



## 2023 City of Rockville Martin Luther King Jr. Celebration Community Group Participation Rules and Regulations

### EVENT DETAILS

- Monday, January 16, 2023, from 9:30 a.m. – 12:30 p.m.
- Richard Montgomery High School, 250 Richard Montgomery Drive, Rockville, MD 20852
- Arrival and parking information will be e-mailed approximately two weeks prior to the event

### EVENT RULES AND REGULATIONS

1. Applicants must be a 501(c) organization and provide their Employer Identification Number (EIN). The City reserves the right to accept or reject an application. There are a limited number of booths, and space is filled on a first come, first served basis. Applications must be received by Friday, December 16, 2022.
2. Booth space and location are assigned at the discretion of event organizers. The use of this booth is restricted to the applicant it is assigned. One table and two chairs will be provided. Each group is responsible for set-up and arrangement of their space. Groups are expected to provide booth signage, organization literature, staff and any other needed equipment/supplies. Groups are responsible for keeping their area clean and for returning their table to its original state at the end of the event. Group representatives must be 18 years of age or older. Organizations must stay for the duration of the event.
3. The following are prohibited at the event per venue guidelines:
  - a) Taping signs, banners, etc. to facility walls, and surfaces.
  - b) Animals other than services animals, unless otherwise approved by the City of Rockville
  - c) Bicycles, scooters, roller blades, and related items
  - d) Smoking, fires, grills, open flames or flammable items
  - e) Unpermitted use or possession of alcohol or other intoxicants
  - f) Weapons, weapon replicas, firearms, ammunition except by officers of the law acting in an official capacity
  - g) Excessive noise
4. The applicant is responsible for the conduct of all its participants and agrees to notify **ALL** participants of these rules and regulations.
5. Groups may not sell **ANY ITEMS** without written consent of the event organizers.
6. Small ready-made, packaged foods like candy may be handed out at your booth. You must stay by your booth and may not wander the event handing out materials or goods.
7. There is no electricity or Wi-Fi available onsite.

City of Rockville Contact: Amanda Knox, Special Events Coordinator  
[aknox@rockvillemd.gov](mailto:aknox@rockvillemd.gov) or 240-314-8604

**Please keep this sheet for your records.**



**2023 City of Rockville  
Martin Luther King Jr. Celebration  
Community Group Participation Form**

**Group Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Group Employee Identification Number (EIN):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Description of Organization:**

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Please send completed forms by no later than **Friday, December 16, 2022** to Amanda Knox:

**Mail:**  
City of Rockville  
Attn: Amanda Knox  
111 Maryland Ave., Rockville, MD 20850

**Fax:** 240-314-8659    **E-mail:** [aknox@rockvillemd.gov](mailto:aknox@rockvillemd.gov)  
**Event Website:** <http://www.rockvillemd.gov/MLK>

**(Application continues)**

**MARTIN LUTHER KING JR. CELEBRATION  
APPLICANT'S COMPLIANCE CERTIFICATION**

I hereby certify that this certification pertains to the 2023 Martin Luther King Jr. Celebration in the City of Rockville, MD to be held on Monday, January 16, 2023, that I am duly and legally authorized to legally bind and make this certification on behalf of \_\_\_\_\_ (the "Applicant"), that I have personal knowledge that all persons participating in the 2023 Martin Luther King Jr. Celebration on behalf of the Applicant, including, but not limited to, the participants (i.e. all drivers, walkers, and performers), have read and understand these Rules and agree to unconditionally abide by these rules, and that all persons representing, assisting or participating with the Applicant will obey all of these rules and acknowledge the City's right to enforce these rules at all times and in any manner.

I, individually and on behalf of the Applicant and its successors and assigns, hereby agree to release and indemnify the Mayor and Council of Rockville, its agents, officers and employees, hereafter referred to as "City", from any and all claims for injuries or loss of any person or property which may arise out of or result from the participation in the 2023 Martin Luther King Jr. Celebration and forever waive my right and the right of the Applicant, its successors and assigns, to initiate, make, file or demand any claim, cause of action, or legal proceeding, whether now known or later discovered, including but not limited to, any and all injury, loss, liability, damage, claim, cost or expense incurred by me or the Applicant as a result of, or arising out of or in connection with, the participation in the Martin Luther King Jr. Celebration, whether caused by the acts or omissions of the City directly or indirectly, and including but not limited to, the acts or omissions of other participants or non-participants in the Martin Luther King Jr. Celebration.

I, the undersigned volunteer and participant have read and fully understand the above statements and agree to sign this release form.

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Signature of Applicant Date

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Printed Name