

Permit a Park Pavilion



The City of Rockville has extensive parks and open spaces. Each home in Rockville is located within a short walk of a city park has more than 1,000 acres of parkland, composed of 33 passive and 32 active parks. Permit a park pavilion with restrooms for birthdays, family reunions, and other fun warm weather activities. The Department of Recreation and Parks is responsible for caring and maintaining our parks. With community centers, a nature center, civic center, swim and fitness center, senior center, and a full range of outdoor recreation amenities, we are committed to offering a variety of recreational opportunities for all residents. Owned and operated by the City of Rockville, Maryland.

Rockville Civic Center Business Office (Glenview Mansion) 603 Edmonston Drive Rockville, MD 20851 Phone: 240-314-8660 Fax: 240-314-8669 E-mail: parkrental@rockvillemd.gov	Thomas Farm Community Center Fallsgrove Park 700 Fallsgrove Drive Rockville, MD 20850 Phone: 240-314-8840 Fax: 240-314-8849 E-mail: thomasfarm@rockvillemd.gov	Lincoln Park Community Center Isreal Park 357 Frederick Avenue Rockville, MD 20850 Phone: 240-314-8780 Fax: 240-314-8789 E-mail: lpcc@rockvillemd.gov
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**All times listed within this information packet is Eastern Standard Time.
All information in this packet is subject to change.**

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EMERGENCY INFORMATION

If you experience issues during your rental reservation, such as individuals or groups who will not honor your park pavilion permit reservation date and timeframe, restroom access, etc., please call the Rockville Non-Emergency Police Department at 240-314-8900. They will help with your request or forward it to the proper on-call Recreation and Parks division. If a person becomes ill or is hurt while at the park pavilion and is taken away via ambulance; the facility and/or its equipment is damaged; or the police or 911 emergency fire services are called for any reason during your event, please call the Civic Center Business Office at 240-314-8660 to report the situation immediately. If no one can be reached in-person, you must leave a detailed message and provide a call back number.

RESTROOM ACCESS

Calvin Park, Hillcrest Park, King Farm Park, Maryvale Park, and Woodley Gardens Park pavilion restrooms are open from 7am to 8:30pm daily for the public and park pavilion rentals to use. Therefore, no restroom key pick-up is required.

At Falls Grove Park, the restrooms are in Thomas Farm Community Center. Please check-in and out with the City staff upon your arrival and departure. **At Isreal Park**, the staff at Lincoln Park Community Center open, close, and monitor the park restrooms during the rental period.

For all other park pavilion rentals:

- Key pick-up must be completed at the Rockville Civic Center Business Office (Glenview Mansion), Monday through Friday, 8:30am to 12:45pm and 2pm to 4:45pm. The office is closed on weekends. Failure to pick-up the key will result in restrooms not being available during your park pavilion permit. For alcohol permits, the renter does not need to pick-up the restroom key. City staff will be present at the park during the entire rental period and will have the restroom key.
- Key return may be dropped off 24/7 in the Glenview Mansion mailbox, which is located behind the building, by the ADA parking spaces and right before the Arcade awning and back entrance stairs. The key must be dropped off the next business day after your permit date. If you would like to return the restroom key in-person directly to City staff, it must be completed at the Rockville Civic Center Business Office (Glenview Mansion), Monday through Friday, 8:30am to 12:45pm and 2pm to 4:45pm.

ROCKVILLE RESIDENCY

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

PARK PAVILION AVAILABILITY

All park pavilion availability is in CivicRec (www.rockvillemd.gov/registration). If you can't add a pavilion to your cart, please make sure you met all rental requirements. Rental requirements include at least a 5-hour rental block, date must be at least seven (7) days in advance, and the pavilion must be available and not blocked out.

PERMITTING TIMEFRAMES

- Park pavilions are available Monday through Sunday from 9am to 7pm (Eastern Standard Time).
- Permitting begins March 1 and ends on October 31 annually.
- Park pavilions are available for use April 1 through October 31 annually.
- At least seven (7) calendar days' notice is required to obtain a permit for a park pavilion.

