

## Performing Arts Venue and Banquet Hall

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



**F. Scott Fitzgerald Theatre & Social Hall**, located in the 153-acre Rockville Civic Center Park, is the perfect venue for events such as theatrical productions, musicals, dance performances, concerts, recitals, award ceremonies, speakers, and seminars for your unique event. Our Social Hall is located on the lower level of the building and is available as an extra rental space for parties, banquets, extra rehearsal space, breakout sessions, extended cast dressing area, or a reception to follow your theatre event. Every rental has a customized set-up to support the unique needs of each client. Owned and operated by the City of Rockville, Maryland.

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| <p><b>Rockville Civic Center Business Office:</b><br/>         Glenview Mansion at<br/>         Rockville Civic Center Park<br/>         Monday to Friday   8:30am – 5pm<br/>         Closed for staff lunch from 1pm – 2pm<br/>         Phone: 240-314-8660<br/>         Fax: 240-314-8669<br/> <a href="mailto:theatre@rockvillemd.gov">theatre@rockvillemd.gov</a></p> | <p><b>Box Office:</b><br/>         Tuesday to Saturday, 2pm – 6pm &amp;<br/>         2 hours prior to ticketed<br/>         performances/events<br/>         Phone: 240-314-8690<br/>         Fax: 240-314-8669<br/> <a href="http://www.rockvillemd.gov/theatre">www.rockvillemd.gov/theatre</a><br/> <a href="mailto:boxoffice@rockvillemd.gov">boxoffice@rockvillemd.gov</a><br/>         For Tickets Visit:<br/> <a href="https://fscottfitzgerald.showare.com">https://fscottfitzgerald.showare.com</a></p> | <p><b>Theatre Production Office:</b><br/>         Phone: 240-314-8673<br/>         Fax: 240-314-8669<br/> <a href="mailto:theatretech@rockvillemd.gov">theatretech@rockvillemd.gov</a></p> |
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### RENTAL TOURS

Personalized tours of the F. Scott Fitzgerald Theatre & Social Hall are scheduled around our private events and to meet your scheduling needs. Tours are by appointment only and can be scheduled through the Theatre Production Office at 240-314-8673 or [theatretech@rockvillemd.gov](mailto:theatretech@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 & MAXIMUM CAPACITIES**

**The rental areas of the venue consist of:**

- Theater house accommodates 406, 428 or 452 seats depending on use of proscenium thrust stage or orchestra pit seating (6 seats must be held back for ADA and 6 seats must be held back for companions). Proscenium thrust stage is 40' wide by 30' deep and 12' in height and orchestra pit area in front of the stage can be used for musicians or be covered by a stage extension/thrust installed at stage level, at a level two steps down, or at house floor level. Our Theatre does not have a fly system. Please review the Box Office & Marketing section for details on the various available house seating options.
- Every person entering the theater must be accounted for and allocated a seat, including small children and infants. Seating arrangements (other than fixed seating) must be approved in advance with theatre staff.
- Backstage areas include the Green Room and two dressing rooms (Dressing Room A and Dressing Room B), which each have their own restroom. The Green Room accommodates 43 people, Dressing Room A (further from the stage) accommodates 28 people, and Dressing Room B (closer to the stage) accommodates 24 people. Lobby is standing room only for 120 people (seating is not allowed). The space includes the Box Office, restrooms, built-in concession counter, and support area with a sink and refrigerator. Social Hall is a banquet room located on the lower level of the theatre that accommodates 200 people standing or 150 people seated. Capacities in backstage areas, Lobby, and Social Hall are subject to change.

**Renting the F. Scott Fitzgerald Theatre includes:**

- Access to Box Office & Marketing Services. We encourage you to utilize the F. Scott Fitzgerald's full-service box office and ticketing services. It's a great way to reach your potential audience in Rockville, Montgomery County, and the greater DC-area. In conjunction with our ticketing service provider, our Box Office will provide sales and marketing support for your event, including placement on the City of Rockville and Theatre websites, our social media accounts, and e-mail promotion to our theatre's patron database. Additionally, we will include your event in all F. Scott Fitzgerald Theatre marketing initiatives, including local publications, special-interest, and local events calendars. The user group must meet our deadlines to be included in marketing and advertising support.
- Two (2) Theatre Technicians on-site throughout all rental hours to provide production support for your event. One (1) Theatre House Manager for the front of house on your performance/event day.

**Some rental periods may have house, stage, or backstage limitations. Contact the Rockville Civic Center Business Office at 240-314-8660 or [theatre@rockvillemd.gov](mailto:theatre@rockvillemd.gov) to learn if the rental dates you are interested in have any of the limitations outlined below:**

- Half stage only (40 feet wide by 15 feet wide where the mid-stage black curtain would be drawn to conceal stage sets and the cyclorama)
- Theatre may include a stage extension thrust with edge extensions (full stage width)
- Theatre may include a stage extension thrust (sized to over the orchestra pit only)
- Orchestra pit with musical equipment may be installed
- House seating may only accommodate the 406 or 428 seat map
- Only the small dressing room may be available for use by the user group

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**THEATRE RENTAL RATE INFORMATION: Valid if you reserve between July 1, 2026 through June 30, 2027**

All rental fees are based on a **hourly rate** with a four (4) hour minimum. Rental time must include load-in, tech time for sound and lights, rehearsal, event, clean- up, removal of props, set, costumes, and any other event related equipment.

|                                 | Mon, Tues and Wed | Thurs and Sun | Fri and Sat |
|---------------------------------|-------------------|---------------|-------------|
| <b>Non-Rockville For-Profit</b> | \$255             | \$405         | \$485       |
| <b>Rockville For-Profit</b>     | \$225             | \$350         | \$410       |
| <b>Non-Rockville Non-Profit</b> | \$195             | \$310         | \$385       |
| <b>Rockville Non-Profit</b>     | \$160             | \$275         | \$350       |

**DOWN PAYMENT:** \$300 per rehearsal date and \$750 per performance/event date

**SECURITY DEPOSIT:** \$500 per performance/event date

**ADDITIONAL PERFORMANCE/EVENT DATES:** \$750 per additional date, in addition to a \$500 security deposit, is required if you request another performance/event date or change a rehearsal date to a performance/event date. If more than 60 calendar days before the first or only date on the rental registration, the \$750 is a down payment and goes towards the rental balance. If 60 calendar days or less before the first or only date on the rental registration, the \$750 is a fee and does **not** go towards the rental balance.

**SOCIAL HALL RENTAL RATE INFORMATION: Valid if you reserve between July 1, 2026 through June 30, 2027**

You can rent the Social Hall only or as part of your F. Scott Fitzgerald Theatre rental reservation. The Social Hall is located on the lower level of the Theatre and can be used for award ceremonies, cast parties and other social events, in addition to extra rehearsal space or temporary storage and/or dressing room space. All rental fees are based on a **hourly rate** with a four (4) hour minimum. One (1) hour of set-up and one (1) hour of clean-up/breakdown is highly suggested.

|                                 | Mon, Tues, Wed and Thurs | Fri, Sat and Sun |
|---------------------------------|--------------------------|------------------|
| <b>Non-Rockville For-Profit</b> | \$250                    | \$350            |
| <b>Rockville For-Profit</b>     | \$200                    | \$300            |
| <b>Non-Rockville Non-Profit</b> | \$160                    | \$200            |
| <b>Rockville Non-Profit</b>     | \$125                    | \$175            |

**DOWN PAYMENT:** \$500 per performance/event date

**SECURITY DEPOSIT:** \$500 per performance/event date

|                                                   | Mon, Tues, Wed and Thurs | Fri, Sat and Sun |
|---------------------------------------------------|--------------------------|------------------|
| <b>Non-Rockville For-Profit (rehearsals only)</b> | \$120                    | N/A              |
| <b>Rockville For-Profit (rehearsals only)</b>     | \$100                    | N/A              |
| <b>Non-Rockville Non-Profit (rehearsals only)</b> | \$90                     | N/A              |
| <b>Rockville Non-Profit (rehearsals only)</b>     | \$75                     | N/A              |

**DOWN PAYMENT:** 50% of rental rate

**SECURITY DEPOSIT:** \$500 per rental reservation

**Social Hall Discounts:** If you rent the F. Scott Fitzgerald Theatre and Social Hall on the same rental date, you will receive a Social Hall discount on the hourly base rental rate. This discount in the Social Hall is only eligible on

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the rental hours which overlap with the rental hours in the theatre. This discount does not apply to the Social Hall Extra Dressing Room and/or Limited Storage Space option.

- If the organization has a 4.00 to 6.75 hour rental in the F. Scott Fitzgerald Theatre, the Social Hall can be rented for 25% off the hourly base rental rate.
- If the organization has a 7.00 to 8.75 hour rental in the F. Scott Fitzgerald Theatre, the Social Hall can be rented for 50% off the hourly base rental rate.
- If the organization has a 9.00 hour or more rental in the F. Scott Fitzgerald Theatre, the Social Hall can be rented for 75% off the hourly base rental rate.

#### **Social Hall Extra Dressing Room and/or Limited Storage Space:**

Rental Rate: \$100 per day  
Security Deposit: \$100 per day of use

The renter may use the Social Hall for temporary extra dressing space and/or storage during their rental hours in the F. Scott Fitzgerald Theatre. This use is allowed when a user group with a higher onstage and backstage participant count exceeds the established fire code capacity for the backstage, dressing rooms, and green room areas or when their equipment exceeds the allowable capacity and functional space backstage. The Social Hall is only allowed for performers and crew (NOT the public) and cannot be used for meals, fundraisers, social gatherings, events, etc. City of Rockville staff must always have access to the Social Hall, at any time, due to safety requirements. The Social Hall is only offered Wednesday through Sunday, is based on availability, and must be included in the rental reservation and/or rental adjustment before use is granted.

**HOLIDAY SURCHARGE:** There is a \$1,000 surcharge added to any rental rate at the F. Scott Fitzgerald Theatre & Social Hall 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.

#### **EQUIPMENT RENTAL RATES: Valid if you reserve between July 1, 2026 through June 30, 2027**

Clients will determine equipment requirements for their event during the final walk through with City of Rockville staff. The Rockville Civic Center Business Office will then send a rental adjustment with an itemization of requested equipment and cost. Standard event tables and chairs are complimentary and included with your rental.

**Discounts:** We offer a discount on certain rental equipment if a client rents the F. Scott Fitzgerald Theatre for 50 hours or more on a single rental reservation and/or rental adjustment. The equipment listed in the "Equipment Per Day" category will be charged at the "Equipment Per Production Run" rental rates.

#### **Equipment Per Production Run**

\$400 Stage extension thrust and edge extensions (full stage width). Use of this stage extension will mandate removal of the first row on each side of the Theatre to ensure fire code compliance.

\$300 Stage extension thrust (sized to cover orchestra pit only)

\$300 Orchestra Pit

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- \$300 Dance floor (Marley-type)
- \$100 Set-up and breakdown of pipe-and-drape or other temporary curtain systems
- \$100 Set-up and breakdown of 50 to 85 music stands and/or chairs
- \$50 Set-up and breakdown of 16 to 49 music stands and/or chairs
- \$0 Set-up and breakdown of 15 or less music stands and/or chairs

**Equipment Per Day**

- \$350 Grand piano for 1st day (includes tuning) – \$200 for subsequent days
- \$250 Upright piano for 1<sup>st</sup> day (includes tuning) – \$100 for subsequent days
- \$120 Wenger 3-panel acoustic concert sound shells (6 shells cover the full stage width)
- \$200 Projector for cyc at back of stage for 1<sup>st</sup> day (mounted over stage) – \$50 for subsequent days
- \$75 Projector with screen at front of stage for 1<sup>st</sup> day (mounted on catwalk) – \$20 for subsequent days
- \$50 MAC Viper Profiles for 1<sup>st</sup> day – \$25 for subsequent days
- \$100 Per follow spotlight for 1st day (up to 2 units) – \$50 for subsequent days. Provide your own operator or request Additional Theatre Technicians as needed to operate follow spotlights.
- \$50 Per floor monitor (up to 4 units)
- \$35 Per mic & podium (up to 2 units)
- \$25 Surround sound speakers (Social Hall only). Social Hall ceiling mounted speakers can playback sound from the Theatre stage, microphone, laptop, karaoke machine, etc.
- \$25 Per wireless lavalier or handheld microphone (up to 4 units of either type)
- \$25 Per wired microphone
- \$0 Hanging microphones (for 8 units total)
- \$25 Wireless Clear-Com intercom system (up to 4 headsets included)
- \$0 Wired Clear-Com intercom system (11 headsets in fixed locations)

**Equipment Per Item:**

- \$25 Labor to move a hanging microphone
- \$35 Standing chorus riser (up to 3 risers)
- \$35 4ft x 8ft Platform riser (up to 12 risers)
- \$10 Lectern (up to 2 units)
- \$35 Gaffer tape
- \$25 Glow tape
- \$15 Spike tape

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## **SPECIAL PACKAGES**

Clients will determine the addition of The Light and Sound Package and extra Theatre Technician labor for their rental during the final walk through with City of Rockville staff. The Rockville Civic Center Business Office will then send a rental adjustment with an itemization of requested special packages and cost.

**The Light & Sound Package – \$150 per 1 hour with a minimum 30 minutes:** The Light and Sound Package can be added to allow the user group to test sound levels, program lighting cues, and make technical adjustments with our technical staff. All other activities must take place during your rental period. No guests, deliveries, vendors, set-up, rehearsals, etc. are allowed during this timeframe. The F. Scott Fitzgerald Theatre will open for the lighting and sound representatives only and then close again after arrival. Any more than four (4) representatives must be approved in advance by Theatre Production Office. Unless this package is used to add time immediately before the rental, it can only be used Monday through Thursday between the hours of 7am to 5pm.

**NO EXCEPTIONS APPLY:** Not adhering to The Light and Sound Package policies will result in the package defaulting to the appropriate per hour rental rate fee. If the security deposit(s) are not enough to cover the full amount of the incidentals, the rental holder(s) will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

**Additional Theatre Technician Fee – \$50 per hour with a minimum of three (3) hours:** The user group can request extra Theatre Technician labor during the rental hours of the event. The cost per Theatre Technician is \$50 per hour with a minimum of three (3) hours required. Depending on the needs of your event, Theatre Production Office may require you hire additional Theatre Technicians.

**Theatre Usher Fee – \$35 per hour with a minimum of three (3) hours:** If the user group cannot provide the 2-4 required ushers, the venue can provide this labor during the rental hours of the event upon advance request. The cost per Usher is \$35 per hour with a minimum of three (3) hours required.

### **Overnight Storage (Availability Dependent) – \$0 to \$400 per day (Theatre & Social Hall)**

- **Discounts:** Overnight storage fees in the Theatre and Social Hall are waived if you rent the F. Scott Fitzgerald Theatre for 50 hours or more on a single rental reservation and/or rental adjustment.
- **Consecutive Days:** Complimentary overnight storage is permitted between any consecutive dates on a rental registration for the Theatre and/or Social Hall.
- **Non-Consecutive Days:** For a \$100 per day fee, storage between non-consecutive rental dates in the Social Hall is allowed if both the Theatre and Social Hall are rented on the day before and the day after the date of storage, and if the unrented date is between Monday and Thursday only. If the rental is in the Social Hall only, no overnight storage is allowed between non-consecutive rental dates. For a \$400 per day fee, storage between non-consecutive dates in the Theatre is allowed if the unrented date is between Monday and Thursday only.
- **Restrictions:** Overnight storage is not permitted whenever there are two or more calendar days between rental dates. Theatre storage spaces are limited to the stage, tech bridge, Green Room, and Dressing Rooms. Lobby and concession area storage is prohibited except with written permission from the Theatre Production Office.

