



## **Public Event License (City Parks)**

### **Rules and Regulations**

### **2026**

The Rockville Department of Recreation and Parks manages public spaces including Rockville Town Center, The Square, Courthouse Square Park, and Mattie J.T. Stepanek Park, and all City of Rockville parks. Some locations are available for public and private group rentals.

Please review these rules and regulations prior to completing and submitting the ***Application for Public Event License (City Parks)***. Rules and regulations are updated annually. It is the applicant's responsibility to comply with all requirements outlined in both this document and the application.

The City of Rockville encourages applicants to support local businesses and organizations by incorporating Rockville-based participants into their events.

**Contact:**

Colleen McQuitty  
Special Events Manager  
cmcquitty@rockvillemd.gov  
240-314-8606

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## **I. AVAILABILITY**

Individuals may assemble in public areas; however, user groups must make reservations if they require guaranteed access to facilities or parks at a specific date and time. All City parks remain open to the public, and the license does not grant exclusive or private use.

Town Center areas and City parks are available during daytime, evening, and weekend hours, subject to approval by the City of Rockville. Event dates and times cannot conflict with City-sponsored or previously scheduled events. Applicants are encouraged to contact the Special Events Manager to confirm availability **before** submitting an application.

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## **II. ELIGIBILITY FOR USE**

Eligibility for use of public areas is determined by the City of Rockville based on the criteria below. User groups are classified as “Rockville” or “Non-Rockville,” based on corporate City boundaries. A Rockville mailing address does not automatically qualify an applicant for resident status or resident rates.

#### **Rockville Public**

Local branches of national, state, or county nonprofit organizations; government entities; Rockville service clubs; civic clubs; and civic associations. Local branches and service clubs must have their principal office within the City of Rockville or must have membership composed of at least 60% Rockville residents. The primary purpose of the organization must be community service.

#### **Rockville Private and Political**

Private Rockville residents and private organizations composed of at least 60% Rockville residents and primarily serving the self-interest of members. Individual businesses may not host large-scale events. This category also includes candidates for City of Rockville offices and political parties seeking to elect candidates to the Mayor and Council of Rockville.

#### **Non-Rockville Public**

Branches of nonprofit, governmental, or service-oriented organizations with less than 60% Rockville residents.

#### **Non-Rockville Private and Political**

Private individuals and organizations primarily for self-interest, with less than 60% Rockville residents.

Individual businesses may not host large-scale public or private events.

Individual bands and performers may not rent the pavilion; performances must be part of a larger permitted event.

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## **III. APPLICATION SUBMITTAL PROCESS**

#### **Timeline**

Applications and supporting documents must be submitted as follows:

- **At least 120 days before the event** if it includes road closures.
- **At least 90 days before the event** for all events without road closures.

#### **Required Documents**

Applications must include:

1. **\$50 Application Fee** (checks payable to the City of Rockville)
2. **Safety Plan**, including:

- Risk Assessment
  - Organizational Structure
  - Crowd Management Plan
  - Communications Plan
  - First Aid and Medical Plan
  - Inclement Weather Management Plan
  - Structural Safety Plan
  - Lost Child Management Plan
  - Cash Operations Plan
  - Waste Management Plan
3. **Site Layout Plan**
  4. **Traffic Management Plan (Races and Walks):** Proposed route, Intersection Control Table, and Race Traffic Plan

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## IV. APPLICATION FEE – \$50

The nonrefundable application fee must accompany the application (check payable to the City of Rockville).

Mail to:  
City of Rockville  
Attn: Colleen McQuitty  
6 Taft Ct., Ste. 301  
Rockville, MD 20850

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## V. SAFETY PLAN

A safety plan is required for all events. Below are descriptions to assist in preparing the required components.

### **Risk Assessment**

Identify potential risks associated with the event and describe measures to reduce or prevent them. Include strategies to reduce the spread of communicable illnesses.

*Example:*

Risk: Food poisoning.

Mitigation: Obtain a food license and follow food safety procedures.

### **Organizational Structure**

Provide an organizational chart showing reporting and operational responsibilities.

