

Civic Center Conferences

**Glenview Mansion, Cottage, F. Scott Fitzgerald Theatre, and Social Hall
at Rockville Civic Center Park
603 Edmonston Drive | Rockville, MD 20851**



Rockville Civic Center Park has many unique facilities available for weekday conferences and meetings, including Glenview Mansion, Cottage, F. Scott Fitzgerald Theatre, and Social Hall. Owned and operated by the City of Rockville, Maryland.

ROCKVILLE CIVIC CENTER BUSINESS OFFICE HOURS

Monday through Friday 8:30am – 5:00pm
Closed for staff lunch from 1pm – 2pm

RENTAL TOURS

Personalized tours of the Civic Center are scheduled around our private events and to meet your scheduling needs. Tours are by appointment only and can be scheduled through the Rockville Civic Center Business Office at 240-314-8660 or conferences@rockvillemd.gov.

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

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GENERAL INFORMATION

- Fees and services apply Monday – Friday for daytime conference rentals until 5:00pm only. Friday conference rentals may be limited to an earlier end time due to other rentals.
- Tables and chairs will be provided and set-up by the facility. Renter is responsible for table linens, if desired.
- There may be other rentals simultaneously scheduled in the facility. Please inform attendees as to which areas are available for use per the reservation.
- To protect the surfaces in all our facilities, renters must utilize painters' tape to post flipchart papers or signs. Regular masking tape or scotch tape is strictly prohibited.
- Renters must provide their own paper, pens, and other conference materials.
- We work with **The Bean Bag** on all food and beverage orders (menus are included in this information packet).

ROCKVILLE RESIDENCY

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

TO RENT WITH US

Anyone requesting a rental must:

- Be at least 18 years old of age
- Have a valid form of photo ID
- Ensure the name on the valid form of ID matches the name(s) on the rental

The rental holder is the main point of contact during the rental period and is the only person who can make changes to an existing reservation. With a request made in writing, the rental holder may grant City of Rockville staff permission to discuss by telephone or e-mail the rental reservation and/or rental adjustment details with individuals who are affiliated with the rental (i.e. event coordinator, caterer, etc.). Please send all requests to glenview@rockvillemd.gov.

MAXIMUM CAPACITIES

The maximum capacity for each facility is included in the information packet.

HOLD POLICY

Reserving an available date at Glenview Mansion is on a first-come, first-served basis. An available date may be put on hold for five (5) calendar days. Failure to sign for the reservation and present the down payment before the close of business on the fifth day will result in the date becoming available to the public effective immediately.

ACCEPTABLE FORMS OF PAYMENT

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.

RENTAL RESERVATIONS & ADJUSTMENTS

All set-up time, conference time, and clean-up time must be included in the paid rental period. Once the reservation is signed and paid in full, the following will not be changed: Residency status, non-profit status, and/or transferring the rental to be under a different organization and/or individual.

Change of Plans to Rental Reservation

Any changes to the rental must be sent to the Civic Center Business Office and acknowledged by City of Rockville staff by 10am eleven (11) business days before the event date. Please send all requests and changes to conferences@rockvillemd.gov.

To Secure a Date

A rental must be signed and returned to the Civic Center Business Office with a full payment of the total rental amount.

For Non-Company/Non-Organization Rentals

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 Rentals

The organization name must appear on the rental reservation and/or rental adjustments. 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 signing the rental reservation and/or rental adjustment must work directly for the company or organization. They must also have the authority to execute a rental reservation and/or rental adjustment on behalf of the company or organization. The rental down payment, rental balance and rental adjustments 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.

Security Deposit

A refundable security deposit must be paid as part of the rental. The specific security deposit amount for each facility is indicated below in the information packet.

Money can be withheld from the security deposit if any guest, vendor, rental holders, support/service staff, caterer, tent and/or structure, subcontractor, etc. causes any property, grounds, furnishings, or equipment damages; arrive or depart outside of rental hours; clean-up of the property by City of Rockville staff or its contractors; and/or if any of our City of Rockville and/or Civic Center Park policies and rules are not followed. The Civic Center Business Office determine fees. If the security deposit is not enough to cover the full amount of the incidentals, the rental holders will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

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 reservation 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.