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**Red Wine and Purple/Red Beverages – \$500:** Red wine and purple/red beverages are allowed in the Social Hall only if the \$500 non-refundable fee has been added to your rental and paid through the Rockville Civic Center Business Office. If the red wine and purple/red beverages fee is added to the rental 30 calendar days or less from the rental event date, it must be paid immediately by credit card (Discover, MasterCard or Visa). Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only are allowed.

**NO EXCEPTIONS APPLY:** Red wine and purple/red beverages are strictly prohibited anywhere on the property and grounds if this fee has not been paid and will result in a \$500 charge. If the security deposit(s) are not enough to cover the full amount of the incidentals, the rental holder(s) will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

### **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 [theatre@rockvillemd.gov](mailto:theatre@rockvillemd.gov). Click [here](#) to check if you are a City of Rockville resident.

### **HOLD POLICY**

Reserving an available date at F. Scott Fitzgerald Theatre & Social Hall is on a first-come, first-served basis. An available date may be put on hold for five (5) business 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. Reservations for the F. Scott Fitzgerald Theatre & Social Hall may be booked up to 24 months in advance.

### **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 be added to the rental holders' account for immediate payment.

### **RENTAL RESERVATIONS & ADJUSTMENTS**

All rentals include the entire use of F. Scott Fitzgerald Theatre, the lobby, green room and dressing room for an event restricted to the times indicated in the rental reservation and/or rental adjustment. Events in the F. Scott

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Fitzgerald Theatre or Social Hall can be rented between the hours of 7:00am and 1:00am. A rental reservation and/or rental adjustment cannot start earlier than 7am or end past 1:00am. Our event tables and chairs are complimentary in the Lobby and Social Hall. Once the reservation is signed and the down payment paid, 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.

**Set-up & Clean-up:** A rental must include time for set-up and clean-up. Patrons should not be present during set-up and clean-up.

**Event Overtime:** If you go into overtime for whatever reason, the absolute cut off time for the event must be 2:00am. This absolute cut off time of 2:00am includes clean-up. The City of Rockville staff will shut down the F. Scott Fitzgerald Theatre & Social Hall at 2:00am and no patron, vendor, rental holder, support/service staff, caterer, etc. can remain in the facility. The rental holder will be charged for all overtime incurred during the event by any patron, vendor, rental holder, support/service staff, caterer, etc.

**To Secure a Date:** A signed rental reservation accompanied by a down payment per rehearsal and performance/event date will secure a date in the F. Scott Fitzgerald Theatre. A rental reservation accompanied by a down payment per performance/event date will secure a date in Social Hall. We request that all F. Scott Fitzgerald Theatre & Social Hall rental reservations be reviewed, signed and returned to the Rockville Civic Center Business Office by the due date. The rental balance, security deposit(s), red wine & purple/red beverage fee, the light and sound fee, equipment and any other outstanding fees must be paid in full no later than 60 calendar days prior to the first rental date.

**Rental Policies:** All renters must adhere to all F. Scott Fitzgerald Theatre & Social Hall House Rules and Regulations.

**Paying Rental Balance:** The entire rental balance is due at least 60 calendar days before the first rental date and final walk through. Please mail checks and money orders to the Glenview Mansion at Rockville Civic Center Park, c/o Rockville Civic Center Business Office, 603 Edmonston Drive, Rockville, MD 20851.

**For Non-Company/Non-Organization Social Events (i.e. weddings, birthdays, anniversaries, etc.):** The PRIMARY name and contact information is the individual who paid the security deposit(s) and is considered the account holder in our financial system.

**For Company/Organization Social Events (i.e. corporate events):** 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(s):** A \$500 refundable security deposit per performance/event date in the F. Scott Fitzgerald Theatre and a \$500 refundable security deposit per performance/event date in the Social Hall is collected and may be refunded at the discretion of the Rockville Civic Center Business Office if there is no overtime, damages, clean-up of property, and/or our City of Rockville or F. Scott Fitzgerald Theatre & Social Hall policies and rules

are followed. 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 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.

**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 calendar days or older. We are not able to process these security deposit refunds back to the original credit card.

Money can be withheld from security deposit(s) if any patron, vendor, rental holder, support/service staff, caterer, etc. cause 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 contractors; and/or if any of our City of Rockville, Civic Center or F. Scott Fitzgerald Theatre & Social Hall policies and rules are not followed. The Rockville Civic Center Business Office determine fees. If the security deposit(s) are not enough to cover the full amount of the incidentals, the rental holder will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

### **HOLIDAY SEASON AT THE F. SCOTT FITZGERALD THEATRE & SOCIAL HALL**

The F. Scott Fitzgerald Theatre & Social Hall will be decorated for the holiday season the week before Thanksgiving through the first week in January. The type of decorations, decoration locations, color schemes, and length of time the decorations are installed may change each year and are not determined until decorating begins. Decorations are in the Theatre Lobby and Social Hall. The decorating schedule and décor cannot be changed or moved to accommodate your rental. In addition, all decorations and decorated locations are subject to change. The City of Rockville reserves the right to alter our decoration schedule within the window of the week before Thanksgiving through the first week in January each year and to remove, add, and alter decorations as we see fit. Please ensure that you are satisfied with these restrictions before you book with the F. Scott Fitzgerald Theatre & Social Hall during this timeframe.

### **CANCELLATION POLICY**

Change of event date(s) is considered a cancellation. A \$500 fee for each rental date change will apply. Cancellations must be received by the Rockville 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 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. Sometimes e-mails can get lost in spam folders – be sure to follow-up with a telephone call if we have not responded to your e-mail cancellation within 48 hours. Send e-mail cancellations to [theatre@rockvillemd.gov](mailto:theatre@rockvillemd.gov).

When a cancellation occurs more than 60 calendar days before first or only rental date, the F. Scott Fitzgerald Theatre will retain the entire down payment, and the remaining fees and security deposit(s) are returned to the rental holder. For cancellation 60 calendar days or less before the first or only rental date, the entire facility rental fee, including the down payment, will be retained by the F. Scott Fitzgerald Theatre. The remaining fees and security deposit(s) will be refunded for each cancelled event date. If the City of Rockville, Maryland cancels the rental for any unforeseen reason (i.e. weather-related conditions or loss of power), the rental reservation and rental adjustments will be reviewed and amended with a change of date or consideration of a partial or full refund.

## **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 F. Scott Fitzgerald Theatre & Social Hall 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.

## **CITY OF ROCKVILLE STAFF**

During your rental period, two (2) Theatre Technicians will be on-site throughout all rental hours to provide production support for your event, in addition to one (1) Theatre House Manager for the front of house on your performance/event day. City of Rockville staff members ensure that patrons, vendors, and user group follow all rules and regulations while on-site. City of Rockville staff will be on duty during the rental hours to assist with production/technical needs, facility concerns, monitor restrooms, answer vendor and user group questions, and ensure that the renter and all auxiliary services vacate the property by the end of the rental time.

## **FINAL WALK THROUGH APPOINTMENT**

**Appointment Requirements:** A final walk through (FWT) with theatre production staff is required **at least 45 calendar days prior to your event**. At this walk through, the plans for your use of the Theatre and Social Hall will be established. The FWT must include the rental holder, producer, director, designers and caterer for the event, and will include the following review of policies and procedures. The plan will include an understanding of what will be provided by the theatre staff, and what you will be responsible for bringing to the venue. FWT appointments must be scheduled with the Theatre Production Office and must take place Monday through Friday between the hours of 9:30am – 4pm, depending on availability. Schedule your appointment by e-mailing [theatretech@rockvillemd.gov](mailto:theatretech@rockvillemd.gov).

**Paperwork Requirements:** The Theatre Production Office must have all final walk through paperwork on file for your event **no less than 30 calendar days prior to the rental date**. Paperwork includes event certificate of

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insurance (COI) and signed prop weapons agreement. For social events, paperwork includes the completed vendor list. Montgomery County Class C One-Day Special License and Montgomery County Special Food Event License must be on file with the Theatre Production Office at least two (2) weeks prior to event date. Send completed paperwork and licenses to [theatretech@rockvillemd.gov](mailto:theatretech@rockvillemd.gov).

**Additional Changes:** Any other changes to the final walk through paperwork or set-ups must be sent to the Theatre Production Office and acknowledged by City of Rockville staff by **10am eleven (11) business days before the rental date**. Theatre Production Office will acknowledge the changes through an e-mail response to the rental holders. Please send all requests and changes to [theatretech@rockvillemd.gov](mailto:theatretech@rockvillemd.gov). If changes are made after this deadline, the rental holder is responsible for completing the event table and chair set-up and putting our unused event tables and chairs away in the proper locations.

**FWT TOPICS FOR THEATRE RENTALS INCLUDE:**

**Stage and Seating Configuration:** Optional use of stage thrust extension, orchestra pit and/or stage steps. This information is needed prior to ticket sales as the use of any of these configurations prevents the use of certain audience seats, but it will be confirmed at the FWT.

**Equipment Rentals:** Equipment rental fees will be determined at the FWT based on the Equipment Rental Rates listed in this packet.

**Event Schedule:** Renter must verify the rental schedule and provide a breakdown of what will happen during the rental period. Rentals must include time for set-up and clean-up, and all deliveries and removal of equipment must be done within rental hours.

**Production Stage Manager:** All theatre events require a Production Stage Manager provided by the rental group to manage all aspects of the rental – performers, crew, equipment, facility time management, and ensuring compliance of theatre house rules and regulations and event communications to the theatre staff. Must be on-site and provide oversight for the event load-in and load-out.

**Technicians:** Two (2) Theatre Technicians will be provided by the City of Rockville during your rental hours to assist with sound, lights, and set-up and operation of venue equipment. Depending on the needs of the event, additional technicians may be requested by the renter or required by the Theatre Production Office. Renters must also identify any of their own technicians being brought in and for what purpose.

**Lighting, Audio, Projections, Backstage:** We will determine F. Scott Fitzgerald Theatre equipment to be used, expectations for your event, as well as the people assigned to operate lighting and audio systems, projections (if used) and manage backstage spaces. Any technical equipment being brought into the F. Scott Fitzgerald Theatre must be pre-approved by Theatre Production Office.

**Facility Use Plan:** Any scenery, hanging materials, prop weapons, special effects (strobe, fog, snow, bubbles, blood, confetti, etc.), food, candles, balloons, animals, etc. that will be present must be identified and pre-approved by the Theatre Production Office. If children/minors (under 18) will be backstage, an adult must be named responsible for them, and for their safety we will determine a method for staff to quickly identify whether an adult who comes backstage is supposed to be there.

**Dressing Room & Green Room Set-up:** Renters should identify who will be using the green room and dressing rooms that are included with their rental, and if any specific setup is needed for these spaces. Wardrobe changes are to be limited to the designated dressing room spaces.

**Lobby Set-up:** The Lobby set-up plan should identify tables and chairs needed for displays, sales, etc. as well as a description of decorations planned. The Lobby must retain an open flow for audience members and access to the box office.

**Social Hall Set-up and Use:** There is an additional fee for use of the Social Hall. The Social Hall use plan must include the rental schedule, staffing needs, and a set-up plan for tables, chairs, equipment, decorations, catering, etc.

## **BOX OFFICE & MARKETING SUPPORT**

The F. Scott Fitzgerald Theatre offers three (3) types of seating options in the theatre house:

406 seats total:

- Includes six (6) ADA seats and six (6) companion seats\*
- Compatible with all stage thrusts, stage stairs, and orchestra pit configurations

428 seats total:

- Includes six (6) ADA seats and six (6) companion seats\*
- Includes Rows AA & BB on House Right and House Left
- Rows AA & BB are temporary plastic chairs with metal interlocking legs
- Rows AA & BB House Left and Right are **not** an option if using side stage stairs, any wide stage thrust, or the wide orchestra pit
- Compatible with the narrow stage thrust and narrow orchestra pit configurations

452 seats total:

- Includes six (6) ADA seats and six (6) companion seats\*
- Includes Rows AA & BB on House Left, House Center, and House Right
- Rows AA & BB are temporary plastic chairs with metal interlocking legs
- Rows AA & BB House Center are **not** an option if using any stage thrust or orchestra pit at any width

\*The six (6) ADA seats are spaces without a seat. Seats M101, M114, A1, A2, and P2 have moveable arms.

**Ushers (2-4 required):** The user group is required to provide ushers at both house entrances in the Lobby for all performances/events. A minimum of two (2) ushers is required for general admission performances/events. A minimum of four (4) ushers is required for performances/events with assigned seating. Six (6) ushers are highly recommended for well sold assigned performances/events. The Box Office only sets aside seats for ushers when requested in advance. Usher responsibilities include, but are not limited to:

- Monitoring audience behavior to ensure everyone has a good experience
- Taking tickets, distributing programs and assisting audience members to their seats
- Ensuring no gum, candy, food, or drink is brought into the Theatre
- Overseeing the two theatre entrances during intermissions
- Overseeing that the house doors are not opened at inappropriate times

**Customized Seating Maps:** The F. Scott Fitzgerald Theatre Box Office can make any seat map we offer into general admission seating. However, we have three (3) available seat maps for tiered seating. If you require a customized seat map to be created for your event, there is an additional **\$300 flat-fee** for administrative time, and it will take approximately 10 business days to complete. Payment must be received and processed before the customization of the new tiered seating map can begin.

**Ticketing Services through the F. Scott Fitzgerald Theatre Box Office:** In exchange for marketing and ticketing services, the F. Scott Fitzgerald Theatre will retain ticket fees, which will be deducted from your final ticket revenue payout:

|                   |                      |
|-------------------|----------------------|
| \$3.50 per ticket | Assigned seating     |
| \$3.00 per ticket | General admission    |
| \$0.75 per ticket | Complimentary ticket |

All patrons purchasing tickets online or by telephone are subject to processing fees. If the patron would like their tickets mailed through USPS, there is a mailing fee. Processing fees and mailing fees are subject to change and these fees are not listed in this packet.

We encourage you to utilize the F. Scott Fitzgerald’s full-service ticketing services for your event. It’s a great way to reach your potential audience in Rockville, Montgomery County, and the greater DC-area. We will handle all your ticket sales directly through the F. Scott Fitzgerald Theatre Box Office. In conjunction with our ticketing service providers, our Box Office will provide sales and marketing support for your event, including placement on the City of Rockville and theatre websites, our social media accounts, and email promotion to our theatre’s patron database. Additionally, we will include your event in F. Scott Fitzgerald Theatre marketing initiatives, including local publications, special-interest, and local events calendars. The user group must meet our deadlines to be included in marketing and advertising support.

