



Public Event License (City Parks) Rules and Regulations 2023

The Rockville Department of Recreation and Parks operate public Rockville Town Square, Courthouse Square Park, Mattie J.T. Stepanek Park, RedGate Park and all parks located within the City of Rockville. Some areas are available for public and private group rentals.

Review the rules and regulations prior to completing and submitting the Application for Public Event License (City Parks). *Rules and regulations are updated annually.* It is the responsibility of the applicant to follow all rules and regulations listed in this document and in the application.

Support local businesses and organizations – The City of Rockville encourages you to support local Rockville and Rockville Town Center businesses and organizations by recruiting them to participate in your event.

Rockville Town Center is undergoing a road diet project in 2023. If you're hosting an event/race along N. Washington St. or Middle Lane, please review the information in this [link](#). The project includes expanded sidewalks and new bike lanes.

COVID-19

All event organizers must follow State of Maryland and Center for Disease Control guidelines in place at the time of the event. The City of Rockville has the right to revoke permits if the State of Maryland and/or Montgomery County COVID-19 restrictions are reinstated for outdoor social gatherings.

Contact:

Colleen McQuitty

Special Events Manager

cmcquitty@rockvillemd.gov

240-314-8606

I. AVAILABILITY

Individuals have the right to assemble in public areas; however, user groups should make reservations if facilities and parks are to be guaranteed for use on a specific day and time. All City of Rockville parks are open to the public and this permit does not entitle bearer to private use.

Town Center areas and City of Rockville parks are available for use during daytime, weekend and evening hours. Specific hours are subject to final approval by the City of Rockville. Requested events cannot conflict with any City-sponsored or other scheduled functions/events. It is suggested you contact the Special Events Manager to check on availability prior to submitting your application.

II. ELIGIBILITY FOR USE

Eligibility for use of public areas will be determined by the City of Rockville under the guidelines set forth in these regulations. User groups are defined as "Rockville" or "Non-Rockville," pertaining to the City of Rockville corporate boundaries. A Rockville mailing address does not necessarily qualify for resident status or rates.

Rockville Public - All local branches of national, state, and county not-for-profit organizations, government, Rockville service clubs, civic club and civic associations. A local branch and a Rockville service club must have principal office located within the corporate City limits of Rockville or have membership made up of at least 60 percent Rockville residents. The primary purpose of these organizations must be service to the community and not the general benefit of its members.

Rockville Private and Political - Private Rockville citizens and private organizations primarily for self-interest, which are made up of 60 percent or more Rockville residents. Individual businesses may not hold-large scale public or private events. Candidates for City of Rockville offices and political parties whose purpose is to elect candidates to the office of Mayor and Council for the City of Rockville.

Non-Rockville Public - All branches of national, state, and county not-for-profit organizations, government, service to the community and not the general benefit of its members. These organizations consist of a membership with less than 60 percent Rockville residents.

Non-Rockville Private and Political - Private citizens and organizations primarily for self-interest, which consist of less than 60 percent Rockville residents.

Individual businesses may not hold large-scale public or private events.

Individual bands and performers may not rent the pavilion. Performances need to be part of a permitted event.

III. APPLICATION SUBMITTAL PROCESS

Timeline

The application and supporting documents must be submitted:

- **A minimum of 120 days prior to the event date if the event includes road closures.**
- **A minimum of 90 days prior to the event date for all other events that do not include a road closure.**

Required Documents with Application

The application must be accompanied by the following:

1. \$50 Application Fee (checks made payable to City of Rockville only)
2. Safety Plan
 - a. Risk Assessment
 - b. Organizational Structure
 - c. Crowd Management Plan
 - d. Communications Plan
 - e. First Aid and Medical Plan
 - f. Inclement Weather Management Plan
 - g. Structural Safety Plan
 - h. Lost Child Management Plan
 - i. Cash Operations Plan
 - j. Waste Management Plan
3. Site Layout Plan
4. Street Closures (Races and Walks) – Proposed Race Route, Intersection Control Table and Race Traffic Plan

IV. APPLICATION FEE - \$50

The nonrefundable application fee must accompany the application. Please make check payable to the City of Rockville.

Mail to: City of Rockville, Colleen McQuitty, 111 Maryland Ave., Rockville, MD 20850.

