

City of Rockville
Department of Recreation & Parks
2013 PARK RENTAL GUIDELINES
FALLSGROVE PARK

- _____ Proof of City of Rockville residency is required to rent a park within the city limits of Rockville. Prior to requesting a permit, please verify that your address is within city limits. The City of Rockville resident signing this permit will be in attendance during the entire rental period.
- _____ Fallsgrove Park Rental is for the gazebo *only*. Capacity for this rental is 30 people.
- _____ Parks are available Saturday and Sunday from 9:00 a.m. - sunset or Monday - Friday 7:00 a.m. – sunset. The user group must adhere to the contracted hours stated on the permit.
- _____ Reservation for use of the park is limited to the designated gazebo and access to the restrooms in the community center. 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.
- _____ No park permit can include a plan for reserving the fields for organized games as an activity. Fields are permitted only to groups directly sponsored by the City of Rockville.
- _____ Alcohol is not permitted.
- _____ All grills must be kept within the designated picnic area and attended to at all times. Coals must be disposed of in a fireproof container and removed from park grounds.
- _____ Bicycles are permitted on paved surfaces and paths specifically designed for biking only.
- _____ Horses/ponies and other livestock animals are not permitted on park property.
- _____ An insurance certificate must be submitted to the rental office if a moon bounce or other rental equipment is present during the picnic.
- _____ A person may not smoke within 40’ of all playground sites of all City of Rockville parks.
- _____ No amplified music or public address system is allowed in the park.
- _____ Any and all activities requiring access to running water including but not limited to sprinklers, water slides and dunk tanks are not allowed.

_____ Parking is allowed in the spaces in the lower parking lot.

_____ All trash must be placed in the dumpster or removed from the picnic area.

_____ ***Cancellation Policy:*** Cancellation must be received in writing from the Rockville Resident / Contact Person. 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, a \$50 administrative fee will be retained by the City of Rockville. If cancellation occurs 7 days or less prior to the requested date, the entire permit fee is retained. Note: In the cases above, any remaining balance, sports bag fee and security deposit will be refunded.

_____ ***Bad Weather on the Day of your Event?*** A \$25 administrative fee will be retained for weather-related cancellations when the Rockville resident / contact person speaks with a Thomas Farm Community Center staff member at least 3 hours prior to the event. Call **240-314-8840** in this situation.

_____ ***Change the date policy.*** A \$25 administrative fee will be required to implement a change of date for your event.

_____ If park rules and regulations are not complied with, you will lose your hundred-dollar security deposit as well as future park permits will be denied for up to 3 years.

I have read and understand the above information. In requesting use of the above named facility the user agrees to assume full responsibility for any damage to or loss of objects or property belonging to the City of Rockville and will hold the City of Rockville harmless for any personal injury incurred during or as a result of such use. You also agree to abide by the attached list of procedures governing special use of the above-mentioned facility. Any issues prior to, during or after your event, please call 240-314-8840.

Rockville Resident Signature

Date

Thomas Farm Community Center Approval Signature

Date