NOTE: Due to our financial system, when a security deposit is paid by credit card, it must go back to the PRIMARY on the reservation 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.

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 rental reservation. 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 conferences@rockvillemd.gov.

A 50% cancellation fee will be charged if the conference is cancelled more than seven (7) calendar days prior to the date of the conference. All rental fees, including food service charges, are forfeited if the cancellation occurs seven (7) calendar days or less prior to the date of the conference.

A 10% change of date fee of the total rental amount will be charged to reschedule the conference, pending date availability.

INDEMNIFICATION

Rental 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.

Rental 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 rental holders, guests, and vendors, its agents, servants, employees, assignees or invitees. Rental 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 reservation and/or rental adjustment.

The City of Rockville shall not be liable for any accident, theft or damage whatsoever caused to the property of rental holders, guests, vendors, its agents, servants, employees, assignees, and invitees, resulting from the use of operation of the rented facility or property by the rental holder, its agents, servants, employees or invitees. All personal property of rental 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 rental 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 Glenview Mansion cancels the rental reservation and/or rental adjustment for any unforeseen reason, the rental reservation and rental adjustments will be reviewed and amended with a change of date or consideration of a partial or full refund.

HOLIDAY SURCHARGE: There is a \$1,000 surcharge added to any rental rate at the Glenview Mansion and Cottage on a holiday, regardless of the number of hours rented. Holidays are Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Rentals on Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day depend upon staff availability.

RENTAL RATES: Valid if you reserve between July 1, 2025 to June 30, 2026

Glenview Mansion: Area A (1st floor)

- Includes use of the Dining Room and Living Room
- WIFI access available
- Maximum 50 attendees
- Shared Main and Lower Foyer entrance, arcade entrance and restroom area
- Access to a heating and warming kitchen facility may be available at an additional cost (see Additional Fees & Services for Daytime Conferences)
- \$500 refundable security deposit required in addition to total rental amount

	<u>6-Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$540	\$90 each
Rockville	\$480	\$80 each

Glenview Mansion: Area B (1st floor)

- Includes use of the Conservatory, Library & Lyon Room
- WIFI access available
- Maximum 70 attendees
- Shared foyer entrance, arcade entrance and restroom area
- Access to a heating and warming kitchen facility may be available at an additional cost (see Additional Fees & Services for Daytime Conferences)
- \$500 refundable security deposit required in addition to total rental amount

	<u>6-Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$540	\$90 each
Rockville	\$480	\$80 each

Glenview Mansion: Area C (2nd floor)

- Includes use of Conference Room 5 and Conference Room 6 separated by a kitchenette
- Maximum 10 attendees for Conference Room 5 and 12 attendees for Conference Room 6
- Access to a heating and warming kitchen facility may be available at an additional cost (see Additional Fees & Services for Daytime Conferences)
- \$250 security deposit required in addition to total rental amount

	<u>6-Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$450	\$75 each
Rockville	\$420	\$70 each

Cottage

- Located in the Formal Gardens of Glenview Mansion
- Includes one (1) room, access to kitchenette and one unisex restroom
- Maximum 25 attendees depending on set up needs
- WIFI access available, no conference phone available
- Access to a heating and warming kitchen facility may be available at an additional cost (see Additional Fees & Services for Daytime Conferences)
- \$250 security deposit required in addition to total rental amount

	<u>6-Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$450	\$75 each
Rockville	\$420	\$70 each

F. Scott Fitzgerald Theatre

- Includes use of the auditorium, lobby for registration, and concession area with refrigerator
- Maximum 446 persons
- Basic sound and lighting package provided by house technician
- WIFI access available
- Additional technical support available at \$50 per hour (minimum 4 hours)
- Box Office located in the lobby is open to the public Tuesday from Saturday from 2pm to 6pm
- \$500 security deposit required in addition to total rental amount

	<u>4-Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$980	\$245 each
Rockville	\$860	\$215 each

Social Hall

- Located on the lower level of the F. Scott Fitzgerald Theatre
- Includes use of kitchenette area with refrigerator, sink, countertop space, and ice machine
- Maximum 200 persons
- Includes one large banquet hall with tables and chairs
- WIFI access available
- \$500 security deposit required in addition to total rental amount

