

Outdoor and Indoor Photography Policies & Procedures

Civic Center Cottage | Glenview Mansion | F. Scott Fitzgerald Theatre & Social Hall

Rockville Civic Center Park
603 Edmonston Drive | Rockville, MD 20851



ROCKVILLE CIVIC CENTER BUSINESS OFFICE HOURS

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

All times listed within this information packet are Eastern Standard Time.

All information in this packet is subject to change.

INDOOR PHOTOGRAPHY FEES

Glenview Mansion	Civic Center Cottage	F. Scott Fitzgerald Theatre	Social Hall
\$50.00 per hour	\$50.00 per hour	\$50.00 per hour	\$50.00 per hour

TO PERMIT WITH US

Request an indoor photography permit by completing and submitting this online request form, which goes to the Rockville Civic Center Business Office for review: [Form for Glenview Mansion Indoor Photography Sessions](#)

You will be contacted by e-mail within 48 business hours regarding your requested permit. The permit must be fully executed and paid within 24 hours from when the permit was sent. If the executed permit with payment in-full is not received within 24 hours, it is voided, and the permit date becomes available to others.

Anyone requesting a permit 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.

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

For Company/Organization Permits

The organization name must appear on the permit and/or adjustments. The PRIMARY name and contact information is the individual who paid the permit fee 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 initialing and signing the permit and/or adjustments must work directly for the company or organization. They must also have the authority to execute a permit and/or addendum on behalf of the company or organization. The permit balance and addendums 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.

GENERAL INFORMATION

- Photography permits may not be issued more than five (5) business days in advance.
- Permittable hours are Monday through Friday, 9am – 1pm and 2pm – 4:30pm.
- Staff reserves the right to cancel an indoor photography session, at any time, based on last-minute rental or event requests, City events and programs, facility closures, or force majeure.
- Visit Glenview Mansion's webpage for private event closures that impact access to venues and surrounding grounds: www.rockvillemd.gov/glenview

- If there is a private rental or event on the property, Glenview Mansion, Cottage, and Formal Gardens (including the front lawn) are off limits to photographers and outside group gatherings – **with no exceptions**. Anyone attempting to occupy these parts of the property during a private rental or event will be asked to leave these areas promptly. This policy applies to family/friend photography sessions, homecomings and proms, other school and/or organization-related activity, etc.
- Indoor photography at Glenview Mansion, Cottage, and F. Scott Fitzgerald Theatre and Social Hall is strictly prohibited without an indoor photography permit issued by the Rockville Civic Center Business Office (hourly rates apply).
- There are no dressing rooms available inside Glenview Mansion, Cottage, and F. Scott Fitzgerald Theatre and Social Hall unless specifically indicated on your photography permit. Your permit will state the specific areas of access, and you must adhere to these spaces.
- Private outdoor photography where no monetary fee is taken (i.e. individuals taking cell phone photos, individual family photos, etc.) is allowed at Rockville Civic Center Park during regular park hours (sunrise to sunset) any day of the week provided there is no rental or event scheduled at Glenview Mansion, Cottage, and/or surrounding parkland.
- You are not guaranteed to have any part of the property to yourself during an outdoor photography session – you will need to share the space with park visitors.
- When the Rockville Civic Center Park grounds are not available due to rentals or events, the entire day is reserved and unavailable for photography. City staff do not provide rental times or other event information.
- There are no restrooms available or areas for dressing rooms during outdoor photography. In addition, there is no electricity available.
- Rockville Civic Center Park master calendar changes daily. You may have been told that the property was open to photography only to have it be closed due to a last-minute rentals, events, or city events and programs.
- Parking is available in the lower lot of the mansion; ADA parking is available directly behind the Glenview Mansion. Do **not** park on the long drive leading up to the mansion; you will be subject to ticketing and/or towing.
- The City of Rockville and the Rockville Civic Center Park is not responsible for any items lost, damaged, or left behind on the property, nor are we responsible for acts of nature, appearance/upkeep of city property, or interactions with the public who are on the property.

ROCKVILLE, MARYLAND – CODE OF ORDINANCES

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

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