**Crowd Management Plan**

Crowd safety depends on effective planning, including event layout, space limitations, access points, flow, restroom placement, vendor setup, and emergency procedures. Provide all organizations involved and describe their crowd-management responsibilities.

*Examples:*

- Rockville Police Department: Public safety, crowd management, emergency response
- Runners Club of Rockville: Course marshals, training volunteers, road closures
- Rockville Volunteer Fire and Rescue: Medical response and evaluation

**Communications Plan**

Identify the location of the command/operations center, lead contact, and communication methods for staff, volunteers, and police.

**First Aid and Medical Plan**

Indicate whether medical or fire personnel will be on site, list the provider, and describe staff training procedures for reporting injuries. If no medical personnel will be present, describe how medical situations will be handled.

**Inclement Weather Management Plan**

Provide procedures for monitoring weather, responding to rain, wind, or storms, and clearing the site safely.

**Structural Safety Plan**

List all structures to be used.

*Tents:*

- Tents 12' x 12' or larger must be installed by a licensed contractor and require a permit.
- Tents on pavement require water barrels or cement blocks; tents on grass must be staked.
- Pop-up tents must be properly anchored.
- Miss Utility must be contacted before staking.

*Stages:* List size and location.

*Generators:* Generators over 10kw require a permit.

*Amusements:* Moonbounces or mechanical rides.

**Lost Person Management Plan**

Describe procedures for reuniting lost children or adults, and steps taken if reunification fails.

**Waste Management Plan**

Applicants must provide trash and recycling receptacles and remove all waste from the site.

Noncompliance will result in fees and potential denial of future rentals. Recycling is required under Maryland Environment Code §9-1712.

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## **VI. SITE LAYOUT PLAN**

Provide an electronic, to-scale map showing all major equipment and event elements, including tents, stages, generators, sound equipment, fenced alcohol areas, command/operations center, restrooms, first aid, entrances/exits, and parking. All layouts must comply with ADA requirements.

Proposed event sites must provide adequate space to safely accommodate the anticipated number of attendees, equipment, and structures.

Closed roadways must include an unobstructed emergency lane.

If festival blocks or race routes are proposed for closure, indicate them clearly on the plan and follow Section VII requirements for races and walks.

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## **VII. TRAFFIC MANAGEMENT PLAN (RACES AND WALKS)**

Applicants planning races or walks with road closures must provide:

- Proposed race route map
- Intersection Control Table
- Traffic Plan

A race management company is required for all races longer than 1 mile involving road closures.

Minimum registrant numbers must be met 3 days prior to the event:

- 500 registrants – 1 mile or shorter
- 1,000 registrants – 5K or shorter
- 1,500 registrants – 10K or shorter
- 2,000 registrants – Half marathon or shorter
- 4,000 registrants – Marathon or shorter

Pre-registration is required, and the City must be provided a link to the registration page.

Intersection instructions must include personnel, timing, cone counts, setup, signage, traffic patterns, and emergency contacts.

Rockville Police will review and may require adjustments.

All course marshals and volunteers must be trained before race start. The organizer must maintain direct communication with police and marshals at least one hour before and throughout the race.

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## **VIII. REVIEW PROCESS**

City officials will review the application and all supporting documents. Review typically takes 1-2 weeks. Applicants may be required to attend an interagency meeting.

The Special Events Manager will provide written approval or denial.

If an event application is denied, the City will provide a written explanation outlining the reasons for the decision. Applicants may submit a revised plan for reconsideration, provided that all identified issues have been fully addressed and corrected.

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## **IX. NEXT STEPS**

Once preliminary approval is granted, the applicant must submit all required documentation at least 45 days before the event.

The Special Events Manager will provide a list of required items, which may include:

1. Meeting attendance
2. Rental fee payment\*
3. Electricity fee payment\*
4. Security deposit payment\*
5. Race management company contract (if applicable)\*
6. Road closure approval from affected businesses/residents
7. Certificate of insurance and endorsement
8. Insurance from amusement providers
9. Hiring Rockville Police, trucks, and drivers\*
10. Updated documents
11. Permits, licenses, waivers, inspections\*
12. Public notification
13. Fire and rescue notification/coordination
14. Public transit notification
15. Portable toilet delivery/pickup confirmation
16. Final program or entertainment schedule
17. Installation of “No Parking” meter signage

18. Any additional items required

\*Items include fees.

