

**Elwood Smith Community Center
Pump House Community Center
Civic Center Cottage Information Packet**



Civic Center Cottage
603 Edmonston Drive | Rockville, MD 20851



Pump House Community Center
401 S. Horners Lane | Rockville, MD 20850



Elwood Smith Community Center
601 Harrington Road | Rockville, MD 20850

ROCKVILLE CIVIC CENTER BUSINESS OFFICE HOURS

Glenview Mansion at Rockville Civic Center Park
603 Edmonston Drive, Rockville, MD 20851
Phone: (240) 314-8660 | Fax: (240) 314-8669

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

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

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RENTAL TOURS

Self-guided tours are scheduled around rentals and City programs. Tours are available by appointment only and can be scheduled through the Rockville Civic Center Business Office at 240-314-8660 or by e-mailing the rental facility:

- Elwood Smith Community Center: elwoodsmith@rockvillemd.gov
- Pump House Community Center: pumphouse@rockvillemd.gov
- Civic Center Cottage: cottage@rockvillemd.gov

RENTAL RATES: Valid if you reserve between July 1, 2026 to June 30, 2027

\$100 refundable security deposit is automatically included per permit/online cart.

Social Event Rental Rates

Rockville Resident (No Alcohol)	5-hour minimum time block includes set up, event, and clean-up \$290 (\$58/each additional hour)
Non-Rockville Resident (No Alcohol)	\$340 (\$68/each additional hour)
Rockville Resident (Alcohol Allowed)	\$340 (\$68/each additional hour)
Non-Rockville Resident (Alcohol Allowed)	\$390 (\$78/each additional hour)

Organization Meeting Rates*

Rockville Resident	3-hour minimum block includes set-up, event and clean-up \$69 (\$23 each additional hour)
Non-Rockville Resident	\$81 (\$27 each additional hour)

Non-Profit Organization Meeting Rates*

Non-Youth Groups	3-hour minimum block includes set-up, event, and clean-up \$54 (\$18 each additional hour)
Youth Groups	\$39 (\$13 each additional hour)

*No social event is permitted at this rental rate.

FACILITY AVAILABILITY

Rentals are allowed to be reserved Monday through Sunday from 7:00am to 10:00pm. Permitting is not allowed less than seven (7) calendar days before your rental date. For the Cottage only, the maximum number of days you can rent in advance is 14 calendar days. Rental reservations open seasonally after City recreation programs are planned. The Department of Recreation and Parks will generally release remaining facility availability on the following provisional schedule:

- October 15 for Winter rentals
- January 15 for Spring rentals
- March 15 for Summer rentals
- June 15 for Fall rentals

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. Click [here](#) to check if you are a City of Rockville resident.

MAXIMUM CAPACITIES

Attendance may not exceed the maximum capacity of the building:

- Elwood Smith Community Center: 75 people
- Pump House Community Center: 25 people
- Civic Center Cottage: 25 people

ACCEPTABLE FORMS OF PAYMENT

Acceptable forms of payment include Discover, MasterCard, Visa, cash, money order or personal check payable to "City of Rockville." We do not accept American Express. If a check is returned to the City of Rockville, a \$35 fee will apply.

RENTAL RESERVATIONS

Customers must view facility availability and pay for permits online by visiting www.rockvillemd.gov/registration. Facilities available to permit show in the CivicPlus catalog tab called **Facility & Parks Pavilion Rentals**. The Cottage is unavailable to rent through CivicPlus. To rent this facility, e-mail cottage@rockvillemd.gov.

All set-up time, event time, and clean-up time must be included in the paid rental period. Payment of the venue and the refundable security deposit is due immediately at check-out to receive your permit. When permitting a venue, you agree to read and follow all of the policies and rules outlined in the [Elwood Smith, Pump House & Cottage Information Packet](#).

If you reserved a venue online and you want to cancel your reservation, you will need to contact the Rockville Civic Center Business Office directly for assistance. You must bring your permit to your venue rental as proof of use and payment.

For Non-Company/Non-Organization

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 Social Events

The organization name must appear on the rental reservation. The PRIMARY name and contact information are 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.

Security Deposit

A refundable security deposit must be paid as part of the rental. Money can be withheld from the security deposit if any guest, vendor, rental holders, support/service staff, caterer, subcontractor, etc. causes any property, grounds, furnishings, or equipment damages; arrive or depart outside of rented 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 person who signs this permit must attend the event and be present for the entire duration of the rented time – failure to do so forfeits the security deposit in its entirety. The Rockville 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.

The security deposit will be refunded once the key/alarm code is returned to the Rockville Civic Center Business Office. Failure to return the key within two (2) business days after the rental will result in a deduction of \$25 per every five (5) business days that the key is not returned. 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 rental 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 Discover, 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.

PLEASE NOTE: Due to our financial system, when a security deposit is paid by credit card, it must go back to the PRIMARY on the rental by check if the payment is 120 calendar days or older. We are not able to process these security deposit refunds back to the original credit card.

CANCELLATION POLICY

Cancellations must be received by the Rockville Civic Center Business Office staff in writing from the person(s) whose name(s) appears on the rental reservation. The cancellation date is the date in which written and signed notification is received in the Rockville Civic Center Business Office. We will accept an e-mail as a written cancellation request only if a Rockville 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.

