



## Department of Recreation and Parks Permit a Park Picnic Area

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**The City of Rockville** has extensive parks and open spaces. Each home in Rockville is located within a short walk of a city park, and the City has more than 1,000 acres of parkland, composed of 33 passive and 32 active parks. Permit a park picnic area with restrooms for birthdays, family reunions, and other fun warm weather activities.

The Department of Recreation and Parks is responsible for caring and maintaining our parks. With community centers, a nature center, civic center, swim and fitness center, golf course and senior center, and a full range of outdoor recreation amenities, we are committed to offering a variety of recreational opportunities for all residents.

Owned and operated by the City of Rockville, Maryland.

**Glenview Mansion at  
Rockville Civic Center Park**  
Civic Center Business Office  
603 Edmonston Drive  
Rockville, MD 20851  
Phone: 240-314-8660  
Fax: 240-314-8669  
E-mail: [parkrental@rockvillemd.gov](mailto:parkrental@rockvillemd.gov)

**All times listed within this information packet is Eastern Standard Time.  
All information in this packet is subject to change.**

## **IMPORTANT COVID-19 GUIDELINES**

The City of Rockville is pleased to once again be able to offer park shelter permits at the Civic Center Park, Potomac Woods Park, and Woodley Gardens Park. Here are our new health and safety regulations for permits. Let's work together to make everyone's health and safety our top priority.

### **If Sick, Please Stay Home**

The renter and all event attendees must not use the park shelter or restroom if they are sick with any COVID-19 or 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 flu-like symptoms. If you need to cancel your reservation due to illness, please do so by contacting us at [parkrental@rockvillemd.gov](mailto:parkrental@rockvillemd.gov) or 240-314-8660.

### **Important Healthy and Safety Requirements**

- A maximum of 25 people per gathering – no exceptions allowed.
- Face coverings are required when the physical distancing of 6 feet or more from others is not possible.
- Renters and all event attendees must follow Montgomery County's [Executive Order 122-20](#), effective November 6, 2020.
- It is the renter's responsibility to ensure this Executive Order is understood by all event attendees and enforced at all times.
- Renters and all attendees should follow the CDC Guidelines on [How to Protect Yourself & Others](#).
- For more information, please visit [Montgomery County Reopening Guidelines for Gatherings](#).

### **Important Permitting Information**

- We extended the park season and permitting now ends on November 15, 2020.
- 48-hour notice is required to obtain a permit.
- Permits are available seven (7) days a week from 9am to 4pm (Eastern Standard Time).
- Only one park rental is allowed per day to allow staff to clean the restroom before/after each rental.
- Alcohol permits are prohibited at this time.
- All other shelters may be used on a first-come, first-served basis, but permit holders are always given priority.
- The restroom key for the permitted shelters are available for pick-up/drop-off at Glenview Mansion's Civic Center Business Office by appointment only.
- If there is not a dumpster on-site available for use, the renter must bag up all of their trash and recycling and take it with them off-site for proper disposal.

### **Park Restroom Winterization**

The winterization of park restrooms may begin **before** November 15, 2020 due to weather changes. If this happens, park permits may need to be cancelled and the Civic Center Business Office will contact you. You will receive a refund if the city cancels your permit due to restroom winterization or city closures.

### **General Operations: City, County and State Regulations**

All rentals are subject to modification and/or cancellation based on orders from Rockville Mayor and Council, the Montgomery County Executive, or the State of Maryland Governor and are subject to the guidelines indicated in the City of Rockville's reopening plans, Montgomery County's Executive Orders, Montgomery County's reopening plans, and/or the State of Maryland's reopening plans. Therefore, if a rental is contracted under various guidelines and those guidelines change, the rental is subject to the

guidelines in place at the time of the event and/or may be cancelled at any time by the City of Rockville. All information on park shelter permitting/renting is subject to change without advance notice.

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## **PERMIT RATES**

### **ROCKVILLE RESIDENT RENTAL RATES**

Non-Alcohol Permit:  
\$150 for 5 hours (\$30 each additional hour)  
\$100 security deposit

### **NON-ROCKVILLE RESIDENT RENTAL RATES**

Non-Alcohol Permit:  
\$250 for 5 hours (\$50 each additional hour)  
\$100 security deposit

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## **PARK PICNIC AREAS AVAILABLE FOR PERMIT**

At this time, the City of Rockville is only offering the following parks listed below in the table for permitting:

<b>Park Name</b>	<b># of Tables</b>	<b># of Grills</b>	<b>Dumpster</b>	<b>Max. Capacity</b>
Civic Center Park	5	5	1	25
Potomac Woods Park**	7	1	1	25
Woodley Gardens Park** +	12	1	1	25

\*\* Dumpsters are only in place April 1 – December 1.