PERMIT RATES (RATES MAY INCREASE JULY 1)

Falls Grove Park and Isreal Park are unavailable for alcohol permits.

	Non-Alcohol Permit	Alcohol Permit
Rockville Residents	\$155 for 5 hours \$31 per each additional hour \$100 security deposit	\$305 for 5 hours \$61 per each additional hour \$100 security deposit
Non-Rockville Residents	\$255 for 5 hours \$51 per each additional hour \$100 security deposit	\$405 for 5 hours \$81 per each additional hour \$100 security deposit

PARK PAVILION AMENITIES

Park Name	# of Tables	# of Grills	Dumpster	Maximum Capacity
Calvin Park	1	0	0	30
Civic Center Park	5	5	1	100
Dogwood Park	7	2	1	30
Fallsgrove Park	8	5	1	30
Hillcrest Park	2	1	0	30
Isreal Park	6	3	1	40
King Farm Farmstead	8	2	0	100
King Farm Park	4	0	0	30
Maryvale Park	2	1	0	30
Monument Park	1	1	0	30
North Farm Park	2	0	0	30
Potomac Woods Park	7	1	1	150
Woodley Gardens Park	12	1	1	150

Civic Center Park:	Available for permitting Monday through Thursday only.
Dogwood Park:	(2) side-by-side pavilions are rented together, not separately. (4) tables under the larger pavilion are ADA accessible. (4) single use, ADA restrooms available near pavilions. Dumpster is only in place April 1 to December 1 annually. (2) grills are located near playground and are first come, first served.
Fallsgrove Park:	(3) tables under pavilion and (5) tables on separate pad. (1) table and (1) grill located outside of the gazebo is ADA accessible (adjacent to the parking lot and community garden).
Isreal Park:	(4) tables under pavilion, (2) tables on separate pad, (2) grills near pavilion, and (1) ADA accessible grill adjacent to pavilion.
King Farm Farmstead:	ADA porta-john available from April 1 to October 31 annually.
King Farm Park:	(2) grills are located near playground and are first come, first served.
Maryvale Park:	(1) table under pavilion and one (1) table by playground.
Potomac Woods Parks:	Dumpsters are only in place April 1 to December 1 annually.
Woodley Gardens Park:	(6) tables under pavilion and six (6) tables down in woods.

Electricity is not available at any park. The type and quantity of amenities at each park, such as grills, picnic, tables, dumpsters, etc. are not guaranteed and are subject to change.

PERMIT A PARK PAVILION ONLINE

Customers can view park pavilion availability and pay for permits online. To use this service, you must visit www.rockvillemd.gov/registration to set-up a CivicRec account. Park pavilions available to permit show in the CivicRec catalog tab called **Facility & Parks Pavilion Rentals**.

- Reservations for school use cannot be completed online. Schools may use CivicRec to check park pavilion availability online or e-mail an availability inquiry to the Rockville Civic Center Business Office at parkrental@rockvillemd.gov. After checking availability, complete this form to submit your park pavilion rental request for processing: <https://cityofrockville.formstack.com/forms/parkpavilionschooluse>
- Permits can be requested online 24/7.
- If you do not have internet access and would like to rent a park pavilion, contact Thomas Farm Community Center directly to rent Falls Grove Park. Contact Lincoln Park Community Center directly to rent Isreal Park. Contact the Rockville Civic Center Business Office to rent all other listed park pavilions.
- When permitting this park pavilion, you agree to read and follow all of the policies and rules outlined in the [Permit a Park Pavilion Information Packet](#).
- Park pavilion cannot be permitted less than seven (7) days before your event.
- Payment of the park pavilion and the refundable security deposit is due immediately at check-out to receive your permit.
- If you reserved a park pavilion online and you want to cancel your reservation, you will need to contact the associated community center or office directly for assistance. For Falls Grove Park, contact Thomas Farm Community Center. For Isreal Park, contact Lincoln Park Community Center. For all other park pavilions, contact for Rockville Civic Center Business Office.
- You must bring your permit to your park pavilion rental as proof of use and payment.