Our Box Office will contact you once your rental is executed and the down payment is processed to get the ball rolling on your ticket sales through the F. Scott Fitzgerald Theatre Box Office. We will ask you to complete an Information Needed Form for Ticketing and Marketing so we can gather all the important details needed to get your ticket sales live. We prefer for ticket sales to go live approximately 90 days before the first rental event date so your organization can get the most momentum and visibility for your event. In addition to publicity, increased visibility, and online sales support, your group will receive a manifest of all event buyer information after the performance/event. The F. Scott Fitzgerald Theatre has an exclusive contract with a ticketing service provider for all sales. If you sell tickets through our Box Office, you may market events online and direct buyers on how to contact your organization for information, but your organization may not sell tickets through any service provider or yourself.

**NO EXCEPTIONS APPLY:** If this service provider policy is not followed, a \$500 fee will apply. If the security deposit is not enough to cover the full amount of the incidentals, the rental holder will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

The City of Rockville requires that any organization who is selling tickets through the F. Scott Fitzgerald Theatre Box Office submit a W-9 and a vendor registration form to add you into our financial system for processing ticket revenue payouts. Before we will sell tickets for your event, you must complete the entire vendor registration process and be added as a new vendor to our financial system. It takes approximately (30) business days to receive a ticket revenue payment from the City of Rockville.

**Cancellation of Ticket Sales:** If you are selling tickets through the F. Scott Fitzgerald Theatre Box Office and you want to stop ticket sales of any kind for any reason, we will refund patrons the full ticket price they paid. We will not refund the online processing fee or mailing fee.

**NO EXCEPTIONS APPLY:** A \$500 fee will apply and be charged directly to the rental holder if ticket sales are cancelled. If the security deposit is not enough to cover the full amount of the incidentals, the rental holder will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

**Box Office Buy-out Fees:** If you request that the F. Scott Fitzgerald Theatre Box Office close for your private event or if you decide to opt out of using our ticketing and marketing services for your event that is open to the public, there is a box office buy-out fee. If you are not paying for the box office buy-out, activity in the lobby cannot restrict box office operations or patron access to the box office, and all set-ups must stay at least eight (8) feet from the box office windows and doors.

Private Events Only (closed to the public)

Option A: \$0 per event

- Theatre box office will maintain regular business hours and operations.

Option B: \$200 per event

- Theatre box office windows are closed to the public; box office staff will work inside the box office.

Option C: \$300 per event

- Theatre box office is closed during your rental times; staff is not on-site.

Public Events Only (open to the public)

Option D: \$0 per event

- Your event is open to the public with free admission.
- Theatre box office will maintain regular business hours and operations.
- Theatre does not provide any advertising or marketing opportunities.

Option E: \$0 per event

- Theatre box office will maintain regular business hours and operations.
- Theatre box office will handle all ticket sales for your event and provide your group with a dedicated link for online sales.
- Theatre will provide advertising and marketing opportunities.

Option F: \$300 per event

- Theatre box office will maintain regular business hours and operations.
- Theatre box office does not handle any ticket sales for your event.
- Theatre does not provide any advertising or marketing opportunities.

Option G: \$400 per event

- Theatre box office windows are closed; box office staff will work inside the box office.
- Theatre box office does not handle any ticket sales for your event.
- Theatre does not provide any advertising or marketing opportunities.



Option H: \$500 per event

- Theatre box office is closed during your rental times; staff is not on-site.
- Theatre box office does not handle any ticket sales for your event.
- Theatre does not provide any advertising or marketing opportunities.

**Ticket Printing through the F. Scott Fitzgerald Theatre Box Office:** The F. Scott Fitzgerald Theatre Box Office can print tickets for your organization to sell directly to your patrons. If you choose this option, we will not close our Box Office in any way for your event or provide you with advertising or marketing services. The box office buy-out fee will be waived. The following rules must be followed to avoid activities such as ticket resale, scalping or touting. The face value of the ticket must be printed on the ticket. No individual(s) or group(s) can sell the tickets at any price that differs from the face value of the ticket or what each specific ticket sells for on the F. Scott Fitzgerald Theatre VisionOne ShoWare ticketing site or marketing materials. All printed tickets must be requested in writing by contacting the Box Office at [boxoffice@rockvillemd.gov](mailto:boxoffice@rockvillemd.gov). All printed tickets must be paid for in advance and are non-refundable. If you decide to cancel your event with the F. Scott Fitzgerald Theatre, all printed tickets must be paid for in full and your organization must handle all cancellation communication and refunds to your patrons.

**NO EXCEPTIONS APPLY:** If any of the ticket printing policies are not followed, a \$500 fee will apply. If the security deposit(s) are not enough to cover the full amount of the incidentals, the rental holder will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

#### Per Ticket Fees (Printed Tickets Only)

\$2.50 Ticket printing for assigned seating  
\$2.00 Ticket printing for general admission

#### Discount on printed tickets

If the rental dates or performances/events require more than (850) tickets be printed, this service will be offered at a discounted rate:

\$1.00 Ticket printing for assigned seating  
\$0.50 Ticket printing for general admission

### **TIME OF USE**

All delivery of event equipment, set-up, rehearsal, actual presentations, clean-up from the event and removal of all event-related equipment brought in by the user group must be accomplished within rental hours. Exceptions to this policy must have prior written permission from the Rockville Civic Center Business Office.

### **INSURANCE REQUIREMENTS**

Insurance during your rental period is required for both private and public events. 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. To purchase your insurance, follow these steps:

- **Step 1:** Visit LGIT through GatherGuard at [www.gatherguard.com](http://www.gatherguard.com) and move through the ordering process (F. Scott Fitzgerald Theatre & Social Hall Vendor Code: **0501-2719**).

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- **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:** The Certificate of Liability Insurance (COI) must be on file with the Theatre Production Office at [theatretech@rockvillemd.gov](mailto:theatretech@rockvillemd.gov) 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).

## **COMPLIANCE WITH LAWS**

The F. Scott Fitzgerald Theatre is a City of Rockville, Maryland owned and operated facility, supported with taxpayer funds. Therefore, no activities in violation of Federal, State, County or local laws, ordinances, rules or regulations shall be permitted inside any City of Rockville, Maryland facility or grounds.

## **ROYALTIES**

The user is responsible for all royalty fees, such as BMI, ASCAP, or SESAC and/or dues to AEA, AFTRA, or other union dues that may be required. Artists, vendors, and rental holders shall obtain all necessary licenses and/or approvals for use of copyrighted or other protected materials prior to the date of the event. The artists, vendors, and rental holders shall indemnify and hold the City harmless in the event it violates a copyright or similar law or fails to obtain the appropriate license(s).

## **SMOKING OR VAPING IS PROHIBITED**

Smoking and vaping is prohibited on City of Rockville property and/or grounds.

## **AMERICANS WITH DISABILITIES ACT (ADA)**

Comply with current United States of America Federal Americans with Disabilities Act (ADA) regulations when using City property. If American Sign Language (ASL) Interpreters are requested during the hours of a rental, the cost for interpreter services will be the responsibility of the user group. The F. Scott Fitzgerald Theatre is equipped with Assisted Listening Devices, wheelchair-accessible parking, and seating. For specific information on available services or to discuss special accommodation requirements, contact the Rockville Civic Center Business Office. Please see seat maps for ADA and companion seat locations.

## **NON-DISCRIMINATION**

Users may not discriminate against any person because of sex, gender, race, color, ancestry, religion, national origin, disability, age, marital status, or sexual orientation. The City operates its programs and services without regard to race, color, and national origin in accordance with Title VI of the Civil Rights Act of 1964.

## **NOISE ORDINANCE**

Any complaint received 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.

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### Maximum Allowable Noise Levels in Montgomery County, Maryland

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

**NO EXCEPTIONS APPLY:** There is a \$300 charge if your event violates the City of Rockville Noise Ordinance and/or results in a citation by police. City of Rockville staff will monitor all noise levels and guests, rental holders, and vendors must comply immediately with staff requests to reduce the decibel levels or stop the noise completely. Non-compliance may result in outdoor music or other noise being turned off by City of Rockville staff. If the security deposit(s) are 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.

### **STORM POLICY**

The safety of all guests at the F. Scott Fitzgerald Theatre & Social Hall is the top priority at all events. If the weather includes lightning or high winds, all guests must remain inside the F. Scott Fitzgerald Theatre and/or Social Hall until the conditions change and support safe use of the outdoor areas is appropriate. Guests may not return to the outdoor area until 30 minutes after the last lightning strike was seen, and the last clap of thunder was heard.

### **SEATING ON STAGE**

Audience members are not permitted to sit on-stage during performing arts events. Any exceptions must be approved by the theatre staff prior to the performance/event and must comply with all applicable fire and building codes.

### **SAFE EGRESS**

All exits and aisles must remain clear and unobstructed. All equipment must be kept clear of all entrances, passageways, and stairways. Exit lights cannot be covered, obscured, or disconnected. Access to utility areas (fuse panels, amp room, etc.) must be always kept clear.

### **STAGE AREA**

The F. Scott Fitzgerald Theatre is a clean performance/event space and may not be used as a shop space. No construction is permitted inside the venue. All work must occur prior to load-in or must be done outside the loading dock door in the drive; that door must remain closed to keep dust from blowing inside the venue. Painting is not permitted on the stage and is only permitted in the loading dock area. User groups must ask City of Rockville staff for approval to painting anything inside the venue. The floor of the theatre is two layers of ¼" Masonite overlaid onto tongue and groove hardwood on sleepers. All fasteners must be discussed with city staff prior to being installed. Smaller screws into the floor are typically acceptable. The user group is responsible to cover all costs for any damage to the floor from fasteners or other use.

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## **SAFE USE OF EQUIPMENT**

If you are unfamiliar with any piece of rigging, lighting, sound or other stage equipment, do not use it until you have received instruction in its safe operation. Do not operate any tools or equipment if safety devices have been defeated or removed. We do not provide personal protective equipment to rental holders or user groups (i.e. ear plugs, safety goggles, gloves, respirators, etc.), but strongly advise their crews to use such equipment.

## **ADJUSTMENTS TO THEATRE EQUIPMENT**

Any adjustments to sound, lighting, staging, soft goods, or any other theatre equipment must be approved by the theatre staff. Failure to gain approval from the F. Scott Fitzgerald Theatre staff may result in additional charges. Any lighting, sound, drapes or other house equipment that is moved, removed, refocused, or disconnected are to be restored immediately after the production closes and within the group's rental time, unless prior arrangements have been approved by theatre staff.

## **LIGHTING SAFETY**

All lighting instruments hung overhead are required to have safety cables. Wiring of special lighting must be done according to accepted safety standards and codes and be approved by theatre staff. The user group is required to restore all lighting during their rental time.

## **RIGGING SAFETY**

Rigging is the use of hardware to lift, lower, and hold performance/event equipment on or above the stage. Overhead rigging must be done according to accepted safety standards, with rated hardware, and must be inspected and approved by City staff in advance of installation or use. The F. Scott Fitzgerald Theatre is **not** a fly house. Items or objects may be rigged or hung from existing roof supports only with prior written approval from City staff. No personnel may be flown or hung from existing roof supports or any other section of the venue architecture. Any flying or hanging of personnel must take place on structures provided by the user group and must receive written approval from City staff prior to the first date listed on the event rental. General safety guidelines for the use and maintenance of rigging equipment include:

1. Inspect rigging equipment before use, after any alterations, and at regular intervals
2. Immediately report damaged/defective chains, ropes, or hardware so we can remove them from service
3. Never shorten chains and ropes by knotting
4. Never exceed the safe load capacity of the system
5. Follow safe procedures when loading, unloading, or operating rigging systems
6. Warn people on the stage before moving any rigged scenery or other object
7. Always maintain control of moving pieces
8. Never access the catwalks until trained and authorized to do so
9. Secure rigging equipment when it is not in use

## **VIDEOTAPING**

The F. Scott Fitzgerald Theatre & Social Hall does not provide or support videotaping services. We cannot guarantee that audio from our feed will function or the quality of sound and images. Permission from the presenting organization must be obtained prior to videotaping in the venue. Copyright laws, as well other related laws, must be followed. The user group is responsible for the compliance of these laws by individuals and audience members. User groups are expected to provide a statement about videotaping in their program. Locations for videotaping must be coordinated and approved by F. Scott Fitzgerald Theatre staff in advance. All video equipment locations must comply with ADA and fire code regulations.

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## **AUDIO SAFETY**

All sound levels will be monitored by theatre staff to ensure proper usage of sound equipment, and safe decibel readings inside the building. Sound will not be set to a level that could cause damage to our equipment and/or cause harm to our patrons.

## **STROBES**

Strobes may be used on stage. Please note that giving audience members notice about strobes is required by law. Therefore, they must be identified in your Theatre Use Plan, communicated to the Box Office staff prior to ticket sales, acknowledged in the program, and signs must be displayed in the Theatre Lobby to notify and warn audience members who are sensitive to strobes and/or prone to seizures.

## **ATMOSPHERIC EFFECTS**

Smoke, fog, or hazer machines are allowed on stage, but *must be operated under the direction of Theatre staff*. User groups must ensure that the effects do not set off the smoke alarms. Signs must be posted in the Lobby identifying use of smoke, fog, or hazer machines to the audience members. Any false fire alarm caused by the rental holder, vendors or guests will result in a \$250 fee.

## **FACILITY USE**

City of Rockville theatre staff has the final authority over the use and the manner of use of both the facility, grounds, and any provided equipment. The F. Scott Fitzgerald Theatre is suitable for events with seated audiences only. We do not permit events that are primarily for dancing patrons in this space. The Social Hall is suitable for events with seated or standing room set-ups. This space functions as a banquet hall for various types of social events. Prior to reserving the Theatre or Social Hall or any tickets being placed on sale, the user group must disclose in writing to the Box Office ([boxoffice@rockvillemd.gov](mailto:boxoffice@rockvillemd.gov)) and Theatre Production Office ([theatretech@rockvillemd.gov](mailto:theatretech@rockvillemd.gov)) all content that includes but is not limited to:

- Any material that may be offensive to some audiences due to adult language; violence; racially, ethnically, or sexually charged subject matter; nudity; alcohol or substance abuse; self-harm or suicide; and depictions of smoking or vaping.
- Weapons; strobe lights; sudden loud noises or flashes of light; projectiles; balloons; interaction with audience members; and fog or other atmospheric effects. All pyrotechnics of any kind are strictly prohibited.

## **USE/SUBLET**

User group may not utilize the space(s) for any purpose other than that which is specified in the reservation. The user group may not rent or in any way assign the F. Scott Fitzgerald Theatre & Social Hall to any other person or user group.

## **FLAME/FIRE-PROOFING**

All materials used for decorations and theatrical scenery, including fabric backdrops, must be treated to be rendered flame-retardant in accordance with the standards set forth by the National Fire Protection Act. Users are requested to provide documentation certifying that all materials meet this requirement. Without documentation, the management of the F. Scott Fitzgerald Theatre has the right and obligation to perform a field flammability test. This test requires a small sample of the material to be cut off for testing. Materials that fail the test cannot be used onstage. No scenic materials are to be stored backstage once a show has opened

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without permission from theatre staff. All flammable materials (including paint) must not be stored overnight backstage unless in an approved flammables storage container.

## **PYROTECHNICS AND OPEN FLAME**

No pyrotechnics of any kind are allowed in the F. Scott Fitzgerald Theatre or Social Hall. On stage smoke effects or open flame must be approved in advance. Candles can only be used in the Theatre or Social Hall if written approval is given in advance by Theatre staff. There is to be no use in or around the premises of any substance of an explosive, corrosive, or flammable nature without the express written permission of the Theatre staff. Any user shall not cause or produce to be caused therein, or to emanate from their equipment any unusual, noxious or objectionable smokes, gases, vapors, or odors. If a permit from the Fire Marshal is required, it is the responsibility of the producing organization to obtain it and comply with its terms.