V. SAFETY PLAN

The following plans are required of all applicants and must be completed and submitted with the application. A description for each category is provided below to assist in your planning efforts.

COVID-19

All event organizers must follow State of Maryland and Center for Disease Control guidelines in place at the time of the event. The City of Rockville has the right to revoke permits if the State of Maryland and/or Montgomery County COVID-19 restrictions are reinstated for outdoor social gatherings.

Risk Assessment

Identify potential risk associated with your event and provide preventative measures to reduce the likelihood. These should include the risk of spreading COVID-19 and how you will reduce/prevent the risk. How will you minimize the identified items?

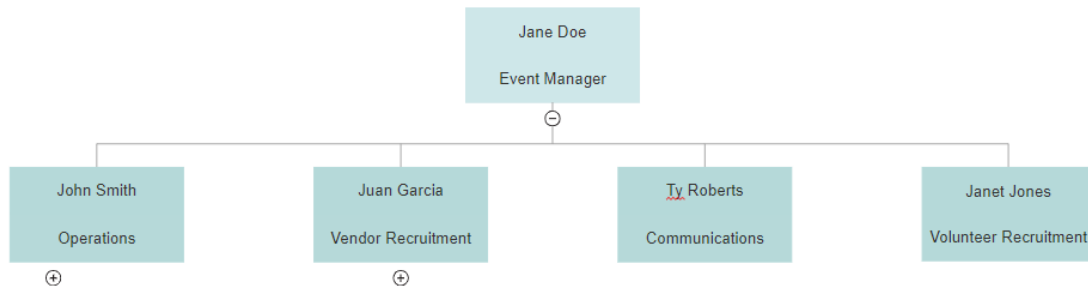
Example:

Risk of food poisoning. Preventative measure is obtaining a food license and following all food safety procedures.

Organizational Structure

Provide an event organizational structure to show basic reporting and operational structure.

Example:



Crowd Management Plan

The overall safety and enjoyment of attendees will often depend on effective crowd management. This is achieved by anticipating the behavior of the crowd and various factors that can impact it. This includes event layout, space restrictions, maximum entrance and exit points, generous movement within the festival, restrooms, food and beverage vendor access, and emergency response.

Provide a list of all groups involved with the event and their responsibility to crowd management.

Examples:

Rockville Police Department

Responsible for public safety, crowd safety and emergency response.

Runners Club of Rockville

Responsible for recruiting course marshals, training volunteers and closing and monitoring roadways.

Rockville Volunteer Fire and Rescue Department

Responsible for caring for injured individuals and determining if additional medical assistance is necessary.

Communications Plan

Include the location of the command or operations center, the lead contact for the event and how staff, volunteers and police will communicate with each other.

First Aid and Medical Plan

Identify if medical and/or fire personnel will be on site at the event and include what company the personnel are from. Include how you will train staff and volunteers to report injuries or fires. If you do not plan to have medical personnel on site, provide details on how you will deal with medical situations or fires and how you will train staff and volunteers to contact fire and rescue. Explain the internal reporting system to ensure the applicant is aware of all incidents.

Inclement Weather Management Plan

Inclement weather is inevitable during outdoor events. Submit a weather plan outlining how you will deal with rain, wind, thunderstorms, etc. The plan must include weather tracking and how you will commence clearing the site in the event of an approaching storm. Keep in mind, it's your responsibility to keep track of weather and to act in a timely manner so the public can clear the site in a calm and orderly fashion. You will also consider protecting equipment and supplies.

Structural Safety Plan

Identify the types of structures you plan to set up for your event.

Tents – Sizes and number of tents

Tents 12' x 12' and larger must be installed by a licensed contractor. Event organizers must complete and submit a Commercial Building Permit Application in order to install a tent, stage and generator on City property. A link to the application is provided in the next section. All tents placed on pavement must be weighed down with water barrels or cement blocks. All tents placed on grass must be anchored down with stakes. The sponsoring organization is allowed to set-up pop-up tents but they must be anchored down sufficiently. The sponsoring organization must contact Miss Utility prior to event day to have them mark the area prior to staking. Water for water barrels must be supplied by the contractor or sponsoring organization.

Stages – Sizes and location. All stages must meet regulation.

Generator – Size and locations. Over 10kw must be permitted.