GENERAL INFORMATION

- Park pavilions are in public parks that remain open and accessible to the public. The City cannot guarantee the condition of a pavilion at the start of or during a rental period. Renters may encounter natural debris, litter, vandalism, or other conditions resulting from public use of the park pavilion. The City is not responsible for conditions created by park users outside of the rental reservation. Refunds, credits, transfers, or discounts will not be issued based on the condition of a park pavilion or surrounding park area.
- Park pavilion permit requests and reservations are based on availability and are first-come, first-served. We do not hold park pavilion under any circumstance.
- The user group must adhere to the permitted hours stated on the permit. Overtime will be deducted from the security deposit. The permittee assumes personal liability for the cost of excessive cleanup of the premises, loss, breakage or removal of park property and responsibility for the conduct and good order of the group.
- You must bring the fully executed permit and photo ID with you to your rental. The park is subject to inspection by an authorized representative to ensure proper use of park property. Permit must be in the possession of the person to whom it is issued and shown upon request to an authorized representative.

- When you permit a park pavilion with the City of Rockville, you are reserving the designated park pavilion and restroom only (except for restrooms open for the public and park pavilion rentals to use), not the entire park, sports fields, or courts. All other areas of the park, including the sports fields and courts, are to be used on a first-come, first-served basis by the public, as well as the renting group. If a City of Rockville sport team is using the sports fields or courts, then they are not to be used by the rental group. No permit can include a plan for reserving the fields for organized games as an activity.
- Smoking and vaping is prohibited on City of Rockville property and/or grounds.
- Any violation can result in the immediate shut down of an event and revoking of any future permit.
- For Isreal Park, no vehicles can park a vehicle or access Johnson Drive.

ALCOHOL PERMITS

An individual must at least 21 years old of age to receive an alcohol permit. 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 permit holder to ensure all guests being served meet this age restriction. Alcohol permits are strictly prohibited at Falls Grove Park and Isreal Park.

PERMIT PAYMENT

All permits must be paid in-full at the time of permit signing. Acceptable forms of payment include MasterCard, Visa, cash, money order or personal check payable to “City of Rockville.” We do not accept Discover or American Express. If a check is returned to the City of Rockville, a \$35 fee will apply.

SECURITY DEPOSIT

The security deposit will be used for damages, late departure, clean-up of the property, and/or if any of the City of Rockville property or park policies and rules are not followed. The amount retained is at the discretion of City of Rockville staff. It may take up to 30 days to receive the refunded security deposit. 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 permit since this individual paid the security deposit. The company or organization name will also appear on the check, if applicable. If the security deposit is paid by MasterCard or Visa, the security deposit, if refunded, will be credited back to the credit card used to make this payment (if card has not expired), without exception.

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

CANCELLATION POLICY

Change of date requests are considered cancellations. Cancellations must be received by the Civic Center Business Office staff in writing from the person(s) whose name(s) appears on the signature line of the permit. The cancellation date is the date in which written and signed notification is received in the Civic Center Business Office. We will accept an e-mail as a written cancellation request only if a Civic Center Business Office staff member responds to the e-mail. Be sure to follow-up with a telephone call or e-mail if we have not responded to your e-mail cancellation within 48 hours. Please send e-mail cancellations to parkrental@rockvillemd.gov.

If cancellation takes place 8 days or more prior to the requested event date, the City of Rockville will retain a \$50 administrative fee. The remaining permit balance and security deposit will be refunded. If cancellation occurs 7 days or less prior to the requested date, the entire permit fee is retained. The security deposit will be refunded. A \$25 administrative fee will be retained from the security deposit for weather-related cancellations. The renter must speak or leave a voicemail with the Civic Center Business Office, Thomas Farm Community Center (Falls Grove Park only), or Lincoln

Park Community Center (Isreal Park only) at least three (3) hours prior to the event. A \$25 administrative fee is required to implement a change of date for your event and is based on availability.