	<u>4-Hour Block</u>	<u>Extra Hours</u>
Non-Rockville	\$360	\$90 each
Rockville	\$320	\$80 each

CATERING SERVICE

All groups are responsible to coordinate food services independently. You can work with a catering company, bring in food platters from a grocery store, or attendees can bring their own bagged food just for themselves. **No potluck or homemade food for the group is permitted on-site.**

ADDITIONAL FEES AND SERVICES

The following services are available for conferences up to 70 people. If your conference is for more than 70 people, you will need to manage your beverage service independently or work with a catering company.

Coffee/Tea Set-up (30 cups):	\$45.00 flat-fee
Coffee/Tea Set-up (72 cups):	\$85.00 flat-fee
Canned Soda (Regular, Diet):	\$2.00 each
Purified Bottled Water:	\$2.00 each
Food Fee:	\$150.00 flat-fee (client must pay this fee if any food comes onto the property)

AUDIO VISUAL EQUIPMENT

The following audio/visual packages and individual items are available at all Civic Center daytime conference facilities. All audio/visual equipment items are subject to availability.

Package 1 (Glenview Mansion only):

80" flat screen TV, split-level projector/laptop stand, and extension cord	\$100 flat-fee
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This system is not compatible with apple – if using a mac, please bring your own connector cables.

Package 2 (F. Scott Fitzgerald Theatre only):

LCD front projector with screen (ceiling mounted at back of house)	\$200 flat-fee
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Package 3 (Social Hall only):

80" flat screen television, split-level projector/laptop stand, and extension cord	\$100 flat-fee
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Package 4 (any location):

Stand-up floor podium with built-in microphone/amplification system	\$50 flat-fee
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Package 5 (any location):

One standing easel with flipchart paper, markers, and blue painters tape for hanging flipchart paper on the walls (up to 6 easels and flipchart paper available)	\$30 flat-fee
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Individual Items:

Projector Stand	\$15 flat-fee
Screen	\$15 flat-fee
Second pad of flipchart paper (up to 6 available)	\$15 flat-fee
Roll of Blue Painter's Tape (does not damage wall surfaces)	\$7 flat-fee
Extension Cord (up to 3 available)	\$5 flat-fee
Standing floor easel (up to 6 available)	\$5 flat-fee
Wireless Internet	\$0 flat-fee

INSURANCE REQUIREMENTS

Insurance during your rental is **NOT REQUIRED** if you bring platters of catered or grocery store provided food and beverages, bagged lunches from home, or your caterer only provides food and beverage drop-off service (does not stay on-site to set-up, work, and/or clean-up). Insurance during your rental **IS REQUIRED** if your caterer stays on-site to set-up, work, and/or clean-up.

TO PURCHASE INSURANCE FOR YOUR RENTAL, please follow these steps:

- **Step 1:** Visit LGIT through GatherGuard at www.gatherguard.com and move through the ordering process.
- **Step 2:** The insurance must have \$1,000,000 General Liability Coverage with \$250,000 Damage to Rented Premise (if your insurance does not meet this coverage, the City of Rockville will not accept it).
- **Step 3:** For non-company/non-organization rentals, the PRIMARY name must be the Insured and Insurance Contact on the policy (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 rentals, the company/organization name must be the Insured and Insurance Contact on the policy.
- **Step 4:** Your insurance must have a specific Certificate Holder. After you receive the confirmation e-mail from GatherGuard with your policy, please reply to that e-mail and request that they add the Certificate Holder Information indicated below to your policy and send you an updated copy for your records.