+ Six (6) tables under pavilion and six (6) tables down in woods.

**Electricity is not available at any park.**

**The type and quantity of amenities at each park, such as grills, picnic, tables, dumpsters, etc. are not guaranteed and are subject to change.**

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## **ROCKVILLE RESIDENCY**

Rockville resident rental rates apply to those owning property or living within the corporate tax district of the City of Rockville. The permit must be in the name of the Rockville resident(s). Proof of residency is required at time of permitting and includes driver's license, lease agreement, deed to house, utility bill, and homeowner or renter's insurance. Rockville resident rental rate is only available at the time of booking.

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## **TO PERMIT WITH US**

All permit holders must:

- Be at least 18 years old of age to receive a non-alcohol permit;
  - Be at least 21 years of age to receive an alcohol permit;
  - Have a valid form of ID; and
  - Ensure the name on the valid form of ID matches the name(s) on the permit
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## **PERMITTING PROCESS**

- Complete this online form: [www.rockvillemd.gov/parkrental](http://www.rockvillemd.gov/parkrental)
  - Permits can be requested 24/7 online.
  - If you do not have access to the internet, please call or e-mail the Civic Center Business Office for assistance at [parkrental@rockvillemd.gov](mailto:parkrental@rockvillemd.gov) or 240-314-8660.
  - You will be contacted by e-mail within 24 business hours regarding your requested permit. The permit must be completed and returned 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 rental date becomes available to others.
  - **For Non-Company/Non-Organization Permits:** The PRIMARY name and contact information is the individual who paid the security deposit and is considered the account holder in our financial system.
  - **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 security deposit 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.
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## **ALCOHOL PERMITS**

Alcohol permits are currently not available.

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## **PERMIT PAYMENT**

All permits must be paid in-full at the time of permit signing. Acceptable forms of payment include MasterCard or Visa payable to "City of Rockville." We do not accept Discover or American Express. If a check is returned to the City of Rockville, a \$35 fee will apply.

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## **SECURITY DEPOSIT**

The security deposit will be used for damages, late departure, clean-up of the property, and/or if any of the City of Rockville property or park policies and rules are not followed. The amount retained is at the discretion of City of Rockville staff. It may take up to 30 days to receive the refunded security deposit.

If the security deposit is paid by check or money order, the security deposit, if refunded, will be a check issued by the City of Rockville to the PRIMARY name and contact information on the permit since this individual paid the security deposit. The company or organization name will also appear on the check, if applicable. If the security deposit is paid by MasterCard or Visa, the security deposit, if refunded, will be credited back to the credit card used to make this payment (if card has not expired), without exception.

**PLEASE NOTE:** Due to our financial system, when a security deposit is paid by credit card, it must go back to the PRIMARY on the permit by check if the payment is 120 days or older. We are not able to process these security deposit refunds back to the original credit card.

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## **CANCELLATION POLICY**

Change of date requests are considered cancellations. Cancellations must be received by the Civic Center Business Office staff in writing from the person(s) whose name(s) appears on the signature line of the permit. The cancellation date is the date in which written and signed notification is received in the Civic Center Business Office. We will accept an e-mail as a written cancellation request only if a Civic Center Business Office staff member responds to the e-mail. Be sure to follow-up with a telephone call or e-mail if we have not responded to your e-mail cancellation within 48 hours. Please send e-mail cancellations to [parkrental@rockvillemd.gov](mailto:parkrental@rockvillemd.gov).

If cancellation takes place 8 days or more prior to the requested event date, the City of Rockville will retain a \$50 administrative fee. The remaining permit balance and security deposit will be refunded.

If cancellation occurs 7 days or less prior to the requested date, the entire permit fee is retained. The security deposit will be refunded.

A \$25 administrative fee will be retained from the security deposit for weather-related cancellations. The renter must speak or leave a voicemail with the Civic Center Business Office at least three (3) hours prior to the event.

A \$25 administrative fee is required to implement a change of date for your event and is based on availability.

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## **RENTAL POLICY FOR SCHOOLS**

Free or paid school rentals are currently not available.

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## **INDEMNIFICATION**

Permit holders, guests, and vendors are required to abide by all applicable Federal, State, County, and/or City public laws and ordinances when using City of Rockville facilities and property.

