



# Glenview Mansion

AT ROCKVILLE CIVIC CENTER PARK

603 Edmonston Drive, Rockville, MD 20851

240-314-8660 • [www.rockvillemd.gov/glenview](http://www.rockvillemd.gov/glenview)

Fax: 240-314-8669 • Email: [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov)

## **GLENVIEW MANSION RENTAL TOURS AND FINAL WALK THROUGH APPOINTMENTS**

Glenview Mansion is pleased to once again be able to offer rental tours to potential clients and final walk through sessions to clients and vendors for already contracted events. Currently, Glenview Mansion is still closed to the general public and all visits must be scheduled by appointment only.

### **How We Prepare for Your Visit**

The health and safety of our visitors is vitally important, especially during the time of COVID-19. We follow Centers for Disease Control and Prevention (CDC), State of Maryland, Montgomery County, and City of Rockville health regulations to provide you with a safe experience at Glenview Mansion. We trained staff on important health and safety regulations so they can best serve you; require employee temperature checks before each work shift; monitor on-site employees for illness symptoms; practice physical distancing; wear face coverings over our mouths and noses; and do frequent hand washing and sanitizing. In addition, we provide consistent cleaning and disinfecting of our used spaces with EPA-registered solutions. Let's work together to make everyone's health and safety our top priority.

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

Do not come to Glenview Mansion if you 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 [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov) or 240-314-8660.

### **How to Schedule a Rental Tour**

- Rental tours for potential clients are available by appointment only and are scheduled based on staff and venue availability.
- Contact Glenview Mansion at [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov) or 240-314-8660 to schedule your appointment.

- Time slots are available Monday, Wednesday, Thursday, Friday between 9am – 1pm and Saturday – Sunday between 10am – 3pm.
- Rental tours are 30 minutes in length maximum and are available at the top of the hour only to allow for cleaning/disinfecting between tours.
- All appointments are limited to three people, plus one City staff member – no exceptions.
- At the time of scheduling your rental tour appointment, you must provide the full name, home address, cell phone number, and e-mail address of all attendees to be used for COVID-19 tracing purposes. If this information is not provided, we will be unable to schedule a tour.

### **How to Schedule Your Final Walk Through**

COVID-19 has caused a difficult time for all of us. Planning once in a lifetime/large-scale events has become even more stressful due these uncertain times, a variety of unknown factors, and strict State and local regulations. We are committed to working individually with all our clients to find the best solutions for your event given the current environment, which is subject to change at any time.

- Per our standard practice, the Civic Center Business Office will still contact you at least 30 days before your contracted event to schedule a final walk through session.
- All final walk through sessions are available by appointment only and are scheduled based on staff and venue availability.
- Final walk through sessions are available Monday through Thursday between 9am – 4pm.
- Final walk through appointments are 60 minutes in length maximum to allow for cleaning/disinfecting between sessions.
- Tours are limited to three clients, one catering representative, one tent and/or structure representative, one event planner, plus one City staff member – no exceptions.
- At the time of scheduling your final walk through appointment, you must provide the full name, home address, cell phone number, and e-mail address of all attendees to be used for COVID-19 tracing purposes. If this information is not provided, we will be unable to schedule your final walk through.

### **Upon Your Arrival**

- Please arrive at the back door of Glenview Mansion (where the ADA parking lot is located).
- Arrive five (5) minutes before your appointment to allow time for check-in (early arrivals will not be allowed into Glenview Mansion).
- Be prepared to show your government ID, if requested.
- Make sure you have your face covering on over your mouth and nose.
- Remember to practice physical distancing.
- City staff will greet you at the door to provide you with a pump of hand sanitizer.

### **Important Reminders for Your Visit**

- Do not come to Glenview Mansion if you 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.
- Please be prompt. Everyone who will attend your rental tour or final walk through session must be present before anyone is allowed into Glenview Mansion.
- Customers who do not arrive within 10 minutes of their reservation may have their appointment forfeited.
- Do not bring any other individuals with you to Glenview Mansion for your appointment – they will not be allowed to enter the venue.
- All rental tours and final walk through appointments must be facilitated with a City staff member – no self-monitored venue access is allowed.
- Always use physical distancing of at least 6 feet between you and the next person.
- A face covering over the nose and mouth is always required to be worn by all customers, including while exercising (not City provided) per Montgomery County's [Executive Order 114-20](#), effective September 22, 2020.
- Follow the CDC Guidelines on [How to Protect Yourself & Others](#).
- We will provide hand sanitizer on-site for frequent use (hand sanitizer wall dispensers located throughout the Glenview Mansion).
- After the rental tour or final walk through is complete, all guests must leave the venue (all non-staff discussions must take place outside of the building and not near an entrance/exit).
- If you still have questions after your rental tour or final walk through appointment, please contact us at [glenview@rockvillemd.gov](mailto:glenview@rockvillemd.gov) or 240-314-8660.
- Potential clients may contract right after their appointment if there is time between appointments. If not, we will send everything you need to execute a contract electronically.