Lost Child Management Plan

Identify how you will handle finding a lost child or parent at the event site. Identify how you will report the incident to authorities if the child or parent are not found.

Cash Operations Plan

Identify how you will secure cash operations to protect from theft.

Waste Management Plan

Trash and recycling receptacles must be provided by rental groups. All litter and recycling of any kind must be removed from the park by the sponsoring organization. Failure to abide by this regulation will result in a fee subtracted from the security deposit and denial of future rentals.

Maryland Law, at Maryland Environment Code §9-1712, requires recycling receptacles and collection a Special Events.

VI. SITE LAYOUT PLAN

The overall safety and enjoyment of attendees will often depend on effective crowd management. This is achieved by anticipating the behavior of the crowd and various factors that can impact it. This includes event layout, space restrictions, maximum entrance and exit points, generous movement within the festival, restrooms, food and beverage vendor access, and emergency response. Keep all of these items in mind when you're laying out the event site.

Include an electronic map that's to-scale with your application. The map must include the layout of major equipment including tents, stages, generators, sound equipment, fences, displays, concessions, roped off area for alcohol consumption, command/operation center and restrooms, first aid, as well as affected roadways and intersections, pedestrian entrances and exits, and parking. All site layouts must comply with ADA standards.

A lane on any closed roadway must be left unobstructed in case an emergency vehicle must access the site. Please indicate the emergency lane on the site layout plan.

If you plan to close a few blocks for a festival, include the street closure on the site layout plan. If you're closing additional roads for a race or walk, follow the procedures in Section VII – Traffic Management Plan.

VII. TRAFFIC MANAGEMENT PLAN (RACES AND WALKS)

The applicant must provide a traffic management plan if planning a race or walk which will close roads. The plan must include a race route map, intersection control table and traffic plan.

The applicant must hire a race management company for races longer than 1 mile and requires road closures.

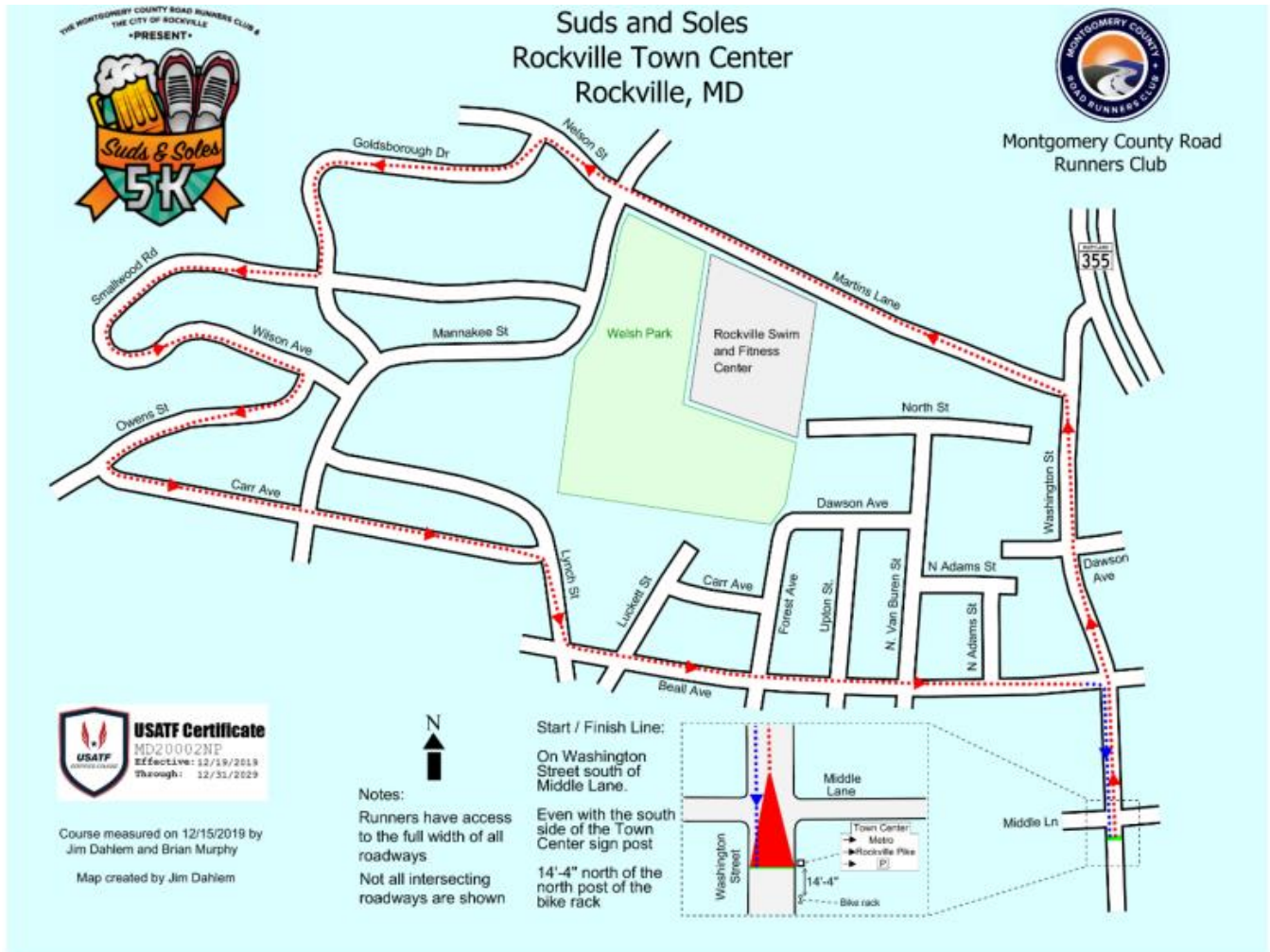
The City will only approve road closures for races/walks with the minimum number of registrants as outlined below:

- 500 registrants for 1-mile or shorter
- 1,000 registrants for a 5K or shorter
- 1,500 registrants for a 10K or shorter
- 2,000 registrants for a half marathon or shorter
- 4,000 registrants for a marathon or shorter

Pre-registration is required. The organizer must provide the City with a link to the race registration website to track the number of registrants. The minimum number of registrants must be met at least 3 days prior to the race.

Proposed Race Route

Provide an overview map of the proposed race route. Here's an example of a race map:



Intersection Control Table

Example:

Intersection Control Table

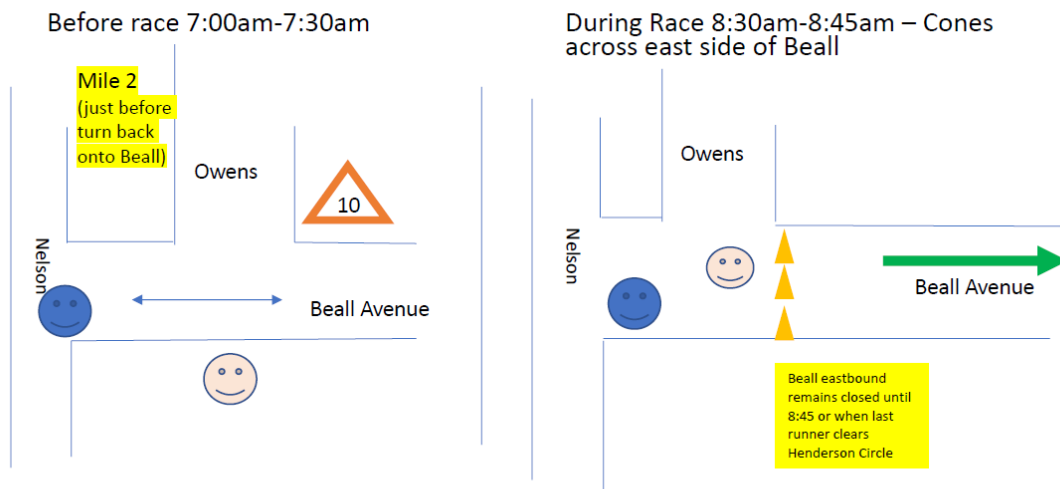
Intersection Control Table - R4R						
Intersection	Marshal Post	Marshals	Officers	Cones	Other	Page
Gibbs & Middle					Truck	7
Gibbs & Town Square				1	10	7
Gibbs & Beall	1	1			18 Truck	8
Beall & N Washington	2, 3	2	2		18	9
Beall & N Adams	4	1				10
N Adams & N Adams					6	10
Beall & N Van Buren	5, 6	2				11
N Van Buren & N Adams				1	5	11
N Van Buren & Harrison					5	11
Beall & Upton	7	1				12, 13
Upton & Dawson					5	12, 13
Upton & Harrison					5	12, 13
Beall & Forest	8	1				12, 13
Forest & Carr					5	12, 13
Forest & Anderson					5	12, 13
Beall & Lockett	9	1				14, 15
Lockett & Carr					5	14, 15
Lockett & Anderson				1	5	14, 15
Beall & Lynch	10	1				14, 15
Lynch & Carr					5	14, 15
Lynch & Anderson					5	14, 15
Mannakee, Beall, Henderson Circle	11, 12	2	2			16, 17
Mannakee & Anderson					5	16, 17
Henderson Circle & Eastside Beall					5	16, 17
Beall from circle to Owens	13, 14	2			40	19, 29
Beall & Owens	15	1	1			20, 21
Beall & Nelson					6	20, 21
Owens & Carr	16, 17	2			5	22
Mannakee & Carr	18, 19	2			12	16, 17, 23, 24
Mannakee & Wilson	20	1	1		5	25
Wilson & Owens	21	1			5	26
		21		9	185	