The license will be issued once all required items are completed. The license must be available on-site during the event.

If required items are not completed, the event will be denied, and the applicant must cancel all arrangements at their own expense.

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## **X. REQUIRED MEETINGS**

Applicants may be required to attend planning meetings to finalize or clarify event components.

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## **XI. RENTAL FEES AND SECURITY DEPOSIT**

Fees are based on the user groups defined in Section II and include a four-hour period:

- Rockville Public: \$550
- Rockville Private and Political: \$650
- Non-Rockville Public: \$750
- Non-Rockville Private and Political: \$850

Additional hours: **\$200 per hour**

### **Security Deposit: \$100**

A separate check is required. The deposit will be returned only if the site is left in original condition.

### **Electricity (The Square only): \$50 per hour**

An invoice will be issued, payable by check or credit card.

Mail checks to:

City of Rockville

Attn: Colleen McQuitty

6 Taft Ct., Ste. 301, Rockville, MD 20850

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## **XII. ROAD CLOSURE APPROVAL**

The City may require written approval from at least 51% of businesses or residents affected by road closures. Applicants are responsible for obtaining these approvals.

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## **XIII. CERTIFICATE OF INSURANCE AND ENDORSEMENT**

Applicants must provide insurance naming **The Mayor and Council of Rockville, Rockville City Hall, 111 Maryland Ave., Rockville, MD 20850** and its officials as additional insured.

Requirements include:

The applicant's insurance coverage shall be primary insurance as respects the City, its elected and appointed officials, officers, consultants, agents and employees and any insurance or self-insurance maintained by the City, shall be excess of the organizer's insurance and shall not be called upon to contribute with it.

<b>Type of Insurance</b>	<b>Amounts of Insurance</b>	<b>Endorsements and Provisions</b>
1. <b><i>Workers' Compensation</i></b> 2. <b><i>Employers' Liability</i></b>	Bodily Injury by Accident: \$100,000 each accident  Bodily Injury by Disease:  \$500,000 policy limits  Bodily Injury by Disease:  \$100,000 each employee	Waiver of Subrogation: <i>WC 00 03 13 Waiver of Our Rights to Recover From Others</i> <i>Endorsement – signed and dated.</i>
3. <b><i>Commercial General Liability</i></b>  a. Bodily Injury b. Property Damage c. Contractual Liability d. Premise/Operations e. Independent Contractors f. Products/Completed Operations g. Personal Injury	Each Occurrence: \$1,000,000	City to be listed as additional insured and provided 30 day notice of cancellation or material change in coverage. <i>CG 20 37 07 04 and CG 20 10 07 04 forms to be both signed and dated.</i>

### **Policy Cancellation**

No change, cancellation or non-renewed shall be made in any insurance coverage without a thirty (30) day written notice to the City's Risk Manager. The organizer shall furnish a new certificate



prior to any change or cancellation date. The failure of the organizer to deliver a new and valid certificate will result in suspension of all payments and cessation of on-site work activities until a new certificate is furnished.

#### **Additional Insured**

**The Mayor and Council of Rockville, which includes its elected and appointed officials, officers, consultants, agents and employees must be named as an additional insured** on the organizer's Commercial and Excess/Umbrella Insurance for liability arising out of contractor's products, goods, and services provided under this contract. Additionally, **The Mayor and Council of Rockville** must be named as additional insured on the organizer's Automobile and General Liability Policies. Endorsements reflecting the Mayor and Council of Rockville as an additional insured are required to be submitted with the insurance certificate.

Failure to provide updated certificates may result in suspension of permissions and activities.

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## **XIV. CITY POLICE AND TRUCKS**

Police presence may be required. Off-duty Rockville City Police Officers may be hired for \$80/hour (4-hour minimum; rates subject to change). Holiday rates may apply.

City trucks and drivers may be required for intersection closures at \$47/hour (4-hour minimum; rates subject to change).