## **PROP & STAGE WEAPONS**

Theatrical productions frequently employ the use of weapons and fighting onstage. This activity is inherently dangerous and potentially injurious and/or deadly to both the acting and technical company as well as the audience members. Weapons of any sort may never be used without specific written permission from the Theatre Production Office. Failure to follow the policies established in this document may result in serious consequences, including arrest by law enforcement, immediate closing of a performance/event, or worst of all, serious bodily harm. Knowingly ignoring these rules might also result in personal liability litigation. The term "Prop Weapon" or "Stage Weapon" (herein used interchangeably) is defined as any object or substance manufactured to give the illusion of authenticity without the actual ability to harm anyone in the intended perceived fashion.

**Prop weapons should always be treated as real weapons, as they may still be capable of causing very real injury. Real weapons are never allowed in any City of Rockville facility or on the grounds/property.**

### **Weapons Defined**

- The term "Real Weapon" is defined as any object or substance manufactured with the ability and potential intent of harming another person. Real Weapons are never allowed in any City of Rockville facility or on the grounds/property.
- Real weapons include but are not limited to actual firearms (pistols, rifles, flintlocks, etc.), BB guns, air guns, pellet guns, switchblades, daggers, swords, spears, clubs, knives with blades fixed or folding, and bows and arrows.
- Disabled guns, defined herein as guns initially manufactured to fire ANY type of projectile that have been modified to an inoperable state, are not allowed in any way in any City of Rockville facilities, nor are they permitted on the grounds.
- Live ammunition, blank firing cartridges and/or loads, paintballs, or airsoft pellets, or anything else designed to be capable of being fired is not allowed in any way in any City of Rockville facilities, nor are they permitted on the grounds.
- Do not use a sharp blade for any sort of fight scene or struggle. Do not take it upon yourself to dull a sharpened blade. Dulling a sharp weapon can lessen its tensile strength and can cause the blade to shatter.

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- Understand that a knife or blade employed in a non-combative manner (food preparation, wood carving, etc.) must be treated and monitored with the same seriousness and attention as any prop intended for combat use.
- Stage weapons include but are not limited to guns, knives, axes, swords, spears, bows, arrows, crossbows and clubs. It is also important to recognize that everyday objects which may include but are not limited to, pencils, lamps, rolling pins, etc. may also become weapons when staging combat scenes, and the usual protocols regarding weapon safety must still be employed.
- No pyrotechnics, including but not limited to fireworks, sparklers, bonfires or tiki torches, are allowed on the property. Cap guns are not permitted in Rockville Civic Center facilities, as they are considered a pyro-technic.
- Prop weapons can cause unsafe situations and harm if they are not used and cared for correctly. Please use the guidelines below to ensure the safety of all event participants.

#### **Policy on Approval Process for Prop Weapons**

- The Theatre Production Office at [theatretech@rockvillemd.gov](mailto:theatretech@rockvillemd.gov) should be notified of any intention to use prop weapons in your event or production during the Final Walk Through and must be notified at least 10 business days prior to the first use of any prop weapon in either rehearsal or performance/event.
- A Theatre Prop Weapons Use Form must be submitted to the Theatre Production Office at [theatretech@rockvillemd.gov](mailto:theatretech@rockvillemd.gov) no less than 10 business days prior to the first rental date of your event. A blank copy of this form is available from the Theatre Production Office upon request.
- Theatre staff reserve the right to close any production that uses any weapon(s) without prior written consent.
- All prop weapons must be approved in writing by City of Rockville staff before they are permitted for use in the F. Scott Fitzgerald theatre & Social Hall.
- The actual prop weapon(s), in performance/event-ready state, must be physically inspected by theatre production staff prior to use in the venue. This means that if you are renting theatrical weaponry, you will need to rent the item(s) BEFORE you even know that they will be approved. It is therefore advisable to rent or procure only from reliable theatrical prop weapon suppliers, to decrease the likelihood of being rejected.
- When a prop weapon is needed for stage action, either in rehearsal or performance/event, a person designated as a responsible party (usually Stage Management) should hand off the prop weapon to the appropriate performer. When the stage action with the prop weapon is complete, it should be immediately returned to the responsible party and secured until it is needed again. The prop weapon should not be preset on a prop table or left on a prop table after use. It must either be worn by a stage manager or promptly moved to be stored in a secure location.
- At the end of each rental day, the designated responsible person(s) will deliver all stage weapons to the on-duty venue technician, who will store all stage weapons in a locked and secure area of the venue.

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The on-duty venue technician will return all stage weapons to the responsible party at the beginning of the next rental day. A sign-in/sign-out sheet will be provided as documentation for all instances of receipt or hand-off of prop weapons between venue staff and your organization.

- Theatre staff reserve the right to suspend the use of any weapon(s) being used in an unsafe manner.
- Theatre staff reserve the right to suspend any performance/event of a production in which a weapon(s) is being used in an unsafe manner.

### **Guidelines for Proper Care and Use**

- All prop weapons must always be treated as real weapons. All prop guns should be handled as if loaded (even if it is a wooden cut-out) and all prop knives should be treated as sharp. Be especially conscious of the point on bladed weapons, as they can still cause penetrative injury even though they're dull. Prop weapons can still cause severe harm or worse and should be treated with respect.
- A responsible member of your production team, preferably a Stage Manager or Props Master, must be delegated as the person in charge for ensuring proper safety practices with all prop weapon(s).
- The Theatre may provide a secure place to lock your prop weapons when not in use both inside and outside of rehearsals or performances/events. Your venue technician will work directly with the designated responsible member(s) of your production team to coordinate the hand-off of all prop weapons at the beginning and end of each rental day.
- When transporting your prop weapon, make sure it is not visible or exposed. If possible, keep it inside of a lock box or enclosed within a bag during transport to and from the venue.
- It is crucial that your prop weapon is cared for and maintained. Always inspect stage weaponry before and after every rehearsal and performance/event. Perform regular cleaning and maintenance on prop weapons as recommended by the supplier. Do not attempt to use a damaged prop weapon.
- The carrying, handling, or brandishing in public of any object that resembles a real weapon, or is a real weapon, is in violation of the law. The brandishing of these weapons in public may be perceived as a threat to law enforcement officers. This perceived threat can lead to serious bodily injury or use of deadly force by law enforcement.

### **WIFI**

Wi-Fi is provided inside the Theatre and Social Hall. The Wi-Fi connection is not strong enough to download or stream data. City is not responsible for WiFi outages.

### **HEATING AND AIR CONDITIONING**

The F. Scott Fitzgerald Theatre & Social Hall has heating and air conditioning. Each year, the City of Rockville typically turns on the heat on November 1 and the air conditioning on April 1, weather permitting (subject to change). Temperature settings in all facility locations are pre-determined by the City of Rockville and cannot be adjusted by on-site staff.

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## **GLITTER**

The use of any type of glitter is highly discouraged and must be approved by theatre staff prior to being brought into the facility. Micro glitter is not acceptable (glitter smaller than a standard sequin) nor is loose glitter in most instances. Any glitter that is part of a set, costume, or makeup applique must be well adhered to avoid the glitter falling off onto the stage or stage curtains and must be approved prior to use.

**NO EXCEPTIONS APPLY:** All users who bring glitter into this facility will be charged for cleanup. This will be billed at the [minimum] additional cost of \$300. This cost could be higher as it is based on actual time involved to remove the glitter from the premises. It could be much greater if curtains need to be sent out for cleaning or if the glitter gets into audience seating. If the security deposit(s) are not enough to cover the full amount of the incidentals, the rental holder will be billed the remaining balance to be paid in full within 14 calendar days from the invoice date.

## **ANIMALS**

ADA service animals are welcomed within the facility. Personal pets are not allowed in the F. Scott Fitzgerald Theatre & Social Hall facility. Animals participating in a stage performance/event must be pre-approved by City of Rockville staff and always be supervised as well as caged when not on stage. Animal handlers must be identified to City of Rockville staff and be present when the animal is on-site.

## **SIGNAGE**

All signs displayed inside the Theatre on any wall or other surface must be hung using “blue” painter’s tape that will not damage any wall surface. All signs for exterior display in the park must be pre-approved by Theatre staff for content, location and method to be used for display. No signs may be attached to street signs, lampposts or trees. All user group signage must be removed from the property before the end of the rental period. The user group is responsible for all costs to fix any damage caused by using non-approved tapes/materials.

## **ENTRANCES & EXITS**

All F. Scott Fitzgerald Theatre & Social Hall entrances and exits cannot be blocked or made inaccessible in any way. The exit signs must always remain visible.

## **LOADING DOCK & DRIVEWAY**

The driveway to the loading dock is for use by delivery and pick-up related vehicles only. No parking is allowed on the loading dock driveway at any time without permission from theatre staff. The loading dock door should always remain closed other than during a rental load-in or load-out.

## **STAGE ACCESS**

The stage and backstage areas are for performers & technical staff only. Parents, relatives, and friends of anyone involved in a production are not permitted on stage at any time. Audience members cannot access the stage without permission from theatre staff. Audience member stage access will be discussed and granted or denied at the final walk through.

## **TECH CONTROL BRIDGE**

Please do not exceed the max capacity of six (6) people on the tech bridge at any given time. No food or drink of any type are allowed on the tech control bridge area at any time. For safety reasons, please do not loiter in the custodial closet leading up to the tech control bridge.

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## **STRIKE/END OF RENTAL**

It is the responsibility of the user group at the end of each rental day to clean up the stage and backstage areas. The user group must dispose of all food/other trash in the dumpster located behind the building in the Social Hall parking lot. Please see city staff on-site for direction. Failure to clean up after your event can incur additional charges for city staff to do this for you. Remove all user group property at strike. All scenery, spike tape, properties, and equipment belonging to a company is to be removed from the theatre by the end of each rental day unless prior arrangements have been confirmed in writing from the building staff by time of the Final Walk Through (FWT). All discarded materials must be removed from the premises. Materials discarded in the dumpster are to be cut up into pieces no longer than three (3) feet or wider than two (2) feet. The user group must leave the theatre in at least as good a condition as you found it. Additional labor required to restore and clean the stage and/or backstage areas to how it was when you arrived will be charged to the user group.

## **ACCIDENTS/ SAFE CONDITIONS**

Please report accidents and equipment problems to city staff as soon as possible. **Any accidents resulting in injury, no matter how small, must be reported immediately to the city staff.** Any unsafe conditions or broken, damaged, or malfunctioning equipment must be reported immediately to the city staff.

## **AED/FIRST AID KIT**

The Theatre AED machine and first aid kit are located near the main entry area of the Theatre Lobby. The Social Hall AED machine is located on the back wall near the food service counter, and the first aid kit is in the kitchenette area. AED machines must always remain visible and accessible.

## **OPENING ANNOUNCEMENT TO AUDIENCE**

Every rental user group must make an announcement to the audience prior to their show/presentation that includes the following: "Welcome to the F. Scott Fitzgerald Theatre & Social Hall. For your own safety, please locate the nearest exit. In case of an emergency, walk – do not run – to venue exits. Please turn off your cell phone and electronic devices. No food, drink, gum or candy is permitted in the Theatre. Smoking or vaping is prohibited on City of Rockville property. Photography and video rules at the discretion of the user group."

## **PARKING**

There are two free parking lots available at Rockville Civic Center Park. One parking lot is directly behind the Theatre, and the second parking lot is to the left when entering the Park. The second parking lot is shared with events at Glenview Mansion. In addition, there is also an ADA parking lot located behind the Social Hall with an access hallway that runs through a separate corridor directly to the elevator and the Theatre lobby. Depending on weather, additional field parking can be offered in the grass area adjacent to the parking lot behind the theatre. Field parking may only be opened with express permission from City of Rockville staff.

- Theatre users expecting sold-out audiences and presenting large casts are asked to work with Theatre staff and their performers to make use of field parking or carpool to maximize the parking lots.
- Theatre users may also be requested to help provide parking staff/attendants to ensure Theatre guests are guided to appropriate parking spaces.
- Parking in the drive directly in front of the Theatre is restricted to brief drop off or pick-up needs at events. Any other parking occurring in this area or illegal parking anywhere in the park is subject to parking enforcement regulation by the Rockville City Police.

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## **FOOD & DRINK RESTRICTIONS AND RESPONSIBILITIES**

**No Homemade Food and Beverages:** All food and beverages must be prepared by a licensed food service establishment, professional caterer, or commercial food vendor and are not prepared in a private residence.

**Food Trucks:** Not permitted.

**Food Carts:** Small, manually pushed food carts with inflatable or solid rubber wheels are permitted during rentals. A food cart is a mobile cart that is pushed by hand rather than towed by a vehicle. Food carts may be used inside the venue and on grassed areas. Food carts brought inside the venue must be maintained in a manner that prevents condensation, leaking, or dripping onto floors or other surfaces, as moisture may cause damage. Rental holders are responsible for determining whether a food cart is an appropriate food service option for their event and for ensuring that their vendor understands and can accommodate these requirements.

**Allowable Spaces for Food and Beverages:** Food and drink are only allowed in select Theatre spaces and this policy applies during any use of the facility, including rehearsal, performance/event, etc. Red wine and purple/red beverages are allowed in the Social Hall only for a non-refundable fee of \$500 and is strictly prohibited inside the F. Scott Fitzgerald Theatre.

- **Lobby:** Food and drink is permitted (red wine and purple/red beverages are strictly prohibited).
- **Theatre House:** No gum, candy, food, or drink allowed (except for bottled water).
- **Main Stage & Wings:** No gum, candy, food, or drink allowed (except for bottled water) allowed at any time without express written permission from the Theatre Production Office.
- **Dressing Rooms & Green Room:** Candy, food, or drink can either be permitted or restricted based on the discretion of the user group.
- **Social Hall:** Food and drink is permitted.

## **AED/FIRST AID KIT**

The Theatre AED machine and first aid kit are located near the main entry area of the Theatre Lobby. The Social Hall AED machine is located on the back wall near the food service counter, and the first aid kit is in the kitchenette area. AED machines must always remain visible and accessible.

## **SPECIAL ALCOHOL AND FOOD PERMITS (MONTGOMERY COUNTY)**

**Montgomery County Class C One-Day Special License** is required and must be displayed on-site if any of the following circumstances apply to the event: 1) The event is open to the public. There is no private guest list, or anyone can walk in uninvited. 2) There is a fee associated with the event. There is a ticket price, a cash bar, donation for attendance, door charge, or another product sales such as art. 3) There are other fundraising activities being held at the event, such as a silent auction or a "Basket of Cheer" consisting of certain alcoholic beverages. Class C One-Day Special License requests are granted at the discretion of Montgomery County and must be on file with the Theatre Production Office at least two (2) weeks prior to event date. E-mail the license to [theatretech@rockvillemd.gov](mailto:theatretech@rockvillemd.gov). If a valid Montgomery County license is not obtained and displayed, City of Rockville staff will prohibit alcohol service.

