glenview Mansion located at 603 Edmonston Drive, Rockville, MD 20851 between 9am – 4pm, Monday through Friday, on the last business day prior to the permitted event. Failure to pick up the key/alarm code will deny you access to the facility without refund. The key/alarm code must be returned after your rental to the same office between 9am – 4pm, Monday through Friday, within two (2) business days after your contracted event.

**For an event with alcohol**, the City of Rockville representative will be on-site approximately 15 minutes prior to the start time on your permit with the key and alarm code. The City representative will remain on-site for the entire event. You will be required to clear the facility prior to your departure with this representative before leaving at your end permitted time. This representative cannot inform you regarding your security deposit return.

The City of Rockville reserves to right to staff any and all events held at community centers.

### **INDEMNIFICATION**

Contract holders, guests, and vendors are required to abide by all applicable Federal, State, County, and/or City public laws and ordinances when using City of Rockville facilities and property.

Contract holders, guests, and vendors shall indemnify the City of Rockville, and all of its employees, agents, representatives, and assigns, and shall save them harmless from and against many and all claims, damages, liability and expense, and/or damage to property arising from or out of any occurrence in, upon or at the rented facility and/or property or any part thereof, or occasioned wholly or in part by any act or omission of the contract holders, guests, and vendors, its agents, servants, employees, assignees or invitees. Contract holders, guests, and vendors waives all rights and claims against the City of Rockville in connection with any and all such injuries or damages alleged to have arisen during the term of the rental contract and/or addendum.

The City of Rockville shall not be liable for any accident, theft or damage whatsoever caused to the property of contract holders, guests, vendors, its agents, servants, employees, assignees, and invitees, resulting from the use of operation of the rented facility or property by the contract holder, its agents,

servants, employees or invitees. All personal property of contract holders, guests, vendors, its agents, servants, employees or invitees, stored or otherwise left in the rented facility or property shall be at its (their) sole risk. The City of Rockville assumes no liability or responsibility whatsoever with the respect to the conduct and operation of contract holders', guests', and vendors' business.

City of Rockville shall not be liable for loss or reimbursement due to cancellation or termination of a scheduled event due to force majeure, act of God, or inclement weather. If the City of Rockville cancels the contract and/or addendum for any unforeseen reason, the contract and addendums will be reviewed and amended with a change of date or consideration of a partial or full refund.

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### **EMERGENCY INFORMATION**

If a person becomes ill or is hurt while at the community center and is taken away via ambulance; the facility and/or its equipment is damaged; or the police or 911 emergency fire services are called for any reason during your event, please call the Civic Center Business Office at 240-314-8660 to report the situation immediately. If no one can be reached in-person, you must leave a detailed message and provide a call back number.