Race Traffic Plan

Provide detailed instructions for each intersection affected by the road closures. Include personnel, times, cone quantity, set up, signs, traffic pattern and emergency contacts.

Example of a traffic plan for one intersection:

Beall Ave & Owens: 1 officer, 1 CM (post 15), 10 cones



The traffic plan will need to be reviewed by Rockville Police. They may require adjustments.

All race course marshals and volunteers must be trained on safety practices, race route overview and the traffic plan prior to the race start.

The race organizer, along with Rockville Police, are responsible for ensuring the race route is properly closed prior to the race start.

The race organizer must be in direct communication with police command and course marshals for one hour prior to the race and throughout the duration of the race.

VIII. REVIEW PROCESS

City officials will review the application and supporting documents. It may take 2 to 4 weeks for the City officials to review all documents. The applicant may be asked to attend an interagency permit review meeting prior to approval or denial. The Special Events Manager will contact you via email with the City's decision to either approve or deny the event.

IX. NEXT STEPS

If City officials give initial approval for the event, the applicant is responsible for submitting the necessary documentation at least 45 days prior to the event date.

The Special Events Manager will send the applicant a list of necessary items. The items may include the items listed below.

Required Items:

1. Attend a meeting with City representatives (if applicable)
2. Pay Rental Fee*
3. Pay Electricity Fee (if applicable)*
4. Pay Security Deposit*
5. Hire a Race Management Company (if applicable)*
6. Road Closure Approval from Affected Businesses and Residents (if applicable)
7. Certificate of Insurance and Endorsement from the Applicant
8. Certificate of Insurance and Endorsement from Amusement Company
9. Hire City of Rockville Police Officers and City Trucks and Drivers*
10. Update application submittal documents as needed
11. Obtain Permits, Licenses, and Waivers and Schedule Inspections:
 - a. Montgomery County Food License*
 - b. Montgomery County Alcohol License*
 - c. Montgomery County Noise Ordinance Waiver*
 - d. City of Rockville Temporary Building Permit and Inspection*
 - e. State of Maryland Amusements Permit and Inspection* (Amusement Company Responsibility)
12. Distribute a Public Notification
13. Notify and/or coordinate with Rockville Volunteer Fire and Rescue (Mont. Co. Fire and Rescue)
14. Contact Public Transit Authorities (if applicable)
15. Portable Toilet Delivery/Pick Up Confirmation
16. Submit Program or Entertainment Schedule
17. Install 'No Parking' signs on meters (if applicable)
18. Any other documentation deemed necessary

* Items include a fee

Permit Granted or Denied

Once all the items identified as mandatory are completed and all City officials sign off on approval, the City will email the license to the applicant which must be accessible on-site on the scheduled day of the event as proof of reservation.

If items identified as mandatory are not submitted by the deadline, the applicant will be notified in writing that the event is denied from taking place. It is the applicant’s responsibility to cancel all aspects of the event and publicize the cancellation. The applicant will be responsible for any costs associated with the cancellation.