**Montgomery County Special Food Event License** is required and must be displayed on-site if any of the following circumstances apply to the event: 1) The event is temporary. 2) The event is open to the public. 3) The event is at a fixed location. 4) The event lasts no more than 30 consecutive days. 5) Mobile, permanent, or temporary

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structure is used to prepare, serve, or sell food or drink. 6) Selling or giving away food at a temporary event. Montgomery County Special Food Event License are granted at the discretion of Montgomery County. If Montgomery County provides your license before the event, email it to [theatretech@rockvillemd.gov](mailto:theatretech@rockvillemd.gov). Front of House staff will print and display the license on-site, or you may provide the physical license to Front of House staff at the start of your rental for display. If Montgomery County does not issue the license in advance because an on-site inspection is required, no food or beverages may be served until the license is received. Once the license is issued, it must be displayed immediately, and Front of House staff must be notified. If a valid Montgomery County license is not obtained and displayed, City of Rockville staff will prohibit food service.

## **VENDOR INFORMATION**

There are no preferred caterers at the F. Scott Fitzgerald Theatre & Social Hall. Caterers and rental holders are responsible for all food, beverage, and alcohol related services, in addition to set-up and clean-up of the facility and grounds. Below are the responsibilities of the rental holders who reserve the F. Scott Fitzgerald Theatre & Social Hall. The rental holders must work with their vendors and caterers to ensure compliance.

### **Alcohol/Beverage Service**

- Alcohol must only be served, consumed, and handled by individuals 21 years of age or older – there are no exceptions to this policy. It is the responsibility of the bartender or caterer to ensure all guests being served meet this age restriction.
- For all events at the F. Scott Fitzgerald Theatre & Social Hall where alcohol is served, a licensed bartender or caterer must be present and serving the alcohol at each beverage station throughout the event. The only exception is when the rental holder obtained a Montgomery County Class C One-Day Special License to serve alcohol themselves. Bring Your Own Bottle (BYOB) and self-served alcohol stations are strictly prohibited.
- Alcohol bar service and/or passing by wait staff is prohibited 30 minutes before the end of the event. Non-alcoholic beverages can be served anytime to guests during the event.
- For private events held free of charge for guests where alcohol is provided as an optional beverage served at an open/free of charge bar, no alcohol permit is required.
- Red wine and/or purple and red beverages are allowed only in the Social Hall if the non-refundable \$500 red wine fee has been paid. If no fee has been paid, red wine and/or purple and red beverages are strictly prohibited.
- Red wine and/or purple and red beverages is strictly prohibited in the F. Scott Fitzgerald Theatre.
- Passing of red wine and/or purple and red beverages by wait staff is strictly prohibited. Bar and table service only are allowed.
- Beverages are prohibited in the F. Scott Fitzgerald Theatre house or stage.

### **Food Service**

- Caterers and rental holder are responsible for all food related service and clean-up. This includes restoring the kitchen to the clean condition as it was upon arrival, removing of all trash and recycled

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items to the appropriate containers outside, removing all food and equipment brought to the site for the event, wiping off the kitchen counter tops and mopping the kitchen floors.

- Restaurants may be contracted to drop-off food to events, but rental holder(s) is responsible for all facility clean-up if additional support staff is not hired by your organization.
- The vendors must provide all goods, services, equipment, and consumables to support the event, which includes but is not limited to, linens, utensils, dishware, food, beverages, etc.
- No cook-to-order, frying, grilling or cooking in the F. Scott Fitzgerald Theatre & Social Hall.
- Any false fire alarm caused by rental holders, vendors or guests during your rental period will result in a \$250 fee.
- Food is prohibited in the F. Scott Fitzgerald Theatre house or stage.

### **Set-up/Breakdown and Cleaning**

- All vendors must check-in and check-out with City of Rockville staff at the time of arrival and departure.
- Caterer and rental holder must wipe off all counters and mop all floors in the kitchen and restore the kitchenettes to its original condition.
- Caterer and rental holder is responsible for busing and removing trash from the F. Scott Fitzgerald Theatre & Social Hall and grounds. Caterer and rental holder is responsible to remove all trash to the dumpster in the rear of the F. Scott Fitzgerald Theatre & Social Hall. Please be sure to place trash, boxes, bottles and cans in the appropriate bins; do not leave piles outside of receptacles.
- Vendors are responsible for removing all items and equipment brought onto City of Rockville property by the end of the rental period.
- The breakdown of all equipment must be done prior to the end of the rental time. Failure of vendors to clean-up and breakdown at the end of the rental time will result in additional overtime or excessive clean-up fees to the rental holder.
- No organized events can be held on the front or side lawn of the F. Scott Fitzgerald Theatre & Social Hall.
- Event tables and chairs are not allowed to be taken out of and/or used outside of the F. Scott Fitzgerald Theatre & Social Hall.

**NO EXCEPTIONS APPLY:** Excessive cleaning by City of Rockville staff will result in a \$500 charge. If the security deposit(s) are 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.

### **More Information**

- Allowable candles are limited to glass votives, floaters and lanterns – no open flame or tapered candles. The base of the container must be able to catch all the candle wax as it melts. The top of the candle

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flame must be at least one (1) inch below the top of the container. Candles are allowed in the Theatre Lobby and Social Hall only and must always be under strict supervision.

- The City of Rockville storm policy will be enforced by City of Rockville staff and must be adhered to for all events taking place outdoors, including tents and/or structures.
- No pyrotechnics, including but not limited to fireworks, sparklers, bonfires or tiki torches, are allowed on the property.
- No staking of equipment, lights or decorations is allowed on the property and no posting of outside signs on light poles, street signs, trees, etc. Any signs indoors must be posted using blue painter's tape that will not cause damage to our walls or ceilings.
- Smoking and vaping is prohibited on City of Rockville property and/or grounds.
- Real or artificial flower petals, birdseed, glitter, confetti, sparklers are not permitted inside the F. Scott Fitzgerald Theatre & Social Hall or outside on the property during any part of your event.

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## **TECHNICAL INFORMATION**

### **STAGING**

Fixed Proscenium Stage: 39'7.5" wide at Proscenium opening, 30'1" deep from Plaster Line to Cyc, 12' usable height from stage to bottom of borders. Additional curved area downstage of Plaster Line, from 2' deep at far left and right to 5'2" deep at center.

### **CONTROL/MIX POSITIONS**

Located on Tech Control Bridge, 12' above audience.  
Stage Manager/Director: Center  
Lighting: HR of center  
Audio: HL of center  
Video: Far HL of center

### **STAGE POWER**

Stage left: (2) separate 20-Amp duplex.  
Stage right: (4) separate 20-Amp duplex.

### **GREEN ROOM**

46'x16' multi-use room, stage level.  
Location: behind stage, USL.  
Complimentary use of tables, chairs, hanging racks.  
Audio and Video Monitoring of Stage.  
Refrigerator & Freezer.

### **LOADING DOCK**

Dedicated driveway, direct back up, no cover.  
Raised dock: 3'6".  
Ramp: 8' load ramp provided upon request.  
1 truck accommodated, may stay in position with approval from theatre staff. Extra parking is also available nearby.  
1 roll-up door: 9'4" wide x 11'11.5" high.  
Loading dock is directly offstage SL.

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## **LIGHTING SYSTEMS**

### **CONSOLE**

(1) ETC Ion Xe  
 (1) Universal Fader Wing  
 Software updated as released from ETC.  
 (2) Touch screen ELO monitors.  
 (1) Radio Focus Remote Unit (iPad).

### **POWER CIRCUITS**

96 in ETC Sensor3, mix of 2.4kW dimmers and relays  
 12 in Strand CD80, 2.4kW dimmers  
 All hard-wired to lighting positions.

### **ELECTRICS**

All electrics are on a fixed-height pipe grid, at 14'  
 above the stage deck.  
 No fly space or moving electrics in venue.

### **FIXTURE INVENTORY**

#### Lighting Rep Plot Conventional Fixtures

(36) ETC Source 4 750w/575w (19°, 26°, 36°, 50°)  
 (16) ETC Source 4 PARnells 575w  
 (15) ETC Source 4 PARs 750w

#### Lighting Rep Plot Intelligent Fixtures

(5) Reveal LED Spots  
 (4) Martin MAC Viper Profiles (added cost)  
 (2) Martin MAC Quantum Profiles  
 (10) Martin MAC Auras  
 (10) ETC ColorSource Fresnel V  
 (10) ETC Selador Cyc Lights

### **FOLLOW SPOTLIGHTS**

(2) USHIO Sai-500 LED Follow Spotlights (added cost)  
 Please provide your own operator or request  
 additional Theatre Technicians as needed.

### **LIGHTING NOTES**

- Please discuss your needs directly with theatre production staff. Changes to the lighting rep plot must be discussed with Theatre Production Office before the rental.
- All lighting changes must take place during rental, including restoration to original positions after the event.
- Our lighting rep plot includes specials which do not need to be restored after use (see Lighting Rep Plot).
- More instruments, gobos, cables and gels are in our stock; please inquire as to availability.
- We can adjust conventional fixtures to meet the needs of your event. Intelligent fixtures cannot be adjusted.
- There are many spare dimmer circuits available over the stage for your needs.

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## **AUDIO SYSTEMS**

### **FRONT OF HOUSE**

(1) Yamaha CL5 mixer:

- 72 mono, 8 stereo input channels
- 24 mix buses
- 8 matrices (input to matrix supported)

(4) Shure QLX-D Series Wireless Receivers

### **HOUSE SPEAKERS (PERMANENT INSTALL)**

(2) Q-SYS PL-SUB18 + (8) Q-SYS PL-LA12 mains L/R

(2) Q-SYS PL-DC12 delay fill L/R

### **HOUSE AMPLIFIERS (PERMANENT INSTALL)**

(2) Q-SYS CX-Q 8K4 amplifier

### **MICROPHONE OPTIONS (added cost)**

(6) Shure SM58

(2) Shure Beta SM58

(7) Shure SM57

(2) Shure Beta SM57

(2) Shure SM81-LC

(1) Shure Beta 52A

(2) Neuman KM184

(3) Crown PCC-160 (Floor Mic)

(3) Shure QLX-D Series, Wireless Handheld

(3) Shure QLX-D Series, Wireless Lavalier

(2) Audio-Technica ATW-T310 UniPak Bodypack Transmitters

(2) Audio-Technica ATW-T341b Handheld Transmitters

(2) Sennheiser MKH 40 P48

(4) EV RE90 Hanging/Choir

(7) Shure MX418DC (18" Cardioid Gooseneck)

### **SUPPORT EQUIPMENT**

Supply of various length XLR cables, ¼" instrument and patch cables, speaker cables, & adapters.

(2) Whirlwind PCDI Direct Boxes

(2) Whirlwind Director DI

(1) Whirlwind Imp 2 DI

(2) Whirlwind Direct2 DI

(10) Tripod Boom Microphone Stands

(10) Straight Microphone Stands

### **I/O LOCATIONS**

(1) Yamaha Rio3224-D2 I/O Rack (on Tech Bridge)

(2) Yamaha Rio1608-D2 I/O Rack (offstage L & R)

(2) Whirlwind 12-Channel 4-Return XLR Snakes, run to FOH (Permanent installation, proscenium DSL & DSR)

### **BUILT-IN AUDIO MONITOR LOCATIONS**

Audio monitors are provided over the stage as well as Dressing Rooms, Green Room, Lobby, and Social Hall.

### **ADDITIONAL MONITORS (added cost)**

(4) JBL PRX412M Stage Monitor Wedges

### **MOBILE AMPLIFIERS (Flexible Use)**

(2) Crown XLS 2002

### **INTERCOM SYSTEM**

Clear-Com FreeSpeak II Digital Wireless Intercom System (1.9GHz)

- Hard-wired plug-in points located in:  
Lobby Concessions, Box Office, Down Stage Left, Down Stage Right, Mid Stage Right, Light Board, Sound Board, Follow Spot, Stage Manager Platform, Video Control, Social Hall.
- Wireless Clear-Com System with up to (4) Beltpacks/Headsets available (added cost).

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## VIDEO SYSTEMS

### **PROJECTORS (added cost)**

#### **ViewSonic LS740HD (5000 Lumen, 1920x1080p)**

Hang Position: Over stage

Inputs: HDMI

Focus Position: Cyc; 17'W x 9'H image

Control Position: Tech Bridge

#### **Dukane Image Pro 6532A (3200 Lumen, 1024x768p)**

Hang Position: Catwalk

Inputs: VGA

Control Position: Tech Bridge

Focus Positions:

- Supertitle screen
- Electric drop-down screen

### **PROJECTION SCREENS**

- Cyc at rear of stage (39'8"W x 14'H).
- 12'x12' Electric drop-down screen located behind the main border but in front of the main curtain. Switch for operation is in the DSR wing.
- Supertitle/Surttitle Screen (12'W x 2'H), white, hard surface, hung downstage in front of main valence/border.
- Portable tripod-leg flip screen 6' wide.

### **TV SCREENS**

- 80" portable TV on rolling stand (HDMI)
- 47" portable TV on rolling cart (HDMI)
- 80" TV fixed to wall in Social Hall (HDMI)

### **CABLING**

Available for flexible use:

- Various lengths of ethernet, HDMI, VGA cables
- Various adapters and splitters for HDMI, VGA, BNC, RCA

### **IN-HOUSE VIDEO MONITOR SYSTEM**

- Stage camera mounted on Tech Bridge
- Monitor screens in: Production Office, Green Room, Box Office, Social Hall.
- Additional TV screen available in Lobby upon request.

### **VIDEO RECORDING**

Venue does not provide video recording services.

Multiple camera setup locations available:

- House Center, behind seat P108
- Far Downstage Left or Right
- House Right replacing seats F10&12
- House Left replacing seats F11&13
- From Tech Bridge, raised, at rear of house

Audio feed from main house system can be provided upon request — XLR or ¼".

**All video recording locations and set-ups are subject to approval by theatre production staff and must always remain in compliance with Fire Code and ADA regulations.**

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## **CURTAIN, RIGGING, AND HANGING SCHEDULE**

### **STOCK SOFT GOOD HANG**

- (1) Main Curtain, Navy Blue, manual operation DSR
- (1) Main Valence, Navy Blue, 40'W x 3'4"H
- (4) Pairs of Black Legs, 10'W x 14'6"H, tracked with brakes & pitch angle swivel
- (4) Black Borders, 48'W x 2'6"H
- (2) Sets of Bi-Part Black Curtains, one at Mid Stage and one Upstage to cover Cyc
- (1) White Seamless Muslin Cyc, 46'W x 14'6"H

Note: No pins of any kind may be used on any venue-provided curtains or soft goods.

### **ADDITIONAL AVAILABLE SOFT GOODS**

- (1) Pair of Black Legs 10'W x 14'6"H
- (4) Pairs of Pale Blue Legs 10'W x 14'6"H
- (1) White 'filled leno' Curtain, 46'W x 14'6"H
- Limited Selection of 8' high Black Pipe and Drape available

Note: Use of additional soft goods must be arranged with theatre production staff in advance.

### **RIGGING OPTIONS**

Stock Battens:

- 4 Aluminum Sch. 40 Battens without counterweight rigged onto drop lines and pulleys operated from tie-off point Mid SL, max capacity 100 lbs. each.
- Items may be rigged from existing roof support members—requires prior approval from theatre production staff.
- All hung/flown material must be flameproofed. Theatre staff will test all material before hanging.
- No personnel may be flown from overhead structure.