If the cancellation takes place eight (8) calendar days or more prior to the permitted event date, the cancellation fee in the below table applies. Any cancellation occurring seven (7) calendar days or less prior to the permitted event date will result in the retention of the entire rental amount by the City of Rockville.

- Send e-mail cancellations for Elwood Smith Community Center to elwoodsmith@rockvillemd.gov.
- Send e-mail cancellation for Pump House Community Center to pumphouse@rockvillemd.gov.
- Send e-mail cancellations for the Civic Center Cottage to cottage@rockvillemd.gov.

Rental Type:	Cancellation Fee:
Social Event (Rockville Resident, Non-Rockville Resident, No Alcohol, Alcohol Allowed)	\$50 per date
Organization Meeting (Rockville Resident)	\$15 per date
Organization Meeting (Non-Rockville Resident)	\$20 per date

Non-Profit Organization Meeting (Non-Youth Groups)	\$10 per date
Non-Profit Organization Meeting (Youth Groups)	\$5 per date

A \$25 administrative fee will be retained for weather-related cancellations when the person who signed the permit speaks with or leaves a voicemail with the Rockville Civic Center Business Office at 240-314-8660 at least three (3) hours prior to the start time on the permit. Weather-related cancellations are refunded only when the City of Rockville recreation classes/camps close. A \$25 fee is required to implement a change of date.

KEY PICK-UP AND DROP-OFF

For an event with no alcohol: The renter is required to pick up the key and alarm code from the Rockville Civic Center Business Office located on the first floor of Glenview Mansion located at 603 Edmonston Drive, Rockville, MD 20851 between 9am to 4pm, Monday through Friday prior to the rental date. Failure to pick up the key/alarm code will deny you access to the facility without refund. **The key/alarm code must be returned after your rental to the same office between 9am – 4pm, Monday through Friday within two (2) business days after your event.**

For an event with alcohol: The City of Rockville representative will be on-site approximately 15 minutes prior to the start time on your permit with the key and alarm code. The City representative will remain on-site for the entire event. You will be required to clear the facility prior to your departure with this representative before leaving at your end permitted time. This representative cannot inform you regarding your security deposit return.

GENERAL INFORMATION

- Respect property and equipment through your actions and use.
- All rental fees and refundable security deposit are due at the time of permitting.
- The renter is responsible for all table and chairs set up and breakdown.
- No audio/visual equipment is available at any facility; renter must provide their own.
- Elwood Smith Community Center has approximately (15) 6' rectangular tables and (75) folding chairs.
- Pump House Community Center has approximately (8) 6' rectangular tables and (25) folding chairs.
- The Civic Center Cottage has approximately (6) 6' narrow rectangular tables with (25) banquet chairs.
- Building access is only allowed during your rental timeframe. The alarm code keypad will indicate the time that you entered the building and the time that you exited the building. This time will be used to calculate any overtime charges which will be deducted from the security deposit.
- Early deliveries and storage of items after your event is not permitted. All items brought into the community center must be removed during permitted time. The City of Rockville is not responsible for items left behind.

- No sale of food or alcohol is allowed. No commercial activity or trade is permitted on City of Rockville property.
- A copy of the permit is required to be in-hand during the event and must be presented to any City of Rockville representative upon request.
- The City of Rockville reserves the right to provide a City representative at any type of rental reservation.
- Music must be kept to a reasonable volume audible only to the immediate event area. The volume must be turned down or off upon request of a City of Rockville representative or if any complaint is received from a neighbor or fellow park user. Doors must be kept closed if you employ or use a DJ.
- The renter is responsible for all clean-up which consists of restoring the community center to the condition in which it was given. Mops, brooms and other supplies are available in the closet between the restrooms for the renter to:
 - Wipe off counters and sweep floors
 - Remove all trash to the dumpster located in the parking lot
 - Any other necessary task to restore the center
- Trash must be removed from the center. Trash must be taken home with you if you rent Pump House Community Center as there are no trash bins or dumpster at this location. If you rent Elwood Smith Community Center trash must be taken out of the center to the dumpster located in the parking lot. If you rent the Civic Center Cottage, the trash must be removed and taken to the dumpster located behind Glenview Mansion. Failure to remove trash will result in forfeiture of the security deposit.
- All music will be monitored to ensure compliance to decibel levels stated in the City of Rockville Noise Ordinance enforced by the EPA of Montgomery County. All guests, rental holders, and vendors must comply if requested to lower their volume by City of Rockville staff. By 9pm, decibel levels must be 55 decibels or lower. Any complaint 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

	<u>Daytime</u> Weekdays: 7am – 9pm Weekends & Holidays: 9am – 9pm	<u>Nighttime</u> 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.

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 the City of Rockville 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.

EMERGENCY INFORMATION

If a person becomes ill or is hurt while at the community center and is taken away via ambulance; the facility and/or its equipment is damaged; or the police or 911 emergency fire services are called for any reason during your event, please call the Rockville Civic Center Business Office at 240-314-8660 to report the situation immediately. If no one can be reached in-person, you must leave a detailed message and provide a call back number.

ROCKVILLE, MARYLAND – CODE OF ORDINANCES

Rockville, Maryland Code of Ordinances applies to park pavilions rentals:

https://library.municode.com/md/rockville/codes/code_of_ordinances