X. REQUIRED MEETINGS

City officials may require the applicant to attend a meeting or series of meetings to solidify plans and/or clarify aspects of the event plans.

XI. RENTAL FEES AND SECURITY DEPOSIT

The following fees are categorized according to the user groups defined in section II, Eligibility for Use, above. All fees are based on a four-hour time period.

Rockville Public	\$450
Rockville Private and Political	\$550
Non-Rockville Public	\$650
Non-Rockville Private and Political	\$750
Additional hours	\$100 per hour

Security Deposit- \$100

A separate security deposit check must be sent along with the rental fee after the event is approved. The check will be return only if the City park is returned to its original condition and no expenses were incurred by the City of Rockville.

Additional Fees

City Electricity (Rockville Town Square only)	\$40 per hour
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The City of Rockville will issue an invoice to the event organizer for the fees.

Payments can be made via check or credit card. The invoice will provide more details.

Checks must be made payable to the City of Rockville.

Mail to: City of Rockville, Colleen McQuitty, 111 Maryland Ave., Rockville, MD 20850.

XII. ROAD CLOSURE APPROVAL

The City may require the applicant to obtain 51% or more approval from business owners and residents affected by the closures. If required, the applicant is responsible for obtaining the written permission of affected residents and/or businesses.

XIII. CERTIFICATE OF INSURANCE AND ENDORSEMENT

The applicant’s insurance coverage shall be primary insurance as respects the City, its elected and appointed officials, officers, consultants, agents and employees and any insurance or self-insurance maintained by the City, shall be excess of the organizer’s insurance and shall not be called upon to contribute with it.

Type of Insurance	Amounts of Insurance	Endorsements and Provisions
1. Workers’ Compensation 2. Employers’ Liability	Bodily Injury by Accident: \$100,000 each accident Bodily Injury by Disease: \$500,000 policy limits Bodily Injury by Disease: \$100,000 each employee	Waiver of Subrogation: <i>WC 00 03 13 Waiver of Our Rights to Recover From Others Endorsement – signed and dated.</i>
3. Commercial General Liability a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Completed Operations g. Personal Injury	Each Occurrence: \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. <i>CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.</i>

Policy Cancellation

No change, cancellation or non-renewed shall be made in any insurance coverage without a thirty (30) day written notice to the City’s Risk Manager. The organizer shall furnish a new certificate prior to any change or cancellation date. The failure of the organizer to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

Additional Insured

The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured on the organizer’s Commercial and Excess/Umbrella Insurance for liability arising out of contractor’s products, goods, and services provided under this contract. Additionally, **The Mayor and Council of Rockville** must be named

as additional insured on the organizer's Automobile and General Liability Policies. Endorsements reflecting the Mayor and Council of Rockville as an additional insured are required to be submitted with the insurance certificate.

XIV. CITY POLICE AND TRUCKS

Police presence may be required at certain events. You will be informed if police presence is required at time of initial approval.

Rockville City Police Officers are available to provide security or traffic control for your private event within the City of Rockville. The current rate for off-duty officers is \$67 (*subject to change*) per hour per officer, 4 hour minimum. This fee covers the City's costs for the officer's over time rate, liability insurance, vehicle and fuel. Holidays rates may apply if an event is hosted on a City holiday.

For more information on how to hire Rockville police officers, please visit:
<http://www.rockvillemd.gov/index.aspx?nid=659>

The event organizer may be required to hire City trucks and drivers to block intersections if your event includes road closures. The trucks increase the security and reduce the risk of vehicles ramming the event site. You will be informed if City trucks and drivers are required at time of initial approval. The current rate for a City truck and driver is \$47 (*subject to change*) per hour per truck/driver, 4 hour minimum. This fee covers the City's costs for the staff over time rate, liability insurance, vehicle and fuel.

XV. PERMITS, LICENSES, WAIVERS AND INSPECTIONS

Aside from the event license, other licenses may be required.

(\$) – There is a cost associated with this license or permit.

Food License and Inspection – (\$)

The sponsoring organization is responsible for obtaining any County permits needed to serve/sell food or alcoholic beverages, once rental request has been approved by the City of Rockville.

