



GLENVIEW MANSION PHOTOGRAPHY POLICY

Photography at Glenview Mansion, Cottage, Formal Gardens and surrounding grounds

Rockville Civic Center Business Office
603 Edmonston Drive, Rockville MD 20851
glenview@rockvillemd.gov

E-mail the following information to glenview@rockvillemd.gov when making a photography inquiry:

- First and last name
- Name of photography organization / company (if applicable)
- Date of photography session
- Complete timeframe of photography session (include set-up and breakdown)
- Total number of individuals accessing the property
- General list of equipment

Important Things to Know:

- E-mail the Civic Center Business Office at glenview@rockvillemd.gov to determine in advance if there is an event scheduled at Glenview Mansion and/or Cottage.
- Indoor photography at Glenview Mansion and Cottage is strictly prohibited without a photography permit issued by the Civic Center Business Office. Permittable hours are Monday through Friday, 9am-4:30pm. Hourly rates apply. Please e-mail the Civic Center Business Office for availability and rates.
- Outdoor Photography is allowed outside of Glenview Mansion during regular park hours (sunrise to sunset) any day of the week provided there is no event scheduled at Glenview Mansion and Cottage. If there is a rental or event at Glenview Mansion, the Formal Gardens, Front Mall, surrounding grounds, etc., are off limits to photographers. Anyone attempting to take photos or to occupy the property during a rental or event will be asked to leave promptly.
- It is important that you e-mail the Civic Center Business Office at the beginning of the week to allow staff to check the master calendar for late-minute rentals. The Glenview Mansion master calendar changes significantly daily. You may have been told that the property was open to photography only to have it be closed due to a last-minute private rentals or city event/program.

- Glenview Mansion staff reserves the right cancel a scheduled or unscheduled photography session on the Civic Center grounds at any time based on availability, private events, City events/programs, inclement weather and/or if you or your group is in violation of Montgomery County, City of Rockville or Civic Center rules and regulations.
- The City of Rockville and the Civic Center 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 using the property.
- No part of Glenview Mansion or its restrooms may not be used as dressing rooms, make-up areas or to store equipment at any time unless you permitted the venue for a photography session through the Civic Center Business Office. Your permit will state the specific areas of access and you must adhere to these spaces.
- You are not guaranteed to have any part of the property to yourself during an outdoor photography session – you may have to share the space.
- We do not give out event or client information to photography inquiries.
- If Glenview Mansion and Cottage is booked for an event, no photography is allowed at Glenview Mansion, the Formal Gardens, Front Mall, surrounding grounds, etc., during the entire day and night of the rental. There are no exceptions.