Certificate Holder Information:

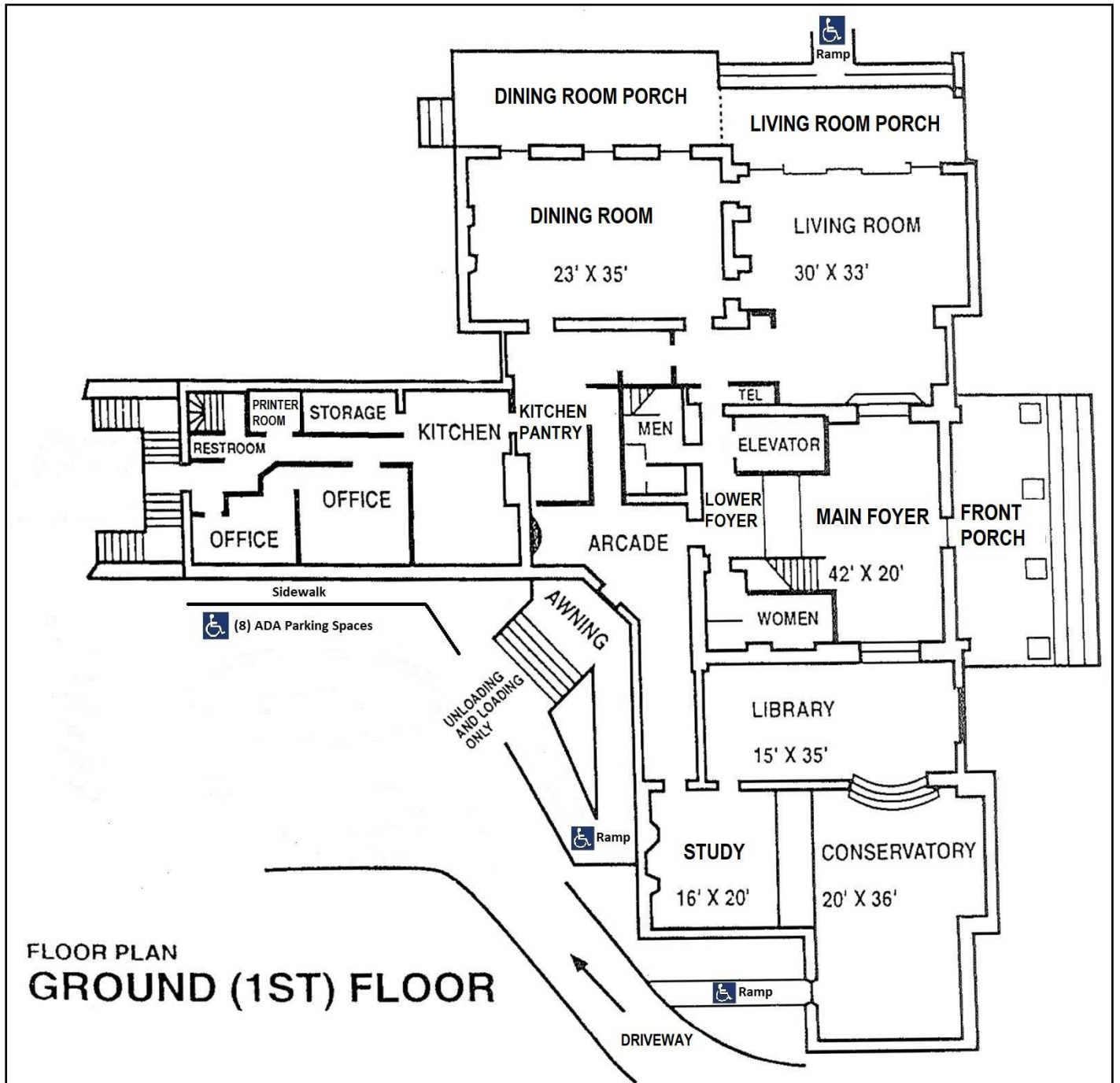
The Mayor and Council of Rockville
City Hall
111 Maryland Avenue
Rockville, MD 20850

- **Step 5:** The Certificate of Liability Insurance (COI) must be on file with the Rockville Civic Center Business Office by the date of your final walk through appointment or at least 30 calendar days before your first rental reservation date. The COI is a 1-page document that verifies a company or individual's insurance coverage. It's a summary of key information about a policy, including policyholder details, coverage types, limits, and effective dates. Please only send the business office the 1-page COI (do not send us the entire insurance policy packet).