Note: This is a low-roof, fixed-grid venue. The bottom of the steel roof trussing is 15' above the stage floor. Hang points are roughly 14' above the stage floor. Lights and borders come down to 12' above the stage floor. **THIS IS NOT A FLY HOUSE.**

### **HANGING SCHEDULE**

#### Measurements from Plaster Line

- 0' 6" Main Border / Valence
- 0' 8" Electric Drop-down Projection Screen
- 1' 1" Main Curtain (Navy Blue, Bi-Part)
- 2' 0" Batten #1 (Snow Bag)
- 3' 5" 1<sup>st</sup> Electric
- 4' 7" Legs #1
- 5' 11" Track A (Bi-Part)
- 7' 6" Pipe A1
- 8' 7" Batten #2 (DS)
- 9' 0" Border #1
- 9' 6" Track B
- 10' 1" 2<sup>nd</sup> Electric
- 11' 5" Legs #2
- 14' 5" Track C
- 14' 8" Pipe A2
- 15' 2" Batten #3 (MS)
- 15' 7" Border #2
- 16' 0" Mid Stage Curtain (Black, Bi-Part)
- 16' 11" 3<sup>rd</sup> Electric
- 18' 1" Legs #3
- 20' 10" Pipe A3
- 22' 1" Batten #4 (US)
- 22' 10" Border #3
- 24' 4" 4<sup>th</sup> Electric
- 25' 5" Legs #4
- 28' 2" Track D
- 29' 2" Upstage Curtain (Black, Bi-Part)
- 29' 11" Cyc (White)
- 30' 1" Hard Cyc Backer Wall

Upstage Crossover Directly upstage of Hard Cyc Backer wall.

### **EMPTY TRACKS**

- (3) Single Direction Tracks (SR to SL) (Tracks B, C, D)
- (1) Bi-Part Track (Track A)
  - For use with cloth goods and light objects
  - All tracks ADC 160 w/ Mains and Carriers
  - All tracks operate from SR
  - Heights from floor vary, 14'7" to 14'10"

\*\*\*\*\*

## **SET-UP OPTIONS AND EQUIPMENT: Additional charges may apply**

### **STANDING / CHORUS RISERS**

(3) Wenger Tourmaster 6' Three-Tier Fold-out Standing Chorus Risers.

- Form a semi-circle when used together
- Gray Carpet Surface
- Back railings for each unit

### **RISERS/ DECKS/ PLATFORMS**

(12) Stage Right 4'x8' all-purpose stage platforms are available for use.

- Fixed height options (4 of each height): 8", 16", & 24"
- Surface: black laminate or gray carpet
- 8' & 4' side and back railings available
- 8' chair rails available

### **PORTABLE ACOUSTIC SHELL**

(6) Stage Right Alla Brieve portable, adjustable shells units available for use. (Color: Sand)

### **TABLES**

- (8) 22" Cabaret, 42" tall (fits 2 people standing)
- (17) 6' Round with 30" drop (can seat 9-10 people)
- (19) 5' Round with 30" drop (can seat 8 people)
- (2) 8' Rectangle with 30" drop (can seat 8 people)
- (16) 6' Rectangle with 30" drop (can seat 6 people)
- (3) 6' Narrow Rectangle with 30" drop

### **CHAIRS**

- (150) Black resin wire frame chairs
- (93) Black vinyl orchestra/band chairs

### **MUSIC STANDS**

- (104) Black Wenger Music stands

NOTE: We do not provide music stand lights.

### **PIANOS**

Three pianos are available for use in house and are tuned regularly. Cost of a tuning on or near the date of use is included in the equipment rental rate.

- On Stage Only: (Serial# 543109)  
Steinway 9' Black Model D Concert Grand
- Green Room: (Serial# M1223890)  
Kawai Upright Black Model KS-1F
- Social Hall: (Serial# K1478890)  
Kawai Upright Black Model \*Special\* TP-125

### **ORCHESTRA PIT / STAGE THRUST**

24' wide x 10' deep area between stage and audience.

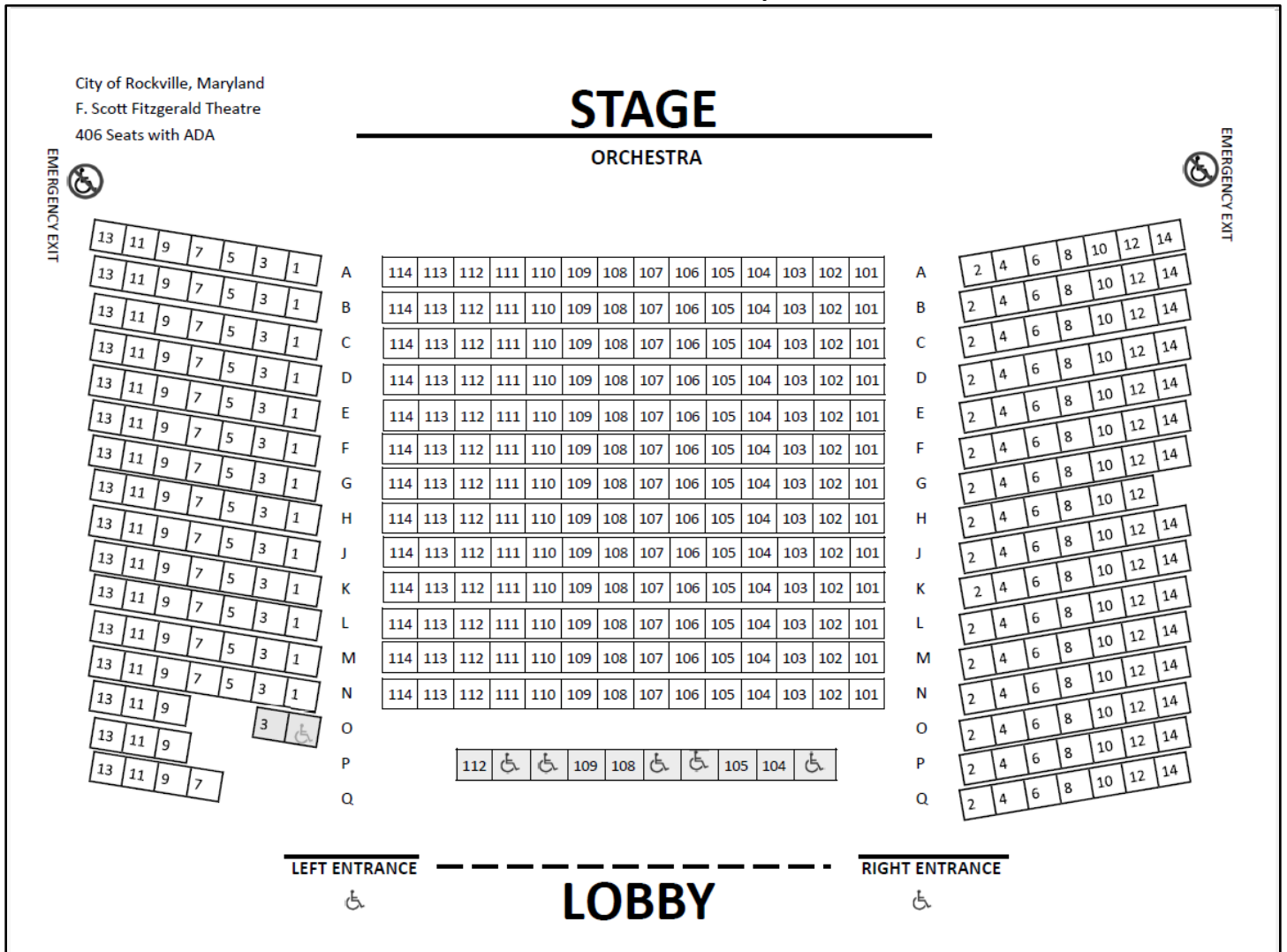
Flexible Configurations Include:

- No Pit (Standard Configuration): Pit area is filled with platforms at height flush with the surrounding floor at audience level.
- Narrow Orchestra Pit: 12" recessed floor in front of the stage with 3'-6" tall acoustically treated hard walls on three sides. Not compatible with 452-Seat Map.
- Wide Orchestra Pit: 12" recessed floor in front of the stage with 3'-6" tall acoustically treated hard walls, extending to full 40' stage width between audience and pit areas. Not compatible with stage stairs, 428-Seat Map, or 452-Seat Map.
- Narrow Stage Thrust, Stage-height: Platforms may be set at a height flush with stage. Not compatible with 452-Seat Map.
- Wide Stage Thrust, Stage-height: Platforms added to span the full width of the downstage edge, 8' wider on each side and 5' deep. Not compatible with stage stairs, 428-Seat Map, or 452-Seat Map.
- Narrow Stage Thrust, Mid-height: Platforms may be set at a height halfway between audience floor and stage level, with custom step units between the platforms and stage. Not compatible with 452-Seat Map.
- Wide Stage Thrust, Mid-height: Same as above Wide Stage Thrust configuration but at the mid-height.

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# F. SCOTT FITZGERALD THEATRE SEATING MAPS

## 406 Standard Seat Map



**406 SEATS TOTAL**

**[including Americans with Disabilities (ADA) seating]**

This is the standard seating map of the F. Scott Fitzgerald Theatre.  
Compatible with all stage thrusts, stage stairs, and orchestra pit configurations.

### ADA Seating Details:

There are six (6) spaces without seats, which can accommodate wheelchairs.

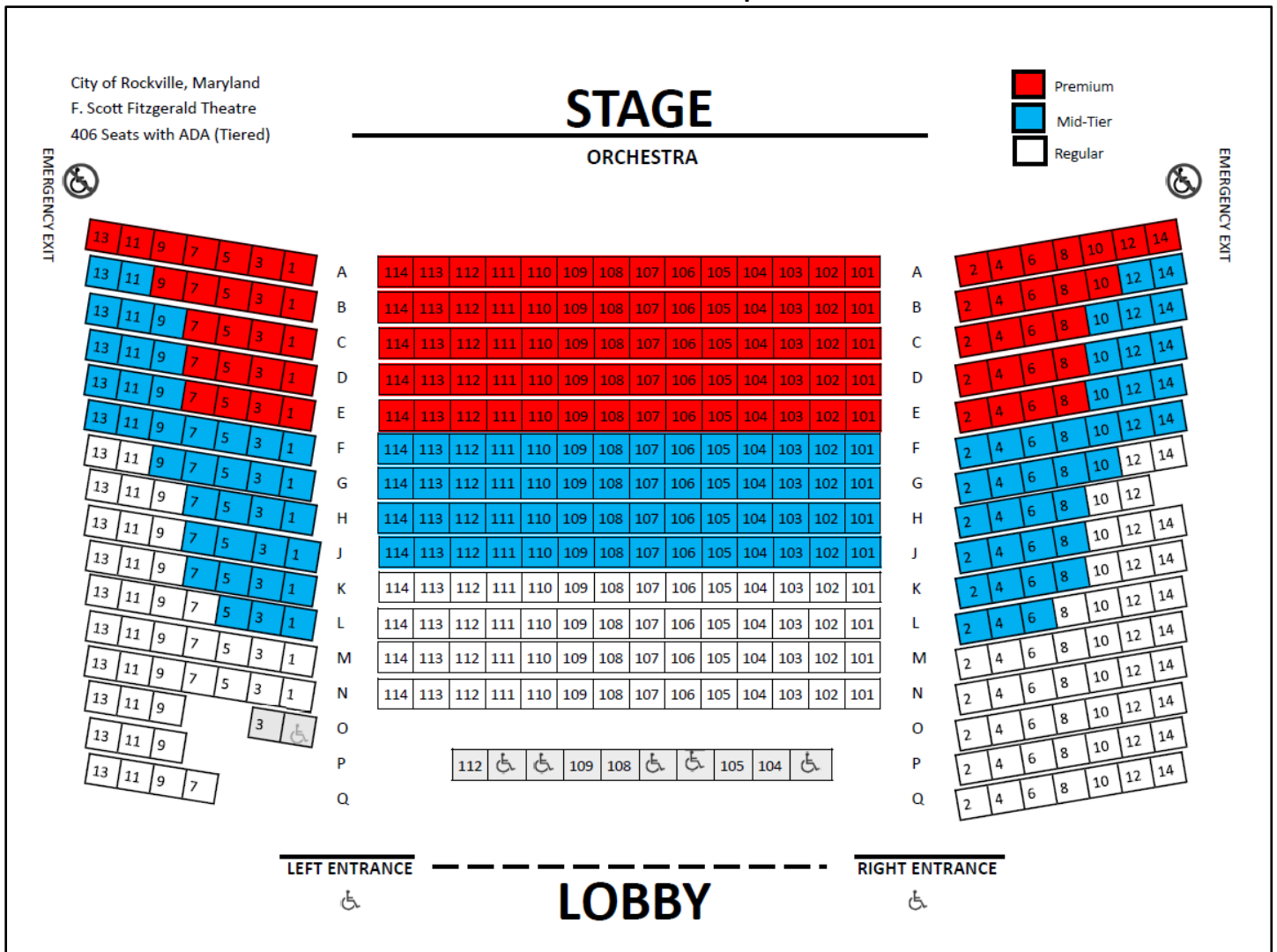
There are six (6) seats for companions.

Seats P101, P106, P107, P110, P111, and O1 are reserved for ADA seating.

Seats M101, M114, A1, A2, and P2 have moveable arms.