\*Hourly rates are subject to change.

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## **XV. PERMITS, LICENSES, WAIVERS, AND INSPECTIONS**

Applicants must obtain all required permits, including (fees may apply):

- [Montgomery County Temporary Food Service License Applications](#)
- [Montgomery County Special Alcoholic Beverage License Applications](#)
- [Montgomery County Noise Ordinance](#)
  - [Montgomery County Noise Ordinance Waiver Forms](#)
- [City of Rockville Building Permit](#) (tents, stages, generators)

Permits must be obtained and submitted prior to the event.

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## **XVI. PUBLIC NOTIFICATION**

Applicants must notify all residents and businesses affected by the event. All notices require City approval before distribution and must include event details, contact information, road closure maps (if applicable), setup and breakdown times, and major components of the event.

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## **XVII. NOTIFY FIRE AND RESCUE**

Applicants must notify Rockville Volunteer Fire and Rescue and provide event details and the site plan. Large events or those with significant closures may require coordination meetings.

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## **XVIII. CONTACT PUBLIC TRANSIT AUTHORITIES**

Applicants must notify Ride On and Metro Bus if routes will be impacted.

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## **XIX. RESTROOMS**

The applicant is responsible for providing adequate restroom facilities, including ADA-accessible units. Delivery times and locations require City approval.

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## **XX. PROGRAM OR ENTERTAINMENT SCHEDULE**

A final entertainment schedule must be provided to the Special Events Manager. All entertainment must be appropriate for public, family-friendly settings.

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## **XXI. ‘NO PARKING’ SIGNS ON METERS**

The City will provide signs. The applicant must complete and install signage by noon the day before the event.

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## **XXII. OTHER EVENT ELEMENTS**

**Food and Beverage**

Applicants must ensure all food vendors are licensed and inspected per County regulations. Cooking areas must be enclosed with fencing to ensure public safety and prevent unauthorized access.

**Alcohol**

A County-issued alcohol license is required and license rules must be followed.

**Sound System**

Applicants are responsible for sound systems. Sound may not exceed 65 dB.

**Event Times**

Events must operate within approved hours (9 a.m.–9 p.m. per County Noise Ordinance). Waivers are required outside these hours.

**Equipment Setup and Breakdown**

Times must be indicated on the application and comply with noise regulations. All equipment must meet code and have appropriate permits.

**Entertainment**

Must be family appropriate and comply with sound regulations.

**The Square Stage**

Available to applicants. Size: 20' x 24'. Indicate special accommodations if needed.

**Electricity**

Available in The Square for an additional fee; generators required elsewhere. All generators used at event sites must be low-noise units equipped with sound-dampening or sound-absorbing materials.

**Amusements**

Must be provided by a licensed contractor who schedules required State inspections.

**Publicity**

List intended media outlets (print, TV, web, etc.).

**Banners and Signs**

Must be temporary and installed only on the day of the event using freestanding supports or cable ties. No tape, glue, or adhesives.

**Solicitation**

Not permitted in City parks.

**Animals**

Describe animal types and handling procedures. All animals must be treated humanely.

**Fireworks**

Not permitted on City property unless approved by City officials.

**Balloons**

Not permitted; balloon releases are prohibited.

**Water**

Not available at City parks; applicants must supply their own.

**Trash/Recycling**

Applicants are responsible for providing, monitoring, collecting, and removing waste.

**Parking**

Town Center garages offer public parking. For events outside Town Center, applicants must identify suitable parking.

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## **XXIII. CLEAN UP**

Applicants must return the site to its original condition. Failure to do so will result in a cleaning fee.

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## **XXIV. PERMIT REVOCATION**

Permits may be revoked, or future permits denied, if City property is damaged, rules are violated, or improper use is determined.

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## **XXV. PERMIT DENIAL**

The City may deny an event if required documentation or tasks are not completed.

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## **XXVI. REFUNDS**

Refunds are not provided for inclement weather or applicant cancellation.

If the City cancels an event due to organizer delinquency, rental fees may be refunded and prorated for staff time. Electricity fees may be refunded.