



## Civic Center Park Outdoor and Indoor Photography Policies & Procedures

Glenview Mansion, Cottage, and F. Scott Fitzgerald Theatre and Social Hall

### Rockville Civic Center Business Office

603 Edmonston Drive, Rockville, MD 20851

240-314-8660

[glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov)

Refer to Glenview Mansion’s webpage for important venue and park notices to the public:

<https://www.rockvillemd.gov/389/Glenview-Mansion>

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

City properties and staff function under current [Montgomery County](#) and [City](#) COVID-19-related executive orders, health officer directives, and regulations. All COVID-19 mandates are subject to change at any time.

- Help keep everyone safe. Do not come to any City of Rockville property if you are sick with any COVID-19 or cold/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 cold/flu-like symptoms.
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### **OUTDOOR PHOTOGRAPHY POLICIES & PROCEDURES**

#### **General Information**

- If there is a private rental or event on the property, Glenview Mansion, Cottage, and Formal Gardens (including the front lawn) are off limits to photographers and outside group gatherings – **with no exceptions**. Anyone attempting to occupy these parts of the property during a private rental or event will be asked to leave these areas promptly. This policy applies to family/friend photography sessions, homecomings and proms, other school and/or organization-related activity, etc. Please visit the [Glenview Mansion webpage](#) to learn when the property is closed to the public due to our rental or event schedule.
- Private outdoor photography where no monetary fee is taken (i.e. individuals taking cell phone photos, individual family photos, etc.) is allowed at Civic Center Park during regular park hours (sunrise to sunset) any day of the week provided there is no rental or event scheduled at Glenview Mansion, Cottage, and/or surrounding parkland.
- You are not guaranteed to have any part of the property to yourself during an outdoor photography session – you will need to share the space with park visitors.
- When the Civic Center Park grounds are not available due to rentals or events, the entire day is reserved and unavailable for photography. City staff do not provide rental times or other event information.
- There are no restrooms available or areas for dressing rooms during outdoor photography. In addition, there is no electricity available.

## Link to the Rockville, Maryland Code of Ordinances

[https://library.municode.com/md/rockville/codes/code\\_of\\_ordinances](https://library.municode.com/md/rockville/codes/code_of_ordinances)

Sec. 14-41. - Commercial activities.

- (a) A person may not sell, or offer for sale, any merchandise, article or thing in or upon City parks or at any City-sponsored special event without having first obtained a permit from the City Manager for a specific area or the special event. The City Manager may issue such permits and require the payment of such fees as are prescribed by resolution in the minutes of the meetings of the Mayor. As a condition of a permit, the City Manager may require the person to whom the permit is issued to place, or cause to be placed in receptacles provided for that purpose, all trash, in the nature of boxes, papers, cans, bottles, garbage and other refuse, generated by the sale of any merchandise, article or thing covered by the permit, within a reasonable area of the vending operation. The City Manager may require a cash bond from the permittee in the amount of seventy-five dollars (\$75.00). The bond shall be forfeited in the event the permittee is unable or may fail to dispose of refuse in the manner prescribed.
- (b) A person may not practice, carry on, conduct or solicit for any trade, occupation, business or profession, without first obtaining written permission from the City Manager.

(Laws of Rockville, Ch. 7, § 7-3.01(i), (j))

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## **INDOOR PHOTOGRAPHY POLICY & PROCEDURES**

### **General Information**

- Indoor photography at Glenview Mansion, Cottage, and F. Scott Fitzgerald Theatre and Social Hall is strictly prohibited without an indoor photography permit issued by the Civic Center Business Office (hourly rates apply).
- Photography permits may not be issued more than five (5) business days in advance.
- Permittable hours are Monday through Friday, 9am – 1pm and 2pm – 4:30pm.
- Staff reserves the right to cancel an indoor photography session, at any time, based on last-minute rental or event requests, City events and programs, facility closures, or force majeure.
- There are no dressing rooms available inside Glenview Mansion, Cottage, and F. Scott Fitzgerald Theatre and Social Hall unless specifically indicated on your photography permit. Your permit will state the specific areas of access and you must adhere to these spaces.

### **Indoor Photography Fees**

|                  |                      |   |
|------------------|----------------------|---|
| Glenview Mansion | Civic Center Cottage | F. Scott Fitzgerald Theatre and Social Hall |
| \$50.00 per hour | \$50.00 per hour     | \$50.00 per hour                            |

### **To Permit with Us**

All permit 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 permit

## How to Permit

Request an indoor photography permit by completing and submitting this online request form, which goes to the Civic Center Business Office for review. You will be contacted by e-mail within 48 business hours regarding your requested permit. The permit must be fully executed and paid within 24 hours from when the permit was sent. If the executed permit with payment in-full is not received within 24 hours, it is voided, and the permit date becomes available to others.

[View Form for Glenview Mansion Indoor Photography Sessions](#)

## For Company/Organization Permits

- The organization name must appear on the permit and/or addendums. The PRIMARY name and contact information is the individual who paid the permit fee 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 permit and/or addendums must work directly for the company or organization. They must also have the authority to execute a permit and/or addendum on behalf of the company or organization.
- The permit 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.

## Important Things to Know

- Rockville Civic Center Park master calendar changes daily. You may have been told that the property was open to photography only to have it be closed due to a last-minute rentals, events, or city events/programs.
- Parking is available in the lower lot of the mansion; ADA parking is available directly behind the Glenview Mansion. Do **not** park on the long drive leading up to the mansion; you will be subject to ticketing and/or towing.
- The City of Rockville and the Rockville Civic Center Park is not responsible for any items lost, damaged, or left behind on the property, nor are we responsible for acts of nature, appearance/upkeep of city property, or interactions with the public who are on the property.