\*\*\*\*\*

## 406 Tiered Seat Map



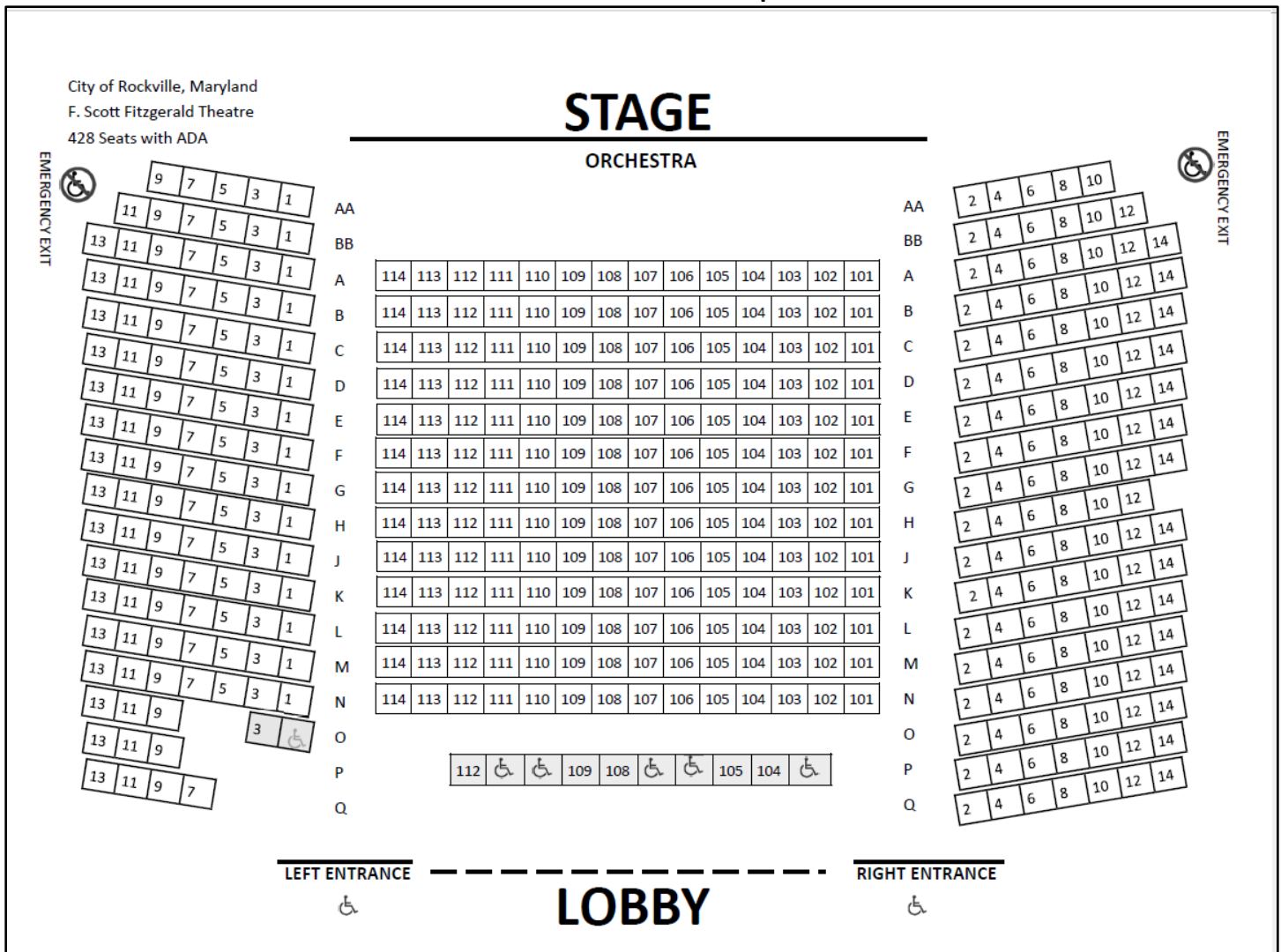
**406 SEATS TOTAL**  
[including Americans with Disabilities (ADA) seating]

This is the standard seating map of the F. Scott Fitzgerald Theatre.  
Compatible with all stage thrusts, stage stairs, and orchestra pit configurations.

### ADA Seating Details:

- There are six (6) spaces without seats, which can accommodate wheelchairs.
- There are six (6) seats for companions.
- Seats P101, P106, P107, P110, P111, and O1 are reserved for ADA seating.
- Seats M101, M114, A1, A2, and P2 have moveable arms.

## 428 Standard Seat Map



**428 SEATS TOTAL**  
[including Americans with Disabilities (ADA) seating]

Rows AA & BB on House Right and House Left are added with temporary chairs.  
This seating option is not available if using side stage stairs, any wide stage thrust, or the wide orchestra pit.  
This seating option can be used with the narrow stage thrust and narrow orchestra pit configurations.

### ADA Seating Details:

There are six (6) spaces without seats, which can accommodate wheelchairs.

There are six (6) seats for companions.

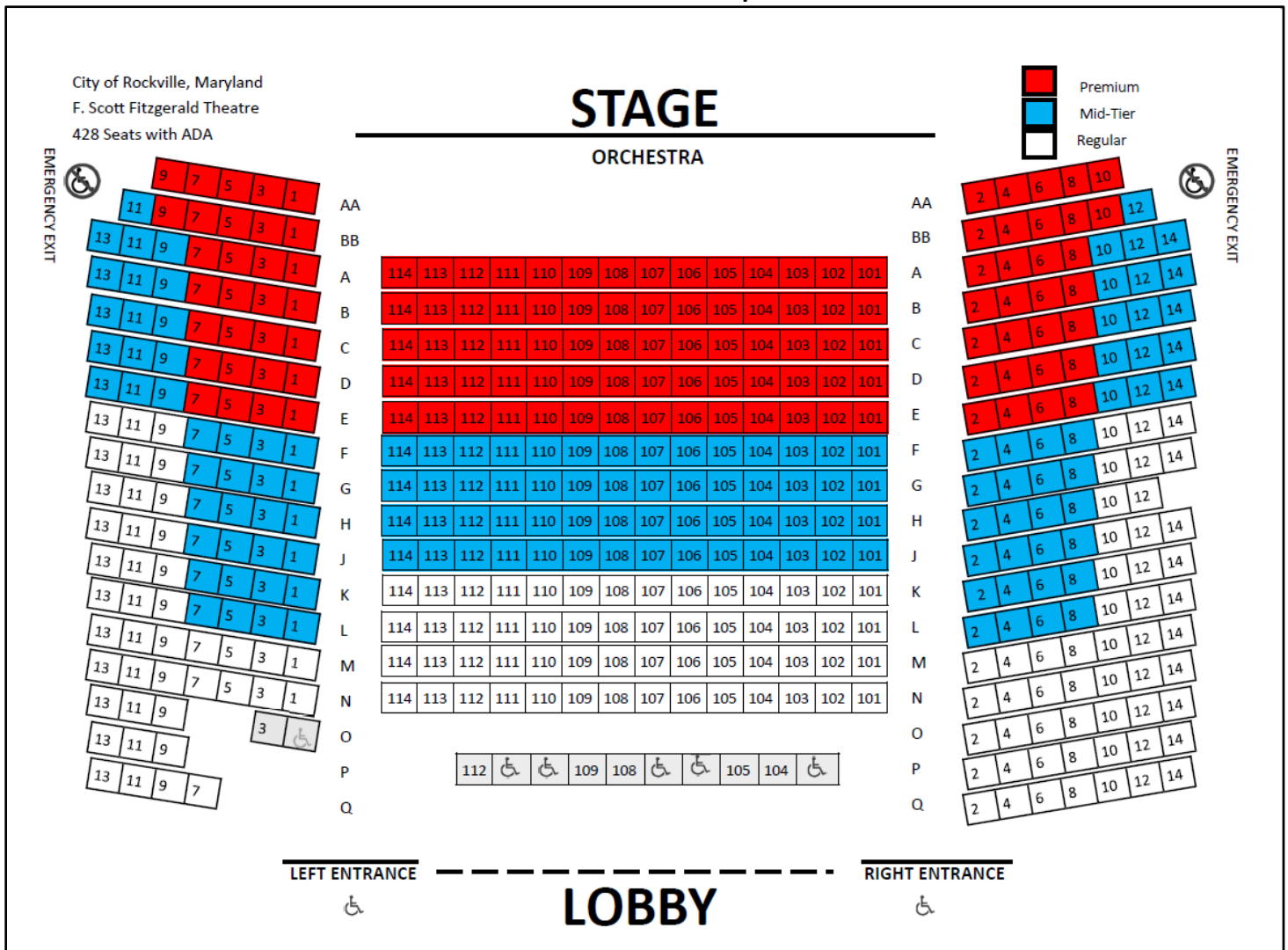
Seats P101, P106, P107, P110, P111, and O1 are reserved for ADA seating.

Seats M101, M114, A1, A2, and P2 have moveable arms.

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## 428 Tiered Seat Map



### 428 SEATS TOTAL [including Americans with Disabilities (ADA) seating]

Rows AA & BB on House Right and House Left are added with temporary chairs.  
This tiered seating option is not available if using side stage stairs, any wide stage thrust, or the wide orchestra pit.

This seating option can be used with the narrow stage thrust and narrow orchestra pit configurations.

#### ADA Seating Details:

There are six (6) spaces without seats, which can accommodate wheelchairs.

There are six (6) seats for companions.

Seats P101, P106, P107, P110, P111, and O1 are reserved for ADA seating.

Seats M101, M114, A1, A2, and P2 have moveable arms.

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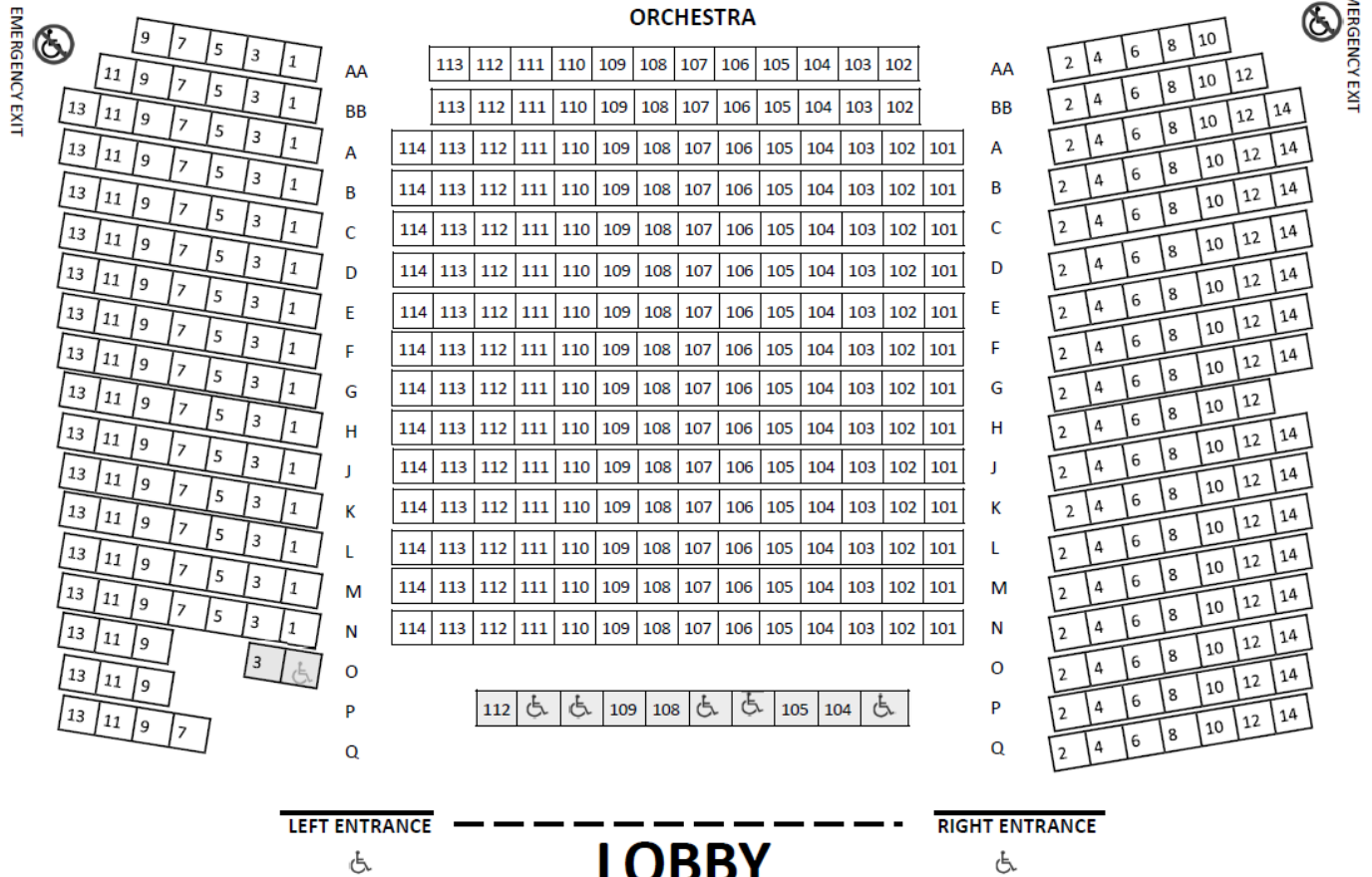


## 452 Standard Seat Map

City of Rockville, Maryland  
F. Scott Fitzgerald Theatre  
452 Seats with ADA

# STAGE

## ORCHESTRA



**452 SEATS TOTAL**  
[including Americans with Disabilities (ADA) seating]

Rows AA & BB on House Right, House Left, and the Orchestra section added with temporary chairs. This seating option is only available if no stage stairs, stage extensions, or orchestra pit are used.

### ADA Seating Details:

There are six (6) spaces without seats, which can accommodate wheelchairs.

There are six (6) seats for companions.

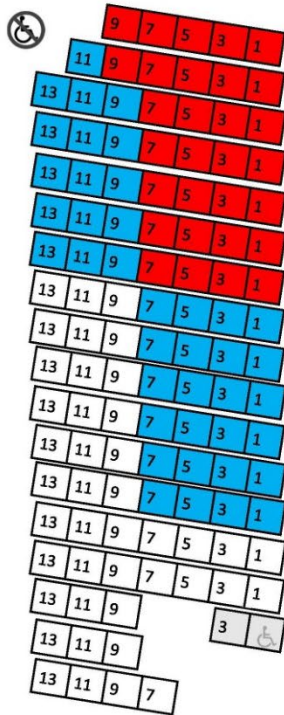
Seats P101, P106, P107, P110, P111, and O1 are reserved for ADA seating.

Seats M101, M114, A1, A2, and P2 have moveable arms.

## 452 Tiered Seating Map

City of Rockville, Maryland  
F. Scott Fitzgerald Theatre  
452 Seats with ADA

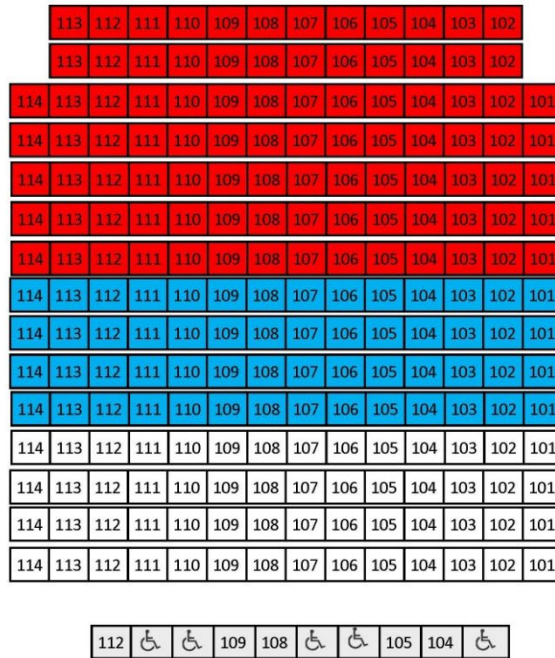
EMERGENCY EXIT



AA  
BB  
A  
B  
C  
D  
E  
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G  
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J  
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M  
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O  
P  
Q

**STAGE**

**ORCHESTRA**



AA  
BB  
A  
B  
C  
D  
E  
F  
G  
H  
J  
K  
L  
M  
N  
O  
P  
Q

■ Premium  
■ Mid-Tier  
■ Standard

EMERGENCY EXIT

LEFT ENTRANCE



**LOBBY**

RIGHT ENTRANCE



**452 SEATS TOTAL**

**[including Americans with Disabilities (ADA) seating]**

Rows AA & BB on House Right, House Left, and the Orchestra section added with temporary chairs.  
This seating option is only available if no stage stairs, stage extensions, or orchestra pit are used.

### ADA Seating Details:

There are six (6) spaces without seats, which can accommodate wheelchairs.

