



**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.*

<p><b>Glenview Mansion at Rockville Civic Center Park</b> Civic Center Business Office 603 Edmonston Drive Rockville, MD 20851 Phone: 240-314-8660 Fax: 240-314-8669 E-mail: <a href="mailto:glenview@rockvillemd.gov">glenview@rockvillemd.gov</a></p>	<p><b>Lincoln Park Community Center</b> Isreal Park 357 Frederick Avenue Rockville, MD 20850 Phone: 240-314-8780 Fax: 240-314-8789 E-mail: <a href="mailto:lpcc@rockvillemd.gov">lpcc@rockvillemd.gov</a></p>	<p><b>Thomas Farm Community Center</b> Falls Grove Park 700 Falls Grove Drive Rockville, MD 20850 Phone: 240-314-8840 Fax: 240-314-8849 E-mail: <a href="mailto:thomasfarm@rockvillemd.gov">thomasfarm@rockvillemd.gov</a></p>
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**All times listed within this information packet is Eastern Standard Time.  
All information in this packet is subject to change.**

## **PERMITTING A PARK**

At least 14 days' notice is required to obtain a permit for a park picnic area.

**For Calvin Park, Civic Center Park, Hillcrest Park, King Farm Farmstead, King Farm Park, Maryvale Park, Monument Park, North Farm Park, Potomac Woods Park, and Woodley Gardens Park:**

- 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 visit the Civic Center Business Office for assistance.
- You will be contacted by e-mail within 48 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 Fallsgrove Park:**

- Visit the Thomas Farm Community Center in-person to complete a rental application and sign/pay for your permit. Reserving the park picnic area for Fallsgrove Park is unavailable online.

**For Isreal Park:**

- Visit the Lincoln Park Community Center in-person to complete a rental application and sign/pay for your permit. Reserving the park picnic area for Isreal Park is unavailable online.

## **PERMIT RATES**

### **Rockville Resident Rates**

Non-Alcohol Permit:  
\$130 for 5 hours, \$26 each additional hour  
\$100 security deposit  
\$75 rain date hold – non-refundable

Alcohol Permit:  
\$230 for 5 hours, \$46 each additional hour  
\$100 security deposit  
\$75 rain date hold – non-refundable

### **Non-Rockville Resident Rates**

Non-Alcohol Permit:  
\$200 for 5 hours, \$40 each additional hour  
\$100 security deposit  
\$75 rain date hold – non-refundable

Alcohol Permit:  
\$300 for 5 hours, \$60 each additional hour  
\$100 security deposit  
\$75 rain date hold – non-refundable

**Fallsgrove Park and Isreal Park are unavailable for alcohol permits.**

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

<u><b>Park Name</b></u>	<u><b># of Tables</b></u>	<u><b># of Grills</b></u>	<u><b>Dumpster</b></u>	<u><b>Maximum Capacity</b></u>
Calvin Park	1	0	0	30
Civic Center Park (available Mon-Thurs only)	5	5	1	100
Fallsgrove Park^	8	5	1	30
Hillcrest Park	1	1	0	30
Isreal Park	2	0	0	30
King Farm Farmstead	10	2	0	100
King Farm Park	4	1	0	30
Maryvale Park*	2	1	0	30
Monument Park	1	1	0	30
North Farm Park	2	0	0	30
Potomac Woods Park**	7	1	1	150
Woodley Gardens Park** +	12	1	1	150

^ Three (3) tables under the pavilion and five (5) tables on a separate pad.

\* One (1) table under the pavilion and one (1) table by playground.

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

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

### **RENTAL POLICY FOR SCHOOLS**

**These schools are available for free school uses:** Calvin Park, Civic Center Park, Hillcrest Park, King Farm Farmstead, King Farm Park, Maryvale Park, Monument Park, North Farm Park, Potomac Woods Park, and Woodley Gardens Park.