PARK PAVILION PERMIT POLICY FOR SCHOOLS

Calvin Park, Civic Center Park, Hillcrest Park, King Farm Farmstead, King Farm Park, Maryvale Park, Monument Park, North Farm Park, Potomac Woods Park, and Woodley Gardens Park are the only parks available for school use. Reservations for school use cannot be completed online. Schools may use CivicRec to check park pavilion availability online or e-mail an availability inquiry to the Rockville Civic Center Business Office at parkrental@rockvillemd.gov. After checking availability, complete this form to submit your park pavilion rental request for processing:

<https://cityofrockville.formstack.com/forms/parkpavilionschooluse>

Public Schools Within Incorporated City of Rockville

- Up to two (2) free uses of a City of Rockville park pavilion at no charge.
- Up to two (2) rain dates at no charge.
- All free rentals must be during a weekday, Monday – Friday.
- There is a \$50 charge if the key is not returned to the Civic Center Business Office within five (5) calendar days from rental. The school will not be able to rent a park pavilion again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in this Permitting a Park Pavilion Information Packet.
- Park pavilion permits to be initialed and signed by either the Principal, Vice Principal, staff in the administrative office, or Director.

If a public school within incorporated City of Rockville would like to rent a park pavilion outside of a free rental or after all free rentals are used:

- Rental must be during a weekday, Monday – Friday.
- The hourly rate is \$5.00 with a 5-hour minimum requirement.
- There is a \$20 refundable key deposit per park (cash or credit card only).
- There is a \$30 charge if the key is not returned to the Civic Center Business Office within five (5) calendar days from rental and we will retain the \$20 refundable key deposit. The school will not be able to rent a park pavilion again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in this Permitting a Park Pavilion Information Packet.
- Park pavilion permits to be initialed and signed by either the Principal, Vice Principal, staff in the administrative office, or Director.

Public Schools Within Unincorporated City of Rockville or Charter or Private Schools Within Incorporated or Unincorporated City of Rockville

- One (1) free use of City of Rockville park pavilion at no charge.
- One (1) rain date at no charge.
- All free rentals must be during a weekday, Monday – Friday.
- There is a \$20 refundable key deposit per park (cash or credit card only).
- There is a \$30 charge if the key is not returned to the Civic Center Business Office five (5) calendar days from rental and we will also retain the \$20 refundable key deposit. The school will not be able to rent a park pavilion again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in this Permitting a Park Pavilion Information Packet.
- Park pavilion permits to be initialed and signed by either the Principal, Vice Principal, staff in the administrative office, or Director.

If a public school within unincorporated City of Rockville OR charter or private schools within incorporated or unincorporated City of Rockville would like to rent a park pavilion outside of a free rental or after all free rentals are used:

- Rental must be during a weekday, Monday – Friday.
- The hourly rate is \$5.00 with a 5-hour minimum requirement.
- There is a \$20 refundable key deposit per park (cash or credit card only).
- There is a \$30 charge if the key is not returned to the Civic Center Business Office within five (5) calendar days from rental and we will retain the \$20 refundable key deposit. The school will not be able to rent a park pavilion again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in this Permitting a Park Pavilion Information Packet.

Public, Charter or Private Schools in Montgomery County Outside Incorporated or Unincorporated City of Rockville

- Rental must be during a weekday, Monday – Friday.
- The hourly rate is \$5.00 with a 5-hour minimum requirement.
- There is a \$20 refundable key deposit per park (cash or credit card only).
- There is a \$30 charge if the key is not returned to the Civic Center Business Office within five (5) calendar days from rental and we will retain the \$20 refundable key deposit. The school will not be able to rent a park pavilion again until this fee is paid in full through the Civic Center Business Office.
- Each school must adhere to policies and procedures in the Rent a Park Pavilion Information Packet.

Any School Outside of Montgomery County

- Must pay the non-school rental fee and security deposit to reserve a park pavilion.
- Each school must adhere to policies and procedures in the Rent a Park Pavilion Information Packet.

ADDITIONAL RENTAL OPPORTUNITIES

Courthouse Square Park, Mattie J.T. Stepanek Park, Redgate Park, and Rockville Town Square are available for public and private group rentals through a Public Event License administered through Special Events. If you are interested in a permit, please click on this link and follow the instructions on the City of Rockville webpage. Special Events will contact you directly with an approval or denial of the request. If you have questions about permits at these locations, please contact Special Events at 240-314-8606: <https://www.rockvillemd.gov/2370/Public-Event-License>

INDEMNIFICATION

Permit 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.