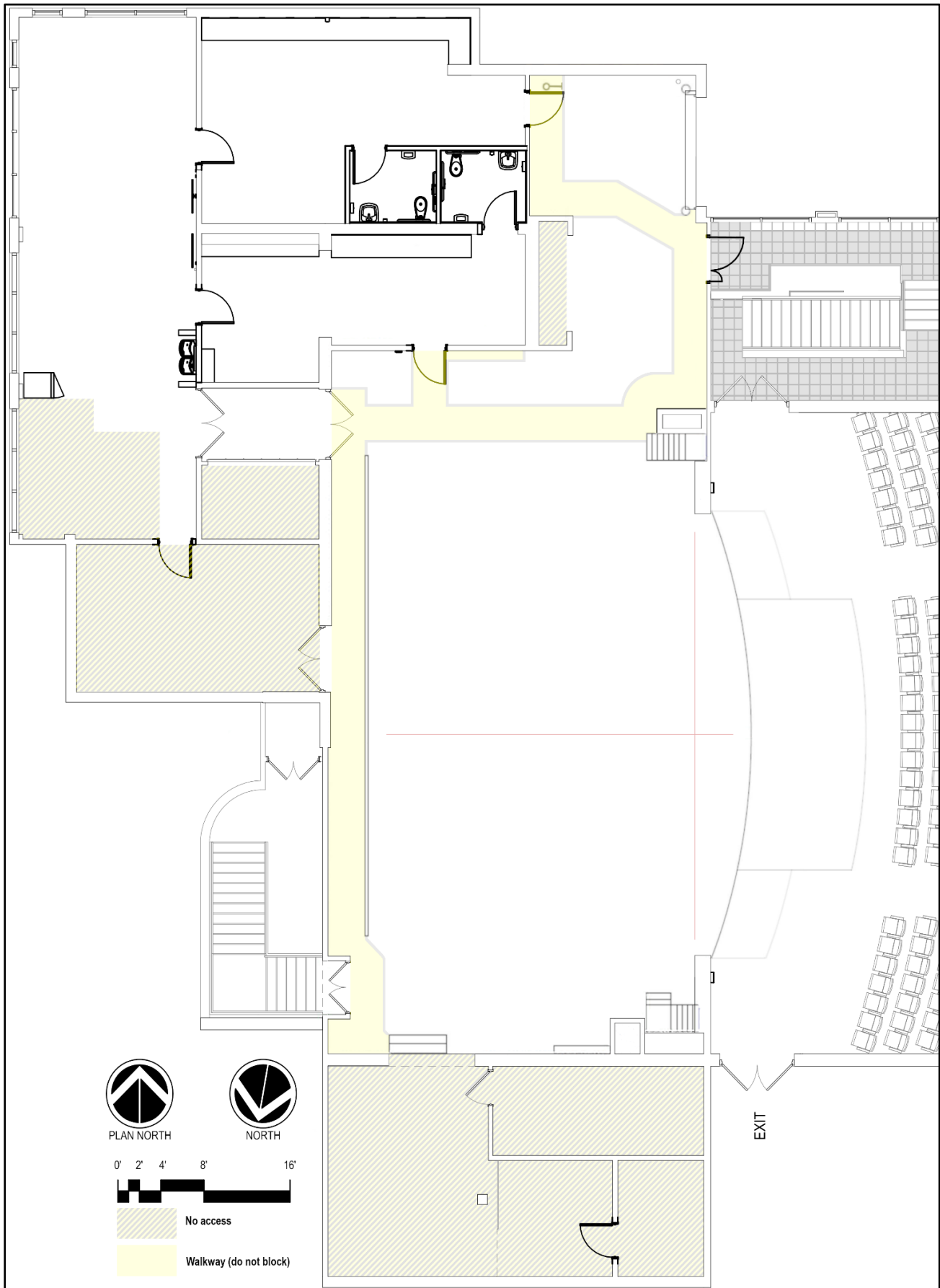
There are six (6) seats for companions.

Seats P101, P106, P107, P110, P111, and O1 are reserved for ADA seating.

Seats M101, M114, A1, A2, and P2 have moveable arms.

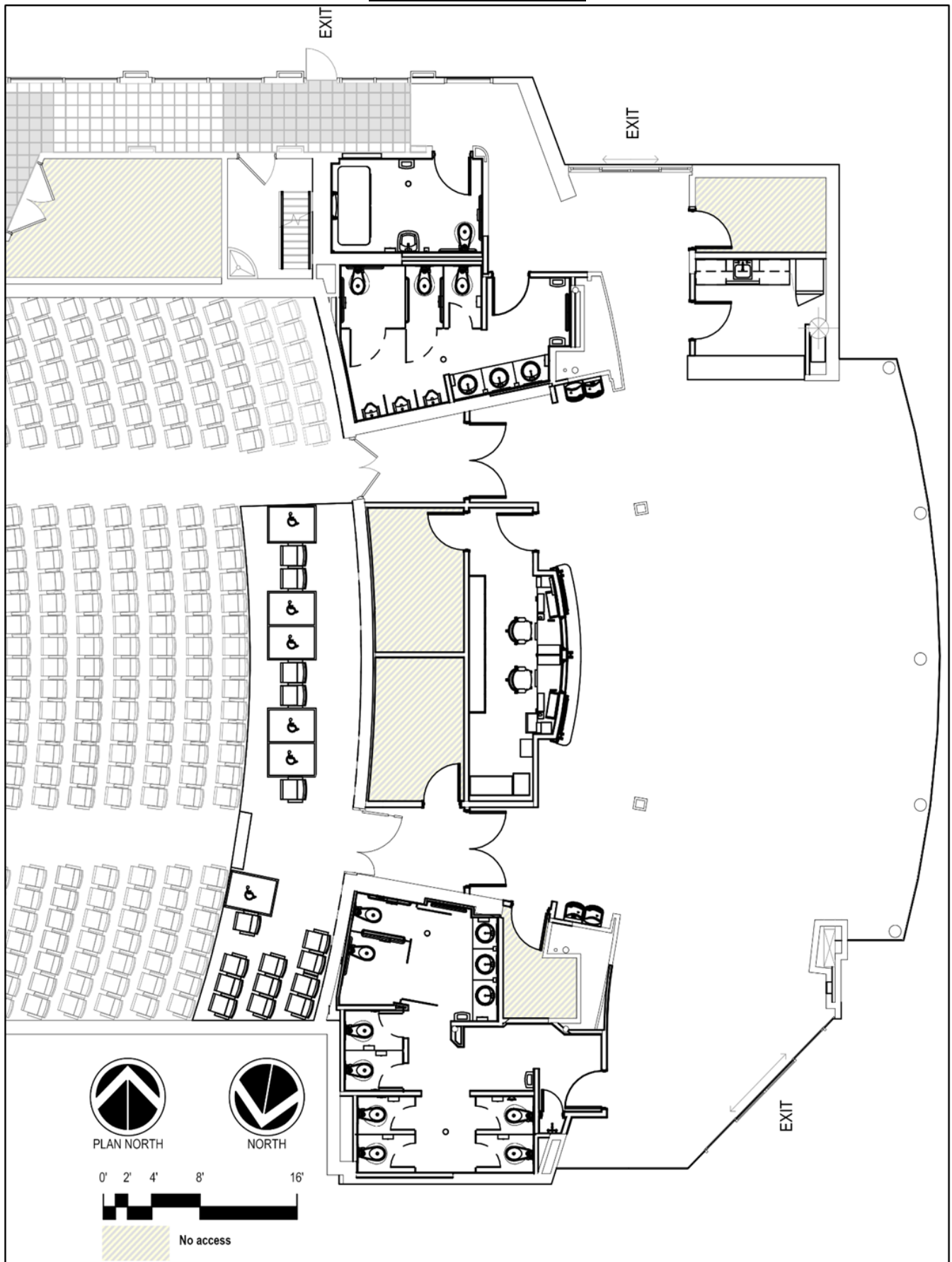
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## STAGE AND BACKSTAGE FLOOR PLAN



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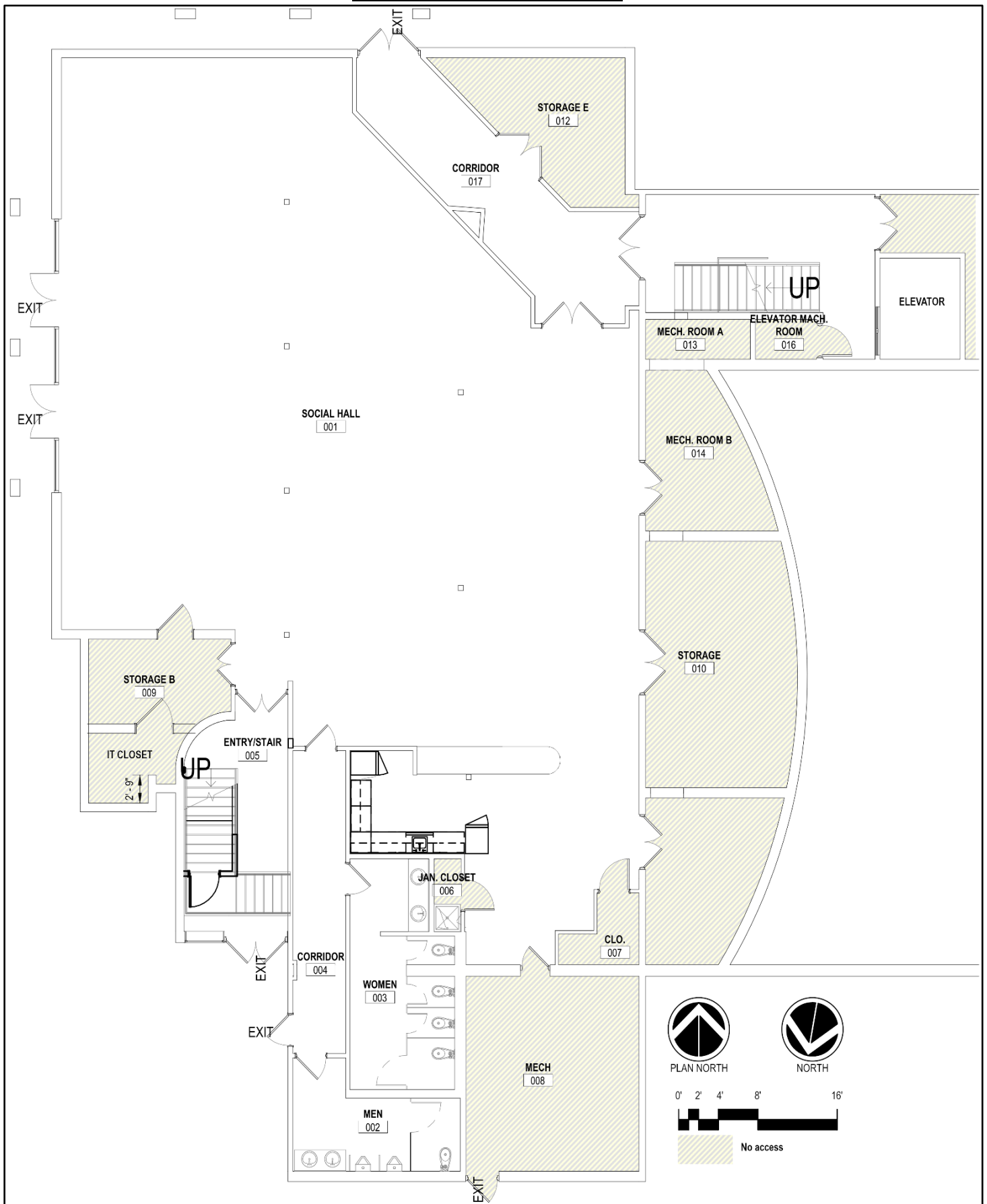
# LOBBY FLOOR PLAN



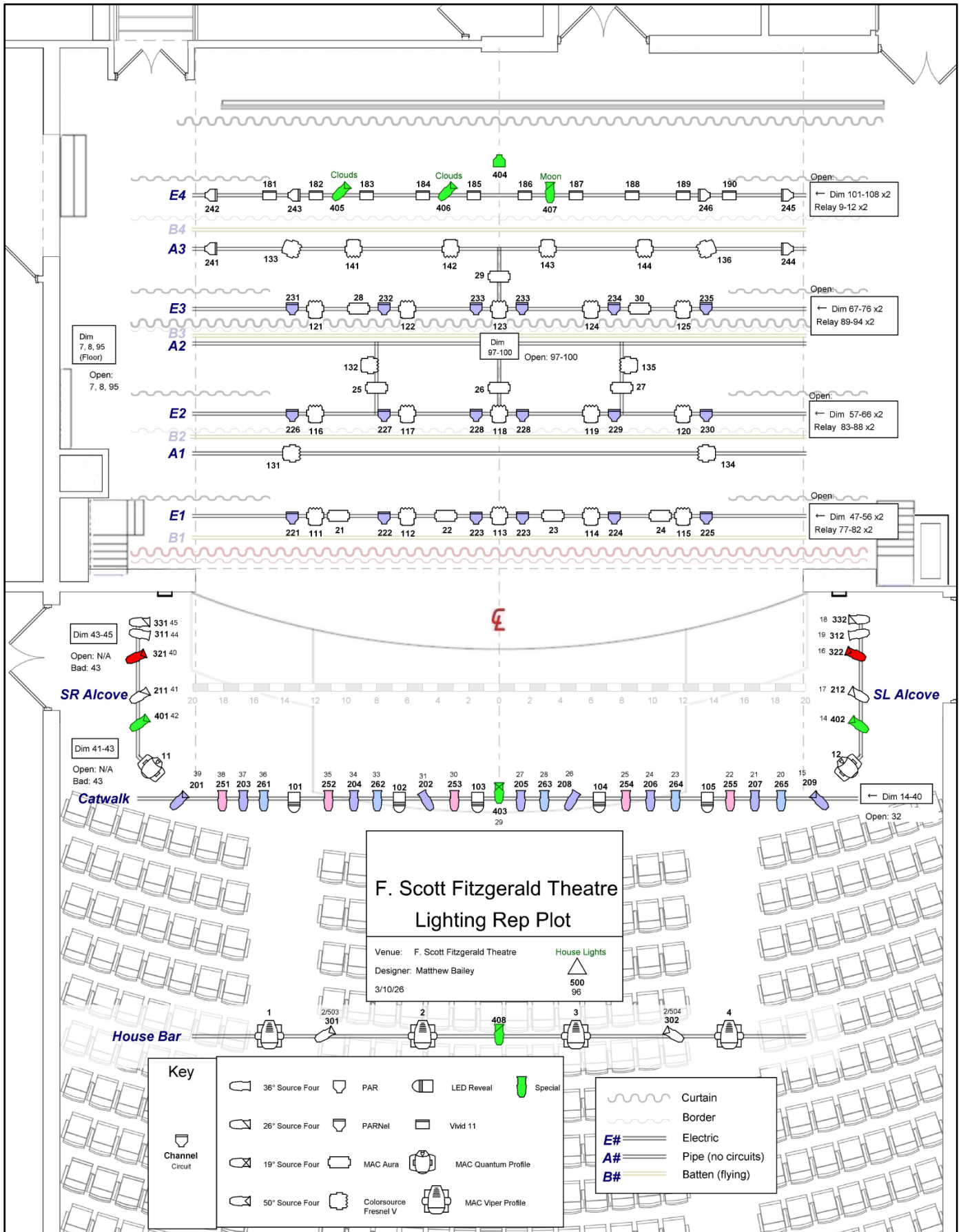
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# **SOCIAL HALL FLOOR PLAN**



# LIGHTING REP PLOT



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