#### **Public Schools – Within Incorporated City of Rockville**

- Up to two (2) free uses of a City of Rockville picnic area at no charge.
- Up to two (2) rain dates at no charge.
- All free rentals must be during a weekday, Monday – Friday.
- There is a \$50 charge if the key is not returned to the Civic Center Business Office within five (5) calendar days from rental. The school will not be able to rent a park picnic area again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in this Permitting a Park Picnic Area Information Packet.
- Picnic area permits to be initialed and signed by either the Principal, Vice Principal, staff in the administrative office, or Director.

If a public school within incorporated City of Rockville would like to rent a park picnic area outside of a free rental or after all free rentals are used:

- Rental must be during a weekday, Monday – Friday.
- The hourly rate is \$5.00 with a 5-hour minimum requirement.
- There is a \$20 refundable key deposit per park (cash or credit card only).
- There is a \$30 charge if the key is not returned to the Civic Center Business Office within five (5) calendar days from rental and we will retain the \$20 refundable key deposit. The school will not be able to rent a park picnic area again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in this Permitting a Park Picnic Area Information Packet.

- Picnic area permits to be initialed and signed by either the Principal, Vice Principal, staff in the administrative office, or Director.

**Public Schools – Within Unincorporated City of Rockville OR Charter or Private Schools – Within Incorporated or Unincorporated City of Rockville**

- One (1) free use of City of Rockville picnic area at no charge.
- One (1) rain date at no charge.
- All free rentals must be during a weekday, Monday – Friday.
- There is a \$20 refundable key deposit per park (cash or credit card only).
- There is a \$30 charge if the key is not returned to the Civic Center Business Office five (5) calendar days from rental and we will also retain the \$20 refundable key deposit. The school will not be able to rent a park picnic area again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in this Permitting a Park Picnic Area Information Packet.
- Picnic area permits to be initialed and signed by either the Principal, Vice Principal, staff in the administrative office, or Director.

If a public school within unincorporated City of Rockville OR charter or private schools within incorporated or unincorporated City of Rockville would like to rent a park picnic area outside of a free rental or after all free rentals are used:

- Rental must be during a weekday, Monday – Friday.
- The hourly rate is \$5.00 with a 5-hour minimum requirement.
- There is a \$20 refundable key deposit per park (cash or credit card only).
- There is a \$30 charge if the key is not returned to the Civic Center Business Office within five (5) calendar days from rental and we will retain the \$20 refundable key deposit. The school will not be able to rent a park picnic area again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in this Permitting a Park Picnic Area Information Packet.

**Public, Charter or Private Schools in Montgomery County – Outside Incorporated or Unincorporated City of Rockville**

- Rental must be during a weekday, Monday – Friday.
- The hourly rate is \$5.00 with a 5-hour minimum requirement.
- There is a \$20 refundable key deposit per park (cash or credit card only).
- There is a \$30 charge if the key is not returned to the Civic Center Business Office within five (5) calendar days from rental and we will retain the \$20 refundable key deposit. The school will not be able to rent a park picnic area again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in the Rent a Park Picnic Area Information Packet.

**Schools Outside of Montgomery County**

- Must pay the non-school rental fee and security deposit to reserve a park picnic area.
- Each school must adhere to policies and procedures in the Rent a Park Picnic Area Information Packet.

## **ADDITIONAL RENTAL OPPORTUNITIES**

### **Special Events Permit**

Courthouse Square Park and Rockville Town Square are available for public and private group rentals per the “Operations and Regulations” guidelines administered by the City of Rockville, Special Events Office at 240-314-8606.

<b><u>Eligible Renter</u></b>	<b><u>Fee</u></b>
Rockville Public	\$300 for 4 hours
Rockville Private and Political	\$400 for 4 hours
Non-Rockville Public	\$500 for 4 hours
Non-Rockville Private and Political	\$600 for 4 hours
Additional hours for any group	\$75 per hour
Security Deposit	\$100 per event
Additional fee for Electricity	\$ 40 per event

### **Unique/Special Outdoor Events**

The following activities when held on public property (parks, streets, plazas, and/or any combination of areas) require a permit(s). Permits may be obtained from the City of Rockville and/or Montgomery County depending on the specific requests. Any of the following requires a permit:

Sales of any kind	Code Enforcement
Food sales require a health permit	Montgomery County
Alcohol for sale on site	Montgomery County
Alcohol for free consumption on site	City of Rockville
Closure of a road	Code Enforcement
Set-up of a tent (or any other type of temporary structure)	Code Enforcement
Set-up of temporary electrical source	Code Enforcement

## **GENERAL INFORMATION**

- You must be at least 18 years old to rent a park picnic area.
- 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 contracted hours stated on the permit. Overtime will be deducted from the security deposit.
- You must bring the fully executed permit and photo ID with you to your rental.
- The client shall be fully responsible for, shall indemnify, and hold the City of Rockville harmless from any damage to or loss of objects or property and for any personal injury incurred during or as a result of City of Rockville property use.
- 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.
- Smoking and vaping is prohibited on City of Rockville property and/or grounds.

- Proof of identification may be requested when executing a park permit.
- Any organized sports activities planned must be identified and approved by the Civic Center Business Office, Thomas Farm Community Center (Falls Grove Park only), or Lincoln Park Community Center (Isreal Park only) before the contract can be signed.
- The park is subject to inspection by any authorized representative of the City of Rockville to ensure proper use of park property.
- Any violation can result in the immediate shut down of an event and revoking of any future permit.
- Permit must be in the possession of the person to whom it is issued and shown upon request to any authorized representative.
- The type and quantity of amenities at each park, such as grills, picnic, tables, dumpsters, etc. are not guaranteed and are subject to change.
- Electricity is not available at any park.
- **For Isreal Park**, no vehicles can park or access Johnson Drive.

## **PERMITTING TIMEFRAMES**

- Permitting begins April 1<sup>st</sup> and ends on September 15<sup>th</sup> each year.
- Parks are available for use April 15<sup>th</sup> through September 30<sup>th</sup> each year.
- Parks are available seven (7) days a week from 9am to 7pm (Eastern Standard Time).

## **AREAS OF USE**

- 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.

## **PERMIT PAYMENT**

- All permits must be paid in-full at the time of contract signing.
- Acceptable forms of payment include MasterCard, Visa, cash, money order or personal check 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.

## **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.
- If the security deposit is paid by personal check, money order or cash, the security deposit, if refunded, will be a check issued by the City of Rockville to the person whose name is on the permit.
- 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.

## **CANCELLATION POLICY**

- Cancellation must be received in writing from the person whose name is on the permit.
- The date that the written cancellation is received is the effective cancellation date.
- 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, Thomas Farm Community Center (Falls Grove Park only), or Lincoln Park Community Center (Isreal Park only) 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.

## **ROCKVILLE RESIDENCY**

- Rockville resident rental rates apply to those owning property or living within the corporate tax district of the City of Rockville. Proof of residency is required at contracting.
- The City of Rockville resident signing the permit will be in attendance during the entire rental period.

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

- **For Falls Grove Park**, the restrooms are in Thomas Farm Community Center; the staff monitor the restrooms during your rental period. Please check-in and out with the staff upon your arrival and departure.
- **For Isreal Park**, the staff at Lincoln Park Community Center open, close, and monitor the park restrooms during the rental period.

- **For all other parks**, the restroom key pick-up and return must be completed Monday through Friday, 8:30am – 4:00pm at Glenview Mansion. Failure to pick-up the key will result in restrooms not being available during your permitted time. For alcohol picnics, the renter does not need to pick-up the restroom key. A City of Rockville picnic supervisor will be present at the park during the entire rental period and will have the restroom key.

## **TRASH DISPOSAL**

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:

- Not all City of Rockville parks have dumpsters. Please see page 2 to learn which parks have dumpsters.
- 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 unbagged 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.
- **For Falls Grove Park**, bagged trash can be brought down to the Thomas Farm Community Center dumpster for disposal.
- **For Isreal Park**, bagged trash can be brought down to the Lincoln Park Community Center trash bins for disposal.

## **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 compliant 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.

### **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 second 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.

### **PARK RULES**

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

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

#### **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.

**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.

**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.

**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.

**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.

**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.

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

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

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

A person may not carry or discharge any firearms.

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

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

**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.

**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.

**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.

**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.

**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.

**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.

**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.

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

A person may not repair or wash a vehicle.

**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.

**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.