Permit holders, guests, and vendors shall indemnify the City of Rockville, and all of its employees, agents, representatives, and assigns, and shall save them harmless from and against many and all claims, damages, liability and expense, and/or damage to property arising from or out of any occurrence in, upon or at the rented facility and/or property or any part thereof, or occasioned wholly or in part by any act or omission of the permit holders, guests, and vendors, its agents, servants, employees, assignees or invitees. Permit holders, guests, and vendors waives all rights and claims against the City of Rockville in connection with any and all such injuries or damages alleged to have arisen during the term of the rental permit and/or addendum.

The City of Rockville shall not be liable for any accident, theft or damage whatsoever caused to the property of permit holders, guests, vendors, its agents, servants, employees, assignees, and invitees, resulting from the use of operation of the rented facility or property by the permit holder, its agents, servants, employees or invitees. All personal property of permit holders, guests, vendors, its agents, servants, employees or invitees, stored or otherwise left in the rented facility or property shall be at its

(their) sole risk. The City of Rockville assumes no liability or responsibility whatsoever with the respect to the conduct and operation of permit holders', guests', and vendors' business.

City of Rockville shall not be liable for loss or reimbursement due to cancellation or termination of a scheduled event due to force majeure, act of God, or inclement weather. If the City of Rockville cancels the permit and/or addendum for any unforeseen reason, the permit and addendums will be reviewed and amended with a change of date or consideration of a partial or full refund.

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### **CITY OF ROCKVILLE STAFF**

City of Rockville staff are not event coordinators, nor should they be expected to assist in set-up, clean-up, or any other logistical aspect of the event. For non-alcohol picnics, the rental is considered "self-served" which means no city staff is on-site during the rental.

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### **GENERAL INFORMATION**

All park picnic permit requests and reservations are based on availability and are first-come, first-served. We do not hold park picnic areas under any circumstance.

The user group must adhere to the permitted hours stated on the permit. Overtime will be deducted from the security deposit. The permittee assumes personal liability for the cost of excessive cleanup of the premises, loss, breakage or removal of park property and responsibility for the conduct and good order of the group.

You must bring the fully executed permit and photo ID with you to your rental. The park is subject to inspection by an authorized representative to ensure proper use of park property. Permit must be in the possession of the person to whom it is issued and shown upon request to an authorized representative.

When you permit a park picnic area with the City of Rockville, you are reserving the designated picnic area only; not the entire park, sports fields, or courts. All other areas of the park, including the sports fields and courts, are to be used on a first-come, first-served basis by the public, as well as the renting group. If a City of Rockville sport team is using the sports fields or courts, then they are not to be used by the rental group. No permit can include a plan for reserving the fields for organized games as an activity.

Smoking and vaping is prohibited on City of Rockville property and/or grounds.

Any violation can result in the immediate shut down of an event and revoking of any future permit.

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### **RESTROOM KEY PICK-UP AND DROP-OFF**

The restroom key pick-up and return must be completed Monday through Friday at the Civic Center Business Office by **appointment only**. **Failure to pick-up the key will result in restrooms not being available during your permitted time.**

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### **TRASH DISPOSAL**

Not all City of Rockville parks have dumpsters. Please see page 2 to learn which parks have dumpsters.

The City of Rockville works hard to keep our grounds trash-free and beautiful for our visitors. Please help us keep our parks and open spaces clean by following our trash disposal policies:

Please bring large, durable trash bags with you to your park for trash disposal. If the park has a designated dumpster, it is required that you bag all your trash and place it in the designated dumpster at your park for disposal. If your park does not have a designated dumpster, you **must** take all your trash with you when you leave the City of Rockville property for appropriate and lawful disposal. Public and restroom trash cans cannot be used for trash disposal since they overflow when too full. Do not leave your bagged or un-bagged trash on the ground surrounding the trash cans. Failure to follow these trash disposal regulations may result in the retention of part or the entire security deposit. The amount retained is at the discretion of City of Rockville staff.

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## **NOISE ORDINANCE AND OTHER GUIDELINES**

The City of Rockville cannot guarantee the state of your park pavilion during your rental time. There may be natural and man-made debris in the pavilion and/or park picnic area because the parks are open to the public. All City park users are required to be respectful of others in the park and in the surrounding neighborhood when holding an event in the park. The use of an amplified sound system at a park event needs to be identified on the permit application. Any amplified music at a park event should be audible only in the immediate picnic area and not be the source of a noise disturbance for others in the park. Attention should be directed to bass controls. Any complaint received from another park user or neighbor must result in the volume of the music being immediately turned down and retained at the lower level throughout the remainder of the event. When in doubt, turn it down.

