



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

Contact the Civic Center Business Office to obtain a permit:

Glenview Mansion at Rockville Civic Center Park

603 Edmonston Drive | Rockville, MD 20851

Phone: 240-314-8660 | Fax: 240-314-8669

E-mail: [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov)

### **Rates valid through June 30, 2018**

#### **Social Event Rental Rates**

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)

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

#### **Organization Meeting Rates**

Rockville resident	\$54 + \$100 security = Total \$155	(\$18 each additional hour)
Non-Rockville resident	\$66 + \$100 security = Total \$166	(\$22 each additional hour)

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

#### **Available for meetings only; no social event is permitted at this rate**

#### **Community Organization Rates\***

Church Groups, Theatre Groups	\$39 + \$100 security = Total \$140	(\$13 each additional hour)
Youth Groups (Girl Scouts, Boy Scouts only)	\$24 + \$20 security = Total \$45	(\$8 each additional hour)

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

#### **Available for meetings only; no social event is permitted at this rate**

\*Community Organizations with 501c3 non-profit status. The federal letter must be submitted to qualify for these rates.

#### **RENTAL AGREEMENT**

- Building access consists of time of use only. The alarm code key pad 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.
- Elwood Smith has approximately nine-six foot rectangular tables and a mix of 65 folding chairs. Pump House has approximately eight-six foot rectangular tables and 25 folding chairs.
- 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.
- Attendance may not exceed the maximum capacity of the building which is 75 people.
- 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.
- The renter is responsible for all table and chairs set up and breakdown.

- 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 at Croydon Creek 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. Failure to remove trash will result in forfeiture of the security deposit.
- Respect property and equipment through your actions and use.
- If an organization or community organization is hosting a social event/party (i.e. birthday, anniversary, fundraiser, performance, etc.), the social event rental rate must be used without exception.
- All rental facilities are equipped with an alarm key pad. The alarm key pad will verify your entry and exit time which needs to coincide with your permitted time. Any overtime will be deducted from your security deposit. Please adhere to the permitted time as there may be rentals before or after your rental.
- You are required to remove the trash from the facility. Elwood Smith has a dumpster in the parking lot. Pump House does not have a dumpster, so you must take the trash with you. The Glenview Mansion Cottage has a dumpster located behind the Glenview Mansion on the grounds of the Rockville Civic Center Park.
- You will be responsible to pick up a key and code for your rental on the last business day prior to your event from the Civic Center Business Office between the hours of 9pm – 4pm. The key and code must be returned on the next business day after your event between the hours of 9pm – 4pm to the Civic Center Business Office for your security deposit to be refunded.
- To receive the Rockville resident rate for social events, the person executing the permit must be an incorporated City of Rockville resident. Proof of residency is required.
- The renter is responsible to set up and take down all tables and chairs. Additional responsibilities include but are not limited to sweeping the floors, wiping the countertops and removing all trash to the dumpster (if available) at the end of the rental or taking the trash home (if no dumpster is available). Failure to do so will result in the loss of your security deposit.
- Please review your permit for community center rules and policies.

### **SECURITY DEPOSIT**

Your security deposit will be used if you use the facility outside of your contracted hours. The alarm entrance and exit times will be used to determine any overages. Any damages to the facility or its contents, or failure to remove trash/clean-up will be deducted from your security deposit. The person who signs this permit must attend the event and be present for the duration of the permitted time. Failure to do so forfeits the security deposit in its entirety.

The security deposit will be refund in the same manner as paid once the key/alarm code is returned to the Civic Center business office within 1-2 business days after the actual rental. Failure to return the key within 1-2 business days after the actual rental will result in a deduction of \$25 per week that the key is not returned.

**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; call the Civic Center Manager, Paige Janzen at 847-219-5519 to report the situation. If not reached in person, you must leave a detailed message and a call back number.

**ADDITIONAL INFORMATION**

For an event with no alcohol, the renter is required to pick up the key/alarm code from the Civic Center Business Office located on the first floor of Glenview Mansion, 603 Edmonston Drive, Rockville, MD 20851 before 4pm 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 8:30am-4:30pm Monday through Friday.

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/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/all events held at community centers.

**ADDRESS OF COMMUNITY CENTERS**

Elwood Smith Community center is located at 601 Harrington Road, Rockville, MD 20850  
Pump House at Croydon Park is located at 401 S. Horners Lane, Rockville, MD 20850  
Glenview Mansion Cottage is located at 603 Edmonston Drive, Rockville, MD 20851

**CANCELLATION POLICY**

Cancellation must be received in writing from the person signing this permit. The date that the written cancellation is received at the Civic Center business office is the effective cancellation date. If cancellation takes place 8 days or more prior to the permitted event date, the cancellation fee below applies. Any cancellation occurring 7 day or less prior to the permitted event date, the entire permit fee will be retained by the City of Rockville.

<b>If your hourly rate is:</b>	<b>Cancellation Fee is:</b>
\$50-\$70per hour (social event rates)	\$50 / per date
\$8/per hour (organization meeting rate)	\$5 / per date
\$13/per hour (organization meeting rate)	\$10 / per date
\$18/per hour (organization meeting rate)	\$15 / per date

A \$25 administrative fee will be retained for weather-related cancellations when the person signing the permit contacts the Civic Center Manager, Paige Janzen at 847-219-5519 at least 3 hours prior to the start time on the permit.

A \$25 fee is required to implement a change of date.

**RENTAL SPECIFICS**

All rental fees and security deposit are due at the time of permitting.