Permit 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 permit holders, guests, and vendors, its agents, servants, employees, assignees or invitees. Permit 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 permit and/or addendum.

The City of Rockville shall not be liable for any accident, theft or damage whatsoever caused to the property of permit holders, guests, vendors, its agents, servants, employees, assignees, and invitees, resulting from the use of operation of the rented facility or property by the permit holder, its agents, servants, employees or invitees. All personal property of permit 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 permit holders', guests', and vendors' business.

City of Rockville shall not be liable for loss or reimbursement due to cancellation or termination of a scheduled event due to force majeure, act of God, or inclement weather. If the City of Rockville cancels the permit and/or addendum for any

unforeseen reason, the permit and addendums will be reviewed and amended with a change of date or consideration of a partial or full refund.

CITY OF ROCKVILLE STAFF

At least one (1) City of Rockville staff member will be on-site during the rental time of an alcohol permit to ensure permit holders, guests, and vendors follow all rules and regulations while on-site. For alcohol permits, the renter does not need to pick-up the restroom key. City of Rockville staff will be present at the park during the entire rental period and will have the restroom key. City of Rockville staff are not event coordinators, nor should they be expected to assist in set-up, clean-up, or any other logistical aspect of the event.

TRASH DISPOSAL

Not all City of Rockville parks have dumpsters. Please see page 3 to learn which parks have dumpsters. The City of Rockville works hard to keep our grounds trash-free and beautiful for our visitors. Please help us keep our parks and open spaces clean by following our trash disposal policies:

- Please bring large, durable trash bags with you to your park for trash disposal.
- If the park has a designated dumpster, it is required that you bag all your trash and place it in the designated dumpster at your park for disposal.
- If your park does not have a designated dumpster, you **must** take all your trash with you when you leave the City of Rockville property for appropriate and lawful disposal.
- Public and restroom trash cans cannot be used for trash disposal since they overflow when too full.
- Do not leave your bagged or un-bagged trash on the ground surrounding the trash cans.
- Failure to follow these trash disposal regulations may result in the retention of part or the entire security deposit. The amount retained is at the discretion of City of Rockville staff.

NOISE ORDINANCE AND OTHER GUIDELINES

All City park users are required to be respectful of others in the park and in the surrounding neighborhood when holding an event in the park. The use of an amplified sound system at a park event needs to be identified on the permit application. Any amplified music at a park event should be audible only in the park pavilion and not be the source of a noise disturbance for others in the park. Attention should be directed to bass controls. Any complaint received from another park user or neighbor must result in the volume of the music being immediately turned down and retained at the lower level throughout the remainder of the event. When in doubt, turn it down.

Maximum Allowable Noise Levels in Montgomery County, Maryland

	<u>Daytime</u> Weekdays: 7am - 9pm Weekends & Holidays: 9am - 9pm	<u>Nighttime</u> Weekdays: 9pm - 7am Weekends & Holidays: 9pm - 9am
Non-Residential	67 dBA	62 dBA
Residential	65 dBA	55 dBA

Source: <https://www.montgomerycountymd.gov/DEP/contact/noise.html>

dBA = A-weighted decibels, which are an expression of the relative loudness of sounds in air as perceived by the human ear.

CITY OF ROCKVILLE STORM POLICY

The safety of all user groups in City of Rockville parks is the top priority. If the weather includes thunder, lightning or high winds, all guests must remain inside a secure building until the conditions change and safe use of the outdoor areas is appropriate. To learn more about outdoor lightning safety tips, please review these resources when planning your gathering: U.S. Golf Association, National Weather Service, and National Lightning Safety Institute. If you can see lightning,

flee it. If you can hear thunder, clear the area. For every five seconds after seeing lightning, before hearing the associated thunder, the lightning is one mile away. Lightning storms travel faster than you think and may not be accurately reflected on radar weather maps. 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. Extreme winds easily blow event equipment out of place and tree branches off the trees. Park pavilions are not a safe environment during lightning storms or high winds.

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