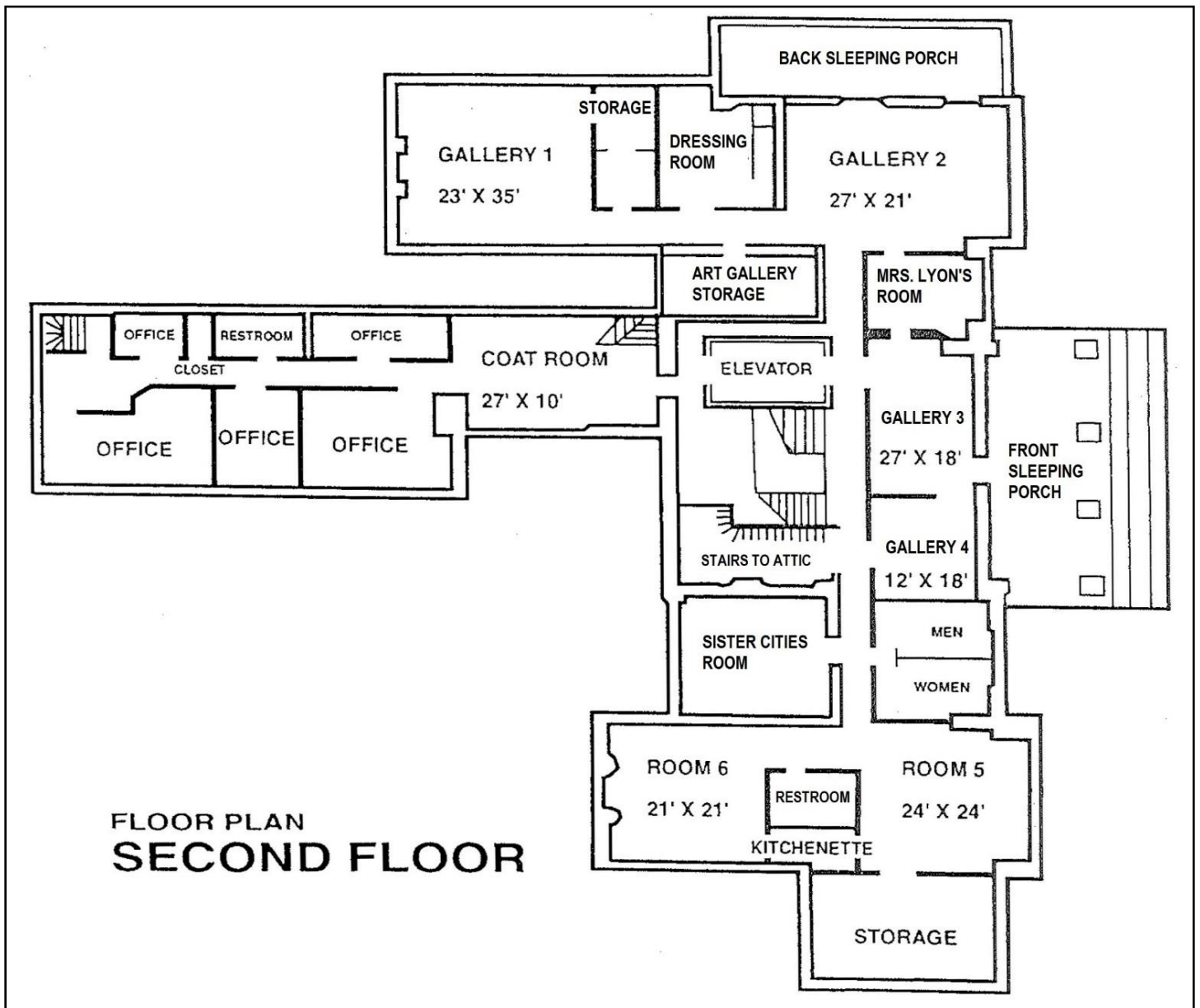
Important Information Regarding GatherGuard:

- When you purchase insurance from GatherGuard, the coverage only protects you and does not cover the performer, vendor, exhibitor, etc. If you want the companies or individuals that you hire to provide you with proof of insurance specific to their business, you will need to manage this yourself.
- You must work directly with GatherGuard if you need assistance or experience issues.
- If you would like to purchase insurance using a company other than GatherGuard, please ensure that the policy (and COI) meets all the requirements outlined in Step 2 through Step 5.