### **Maximum Allowable Noise Levels in Montgomery County, Maryland**

	<b>Daytime</b> Weekdays: 7am - 9pm Weekends & Holidays: 9am - 9pm	<b>Nighttime</b> Weekdays: 9pm - 7am Weekends & Holidays: 9pm - 9am
Non-Residential	67 dBA	62 dBA
Residential	65 dBA	55 dBA

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

dBA = A-weighted decibels, which are an expression of the relative loudness of sounds in air as perceived by the human ear.

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## **CITY OF ROCKVILLE STORM POLICY**

The safety of all user groups in City of Rockville parks is the top priority. If the weather includes thunder, lightning or high winds, all guests must remain inside a secure building until the conditions change and safe use of the outdoor areas is appropriate. To learn more about outdoor lightning safety tips, please review these resources when planning your picnic: U.S. Golf Association, National Weather Service, and National Lightning Safety Institute.

If you can see lightning, flee it. If you can hear thunder, clear the area. For every five seconds after seeing lightning, before hearing the associated thunder, the lightning is one mile away. Lightning storms travel faster than you think and may not be accurately reflected on radar weather maps. Guests may not return to the outdoor area until 30 minutes after the last lightning strike was seen and the last clap of thunder

was heard. Extreme winds easily blow event equipment out of place and tree branches off the trees. Picnic shelters are not a safe environment during lightning storms or high winds.

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## **ROCKVILLE, MARYLAND – CODE OF ORDINANCE**

### **CHAPTER 14: PARKS AND RECREATION, ARTICLE III. – PARK RULES**

[https://library.municode.com/md/rockville/codes/code\\_of\\_ordinances?nodeId=CICO\\_CH14PARE](https://library.municode.com/md/rockville/codes/code_of_ordinances?nodeId=CICO_CH14PARE)

#### **ARTICLE III. - PARK RULES<sup>[3]</sup>**

Footnotes:

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**Editor's note**— In the absence of provisions indicating otherwise, violations of this article are municipal infractions. See § 1-9. See also § 1-11.

**Cross reference**— Possession of glue, etc., in parks, § 13-68(e).

#### **Sec. 14-35. - Scope.**

This article applies only in the publicly owned recreation areas within the corporate limits of the City.

(Laws of Rockville, Ch. 7, § 7-3.01)

#### **Sec. 14-36. - Alcoholic beverages.**

- (a) A person may not consume, sell, distribute, possess, or use alcoholic beverages in any City park without an alcoholic beverage permit issued by the City Manager or his designee.
- (b) The City Manager may issue alcoholic beverage permits allowing the consumption of alcoholic beverages in connection with a bona fide picnic or other event at which food will be served and require the payment of such fees as are prescribed by resolution.
- (c) Subsection (a) does not apply to:
  - (1) The Civic Center Mansion Building located on the Civic Center grounds and other buildings located in City parks when the activities of such areas are under a permit for the use of such structures by the Department of Recreation and Parks, which permit contemplates the consumption, sale, distribution, possession or use of alcoholic beverages;
  - (2) The snack bar building of the Red Gate Golf Course.

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

#### **Sec. 14-37. - Animals.**

- (a) A person may not catch, injure, destroy or interfere in any way with birds, squirrels, or any wild animals.
- (b) A person may not remove or have in possession the young of any wild animal, or the eggs or young of any reptile or bird; provided, however, that snakes known to be deadly poisonous, or other deadly reptiles, may be killed on sight.
- (c) A person may not ride a horse except on designated bridle trails.

(Laws of Rockville, Ch. 7, § 7-3.01(c), (p), (w))

**Cross reference**— Animals, Ch. 3.

#### **Sec. 14-38. - Wheeled recreational vehicles.**



- (a) A person may not ride, operate, or use a wheeled recreational vehicle, as defined in Section 13-70 of the Rockville, Maryland Code of Ordinances on other than a paved vehicular road or path, or other surface, designated for that purpose.
- (b) No person shall ride, operate, or use a wheeled recreational vehicle in any manner that damages picnic tables, park benches, public art, or other park equipment, or in any manner that violates the provisions of Section 13-70 of the Rockville, Maryland Code of Ordinances.

(Ord. No. 24-04, 7-26-04)

**Editor's note**— Ord. No. 24-04, adopted July 26, 2004, amended § 14-38 in its entirety to read as herein set out. Formerly, § 14-38 pertained to bicycles and derived from the Laws of Rockville, Ch. 7, § 7-3.01(t).

