



Lincoln Park Community Center

City of Rockville • Department of Recreation and Parks
357 Frederick Avenue • Rockville, Maryland 20850
240-314-8780 • www.rockvillemd.gov/lpcc

Area(s) Requested
(Please check all that apply)

- Multi-Purpose Room
- Kitchen (additional fees apply)
- Gym
- Library

INDOOR FACILITY RENTAL APPLICATION

Today's Date: _____

Name of Organization and Representative: _____

Address: _____ City: _____ State: _____ Zip: _____

Home #: _____ Work #: _____ Cell #: _____ E-mail: _____

Event/Activity: _____

Date Requested: _____ Alternative Date: _____

Start: _____ Set up Time: _____ End Time: _____ (30 mins. set up and clean up is free)

Number expected in attendance: _____

Will food/beverages be available? Yes No

(Alcohol is prohibited.)

Equipment Requested: _____

Applicant Signature: _____ Date: _____

- Must pick-up security deposit, after 30 days security deposit will not be refunded. •

For Office Use Only:

Rental # _____

Community Group Private Res./Bus. Senior/Youth City Program Other: _____

Rental \$ _____ Date Due: _____ Cash Charge MO/CK# _____

Security Deposit \$ _____ Date Due: _____ Cash Charge MO/CK# _____

Extra Fees (Equipment) \$ _____

Total Due \$ _____ Date Due: _____ PIF Date: _____

Sec. Deposit Amount Returned: _____ Date Sec. Deposit Returned: _____ Rec'd Sec. Deposit (renter initials) _____

Staff Initials: _____