Please contact the Montgomery County Department of Health and Human Services at 240-777-3986 or go to the following website to complete a *Temporary Food Service License Application*:

<https://www.montgomerycountymd.gov/HHS/LandR/SpecialFoodEvent.html>

Alcohol License – (\$)

If you plan on serving alcoholic beverages at this event, an alcohol permit is required. Contact the Montgomery County Board of License Commissions at 240-777-1900 for information or go to the following website to complete an *Application for a Class C, Special Alcoholic Beverage License*.

<https://www.montgomerycountymd.gov/ABS/licensure/license/one-day/>

Noise Ordinance Waiver – (\$)

Event organizers must abide by the Montgomery County Noise Ordinance. Please view the attached website, Section 31B-5 for more details.

http://www.nonoise.org/lawlib/cities/md/montgomeryco_md.htm

Events with times outside of the times allowed in the noise ordinance or with site up and breakdown outside the times allowed in the noise ordinance are required to submit and application for a waiver and provide the City with a copy of the waiver. Click on Commercial as the Type of Activity.

<https://www.montgomerycountymd.gov/DEP/contact/noise-documents.html>

Keep in mind that many City parks are surrounded by residents and businesses. Please be respectful to those people and keep the noise to a minimum.

Tents, Stages and Generator Permit Application and Inspection – (\$)

The sponsoring organization or contractor is responsible for obtaining a permit for installation of tents, stages and generators.

Tents smaller than 12'x12' do not require a permit. Conjoining 10'x10' tents constitutes a larger tent and must be permitted.

Apply online – www.MyGovernmentOnline.org

Instructions:

- Create Account
- Permit and Licensing
 - Apply online
- Project Type
 - Permit
 - Start a New Application (Electrical or Commercial Building for tents/stages)

Request the help guide from the Special Events Manager if needed.

XVI. PUBLIC NOTIFICATION

It is the applicant's responsibility to inform all residents and businesses who may be impacted by the event. Notifications must include contact information, sponsoring organization name, event location, event times, set-up and breakdown times, road closure locations, brief description of event, and major elements of the event. If road closures are part of your event, maps of the closures are usually best. **City staff must approve notifications prior to distribution.** City staff will provide distribution lists.

XVII. NOTIFY FIRE AND RESCUE

It is the applicant's responsibility to notify and/or coordinate with Rockville Volunteer Fire and Rescue (Mont. Co. Fire and Rescue). At minimum the applicant must provide Fire and Rescue with event details and a site plan which includes any road closures and the emergency lane. Events with a large number of attendees or included a large number of road closures will need to be coordinated with Fire and Rescue

more extensively. A meeting may be required between City officials, the applicant and Fire and Rescue representatives.

XVIII. CONTACT PUBLIC TRANSIT AUTHORITIES

It is the applicant's responsibility to contact public transit authorities whose routes are affected by event road closures. This includes Ride On and Metro Bus. The notification must include the event name, date, road closures times and locations and contact information.

XIX. RESTROOMS

Restroom facilities are the responsibility of the rental organization which includes the appropriate number of ADA accessible restroom facilities. The City representative can be utilized for consultations of number of toilets needed and toilet rental company contacts. Events offering alcoholic beverages or are more than one hour must supply toilets.

The applicant must gain approval from the City Special Events Manager for the date and timeframe of the portable toilet delivery and removal. The location of the portable toilets must also be approved by the City Special Events Manager.

XX. PROGRAM OR ENTERTAINMENT SCHEDULE

The applicant will provide the City Special Events Manager with a final program or entertainment schedule. All entertainment must appropriate for a public space and family-friendly.

XXI. 'NO PARKING' SIGNS ON METERS

The City will supply the applicant with 'no parking' signs. The applicant is responsible for coordinating the sign pick up with the Special Events Manager. The applicant is responsible for writing the date and road closure start and end times on each sign, and installing the signs on all parking meters where road closures will occur by 12 noon the day before the event.

XXII. OTHER EVENT ELEMENTS

Food and Beverage

The applicant is responsible for obtaining any Montgomery County permits needed to serve/sell food. The applicant is responsible for ensuring all food and beverage provided to the public is prepared by a license vendor or a one-day food health license is obtained through Montgomery County and inspections are scheduled.

Alcohol

If you plan on serving alcoholic beverages at this event, an alcohol permit is required. Contact the Montgomery County Board of License Commissions at 240-777-1900 for information or go to the following website to complete an *Application for a Class C, Special Alcoholic Beverage License*.