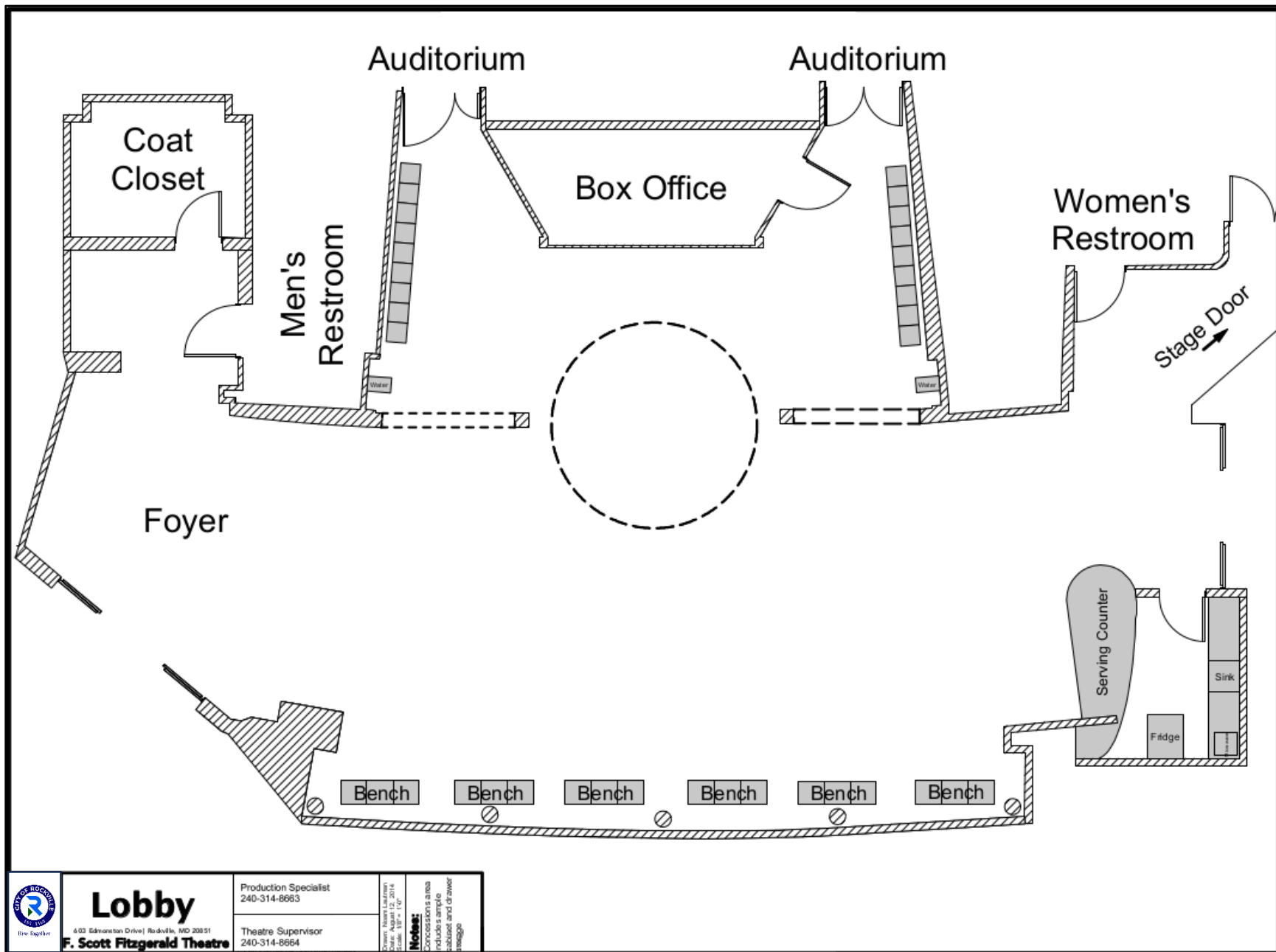
FIRST FLOOR PLAN OF GLENVIEW MANSION



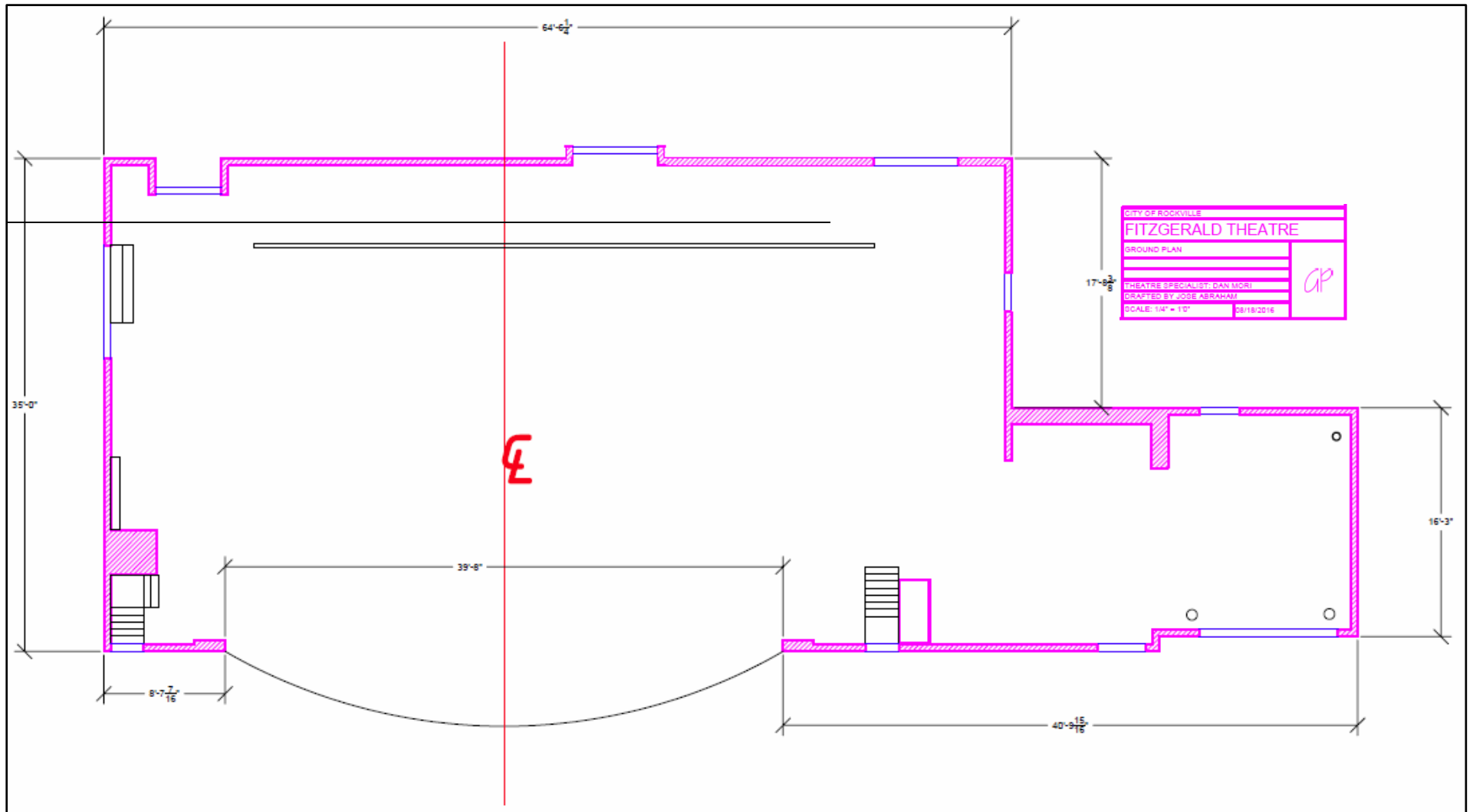
SECOND FLOOR PLAN OF GLENVIEW MANSION



LOBBY FLOOR PLAN OF THE F. SCOTT FITZGERALD THEATRE



STAGE FLOOR PLAN OF THE F. SCOTT FITZGERALD THEATRE



SOCIAL HALL FLOOR PLAN