**Sec. 14-39. - Buildings, utility poles, etc.**

A person may not construct or erect any building or structure, run or string any public service utility wires, etc., without a special written permit from the City.

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

**Sec. 14-40. - Camping or lodging.**

A person may not camp or lodge without a written permit issued by the City Manager upon written application.

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

**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))

**Sec. 14-42. - Disorderly conduct.**

A person may not indulge in riotous, boisterous, threatening or indecent conduct, or abusive, threatening or obscene language.

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

**Cross reference**— Disorderly conduct generally, § 13-51.

**Sec. 14-43. - Firearms.**

A person may not carry or discharge any firearms.

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

**Cross reference**— Firearms generally, § 13-61.

**Sec. 14-44. - Fires.**

A person may not make or kindle a fire except in places provided therefor.

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

**Sec. 14-45. - Fireworks.**

A person may not carry or discharge any firecrackers, rockets, torpedoes or any other fireworks without a permit issued by the Director of Parks and Recreation.

(Laws of Rockville, Ch. 7, § 7-301(a))

**Cross reference**— Fireworks generally, § 13-60.

**Sec. 14-46. - Games.**

A person may not play games involving thrown or otherwise propelled objects such as balls, stones, arrows, javelins or model airplanes except in areas set apart for such forms of recreation.

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

**Sec. 14-47. - Handbills and advertising.**

A person may not distribute any handbills or circulars, or to post, place, erect any bills, notices, paper or advertising device or matter of any kind.

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

**Sec. 14-48. - Litter.**

A person may not throw or leave paper, fruit skins or other rubbish anywhere except in the receptacles provided for such purpose, or place any refuse therein that has been brought from private property in the vicinity.

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

**Cross reference**— Littering generally, § 13-62; solid waste, Ch. 20.

**Sec. 14-49. - Malicious mischief, damage, etc.**

A person may not:

- (1) Cut, break into, injure, deface or disturb any tree, shrub, plant, rock, building, wall, fence, bench, sign or other structure, apparatus, or property;
- (2) Pluck, pull up, cut, take or remove any shrub, bush, plant, flower or sign;
- (3) Mark or write upon any building, fence, bench, sign or other structure;
- (4) Climb any tree or walk, stand or sit upon monuments, vases, fountains, railings, fences or any other property not designated for such purposes;
- (5) Cut or remove any wood, turf, grass, soil, rock, sand or gravel.

(Laws of Rockville, Ch. 7, § 7-3.01(b), (d))

**Sec. 14-50. - Operating hours.**

- (a) A person may not be present in any City park when it is closed.
- (b) All City parks shall be closed between sunset and sunrise, except as provided below:
  - (1) That part of City parks artificially illuminated for the purpose of conducting athletic activities including that part necessary for parking, ingress and egress, shall remain open until 11:00 p.m. during the entire year to persons utilizing same for such purposes;
  - (2) Buildings in City parks including grounds specified in a permit and such additional park grounds as may be necessary for parking, ingress and egress to such buildings shall remain open to persons utilizing the buildings and grounds under a permit until 2:00 a.m. when such buildings are in use for activities authorized in advance by the City Manager or his designee by a permit.
- (c) The areas specified in paragraphs (b)(1) and (b)(2) for ingress and egress shall not be deemed open as to any person not in fact using such area for ingress and egress.
- (d) The City Manager may issue the permits referred to in this section and require the payment of such fees as are prescribed by resolution.

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

**Sec. 14-51. - Picnics.**

A person may not picnic or lunch in a place other than those designated for that purpose, or leave a picnic area before a fire is completely extinguished and before all trash in the nature of boxes, papers, cans, bottles, garbage and other refuse is placed in any disposal receptacles provided.

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

**Sec. 14-52. - Repairing or washing vehicles.**

A person may not repair or wash a vehicle.

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

**Sec. 14-53. - Traffic regulations.**

- (a) A person may not operate any motor vehicle in excess of fifteen (15) miles per hour, unless otherwise posted.
- (b) A person may not operate a motor vehicle on any area except the paved park roads or parking areas.
- (c) A person may not park a vehicle in other than an established or designated parking area.

(Laws of Rockville, Ch. 7, § 7-3.01(n), (q), (r))

**Cross reference—** Traffic generally, Ch. 23.

**Sec. 14-54. - Vehicles containing lumber, etc., or offensive substances.**

A person may not drive or have upon any road or drive any truck, wagon, cart or other traffic vehicle, empty or carrying something, which truck, wagon, cart or other vehicle used to carry merchandise, lumber, machinery, oil, manure, dirt or any offensive article or material.

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