The applicant must comply with all Montgomery County Alcohol Beverage Services license rules and regulations.

Sound System

Rental of a sound system is the responsibility of the applicant. It is the applicant's responsibility to make sure the sound company has the sound set a reasonable level. It's suggested that the applicant invest in a decibel reader. The sound may not exceed 65 dB.

Event times

Events must begin and end at the approved times. If your event exceeds the approved times, you may be fined.

Events may only be planned from 9 a.m. to 9 p.m. as the Montgomery County Noise Ordinance states.

The applicant must obtain a Montgomery County Noise Ordinance Waiver for any aspect of the event which is outside the times of 9 a.m. to 9 p.m. The applicant must provide the City with a copy of the waiver.

Equipment Set Up and Breakdown

Determine the number of hours needed to set up and breakdown the event site. Indicate these times on the application. Note, the Montgomery County Noise Ordinance must be followed during event set up and breakdown as well. See Noise Ordinance section for more details.

Equipment must meet all codes and a Temporary Building Permit must be obtained when necessary.

It is the event organizer's responsibility to follow all safety precautions in order to ensure the safety of staff, volunteers, event participants and spectators.

Entertainment

All City parks are open to the public. All entertainment contracted by the applicant should be appropriate for a family environment. The sound company must respect sound levels indicated by the Montgomery County Noise Ordinance.

Town Square Stage

The stage is available for the applicant's use. The size of the stage is 20' deep by 24' wide. There is a set of stairs provided to access the stage. The applicant must indicate if a special accommodation is necessary.

Electricity

Electricity is available in Rockville Town Square plaza. The applicant must pay the electricity fee in order to utilize this power. The applicant must rent generators at other City parks if more electricity is necessary.

Amusements

All rides or inflatables must be provided by a licensed contractor. The contractor must follow all State of Maryland regulations and schedule an onsite inspection.

Publicity Plan

What media outlets will the organization publicize this event? Print, TV, web, etc.

Banners and Signs

All signs must be temporary. Please use only freestanding signs or plastic cable ties to hang signs. Signs may only be set-up on the day of the event and must be removed at the conclusion of the event. Do NOT use tape, glue, paint or any materials that may damage surfaces. Do NOT hang signs on trees.

If any surface is damaged or painted, the sponsoring organizations may be required to pay for repair.

Solicitation

Soliciting is not permitted in City of Rockville parks.

Animals

If animals are a part of your event, you must provide a description of the types of animals and how you will manage them on the event site. All animals must be treated humanely and be provided shade, water and food. You must pick up waste and dispose of properly.

Fireworks

Fireworks are not allowed by outside groups on City property.

Balloons

Balloons may not be used as part of the events. Balloon releases are not permitted in Rockville.

Water

Water is not available at any City parks. It is the responsibility of the applicant to provide any necessary water.

Trash/Recycling

The applicant is responsible for providing trash/recycling receptacles, monitoring, collecting and removing all trash/recycling from the event site at the conclusion of the event.

Maryland Law, at Maryland Environment Code §9-1712, requires recycling receptacles and collection a Special Events.

Parking

Public parking is available in the Town Center garages. Free parking is available at a couple places in Town Center. City staff can provide you with those locations.

If you're hosting an event outside of Town Center, the applicant will need to identify suitable parking options.

XXIII. CLEAN UP

It is the applicant's responsibility to ensure the property is returned to the original condition, trash/recycling is removed, and spills are cleaned up.

If the property is not returned to the original condition, the applicant will be fined with a cleaning fee.

XXIV. PERMIT REVOKE

Rental permit may be revoked during event, or future permits denied, if improper use of the Town Center or Park area is determined, damage occurs to City property, or if sponsoring organization does not adhere to any of the above regulations.

XXV. PERMIT DENIED

The City reserves the right to deny an event if the applicant doesn't provide the necessary documentation or complete all tasks deemed necessary.

XXVI. REFUNDS

Refunds will not be made in the case of inclement weather or cancellation by sponsoring organization.

Rental fee refunds may be granted if the City cancels the event due to the delinquency of the event organizer but may be prorated for staff time.

The electricity fee may be refunded.