



2019 Community Event Support Policies

For Homeowner and Civic Associations

The City of Rockville, Department of Recreation and Parks, aids Homeowners and Civic Associations within the City of Rockville who would like to host a community event. Although the primary responsibility for planning and coordinating the event will be that of the sponsoring organization, the City of Rockville will aid with activities, amusements, and recommendations.

1. Sponsoring organizations must be a recognized City of Rockville Civic or Homeowners Association.
2. Applications are approved at the discretion of the Recreation and Parks Department. Applications must be received at least **TEN (10) weeks prior** to the date of the event. The number of supported events per week or weekend is limited, and dates are available on a first come, first served basis. Alternate dates and rain dates may be requested. Organizations should contact the City as soon as possible to confirm date availability.
3. Organizations are limited to **one** City co-sponsored event per fiscal year (July 1 – June 30).
4. Annual events are not automatically renewed. Applications and reservations must be made each year. No application will be accepted more than **twelve months prior** to the date of the event.
5. Please review the attached list of blackout dates that are during City of Rockville sponsored events. The City will **NOT** be able to provide any equipment/amusement support for Community Events during these dates. If there is a conflict with another City-sponsored function/event, the organization has the option of choosing another date or requesting use of the community event stipend. Blackout dates are subject to change without notice.
6. The sponsoring organization has the responsibility of recruiting and supervising volunteers for the event.
7. The City strongly discourages organizations from charging a fee for use of equipment the City has provided. If fees are charged for fundraising purposes, the profits from these events are to be divided 50/50 between the organization and the City of Rockville Recreation Fund.
8. Organizations may elect to use **EITHER** City of Rockville provided equipment **OR** the community event stipend. Use of stipend will count as City sponsored function/event.
9. The stipend is available for the following uses: moonbounce/inflatable rentals or entertainment. Additional uses not listed may be considered on a case-by-case basis. The stipend is available while funds last.
 - a. The community event application must be submitted and approved by the City of Rockville before any commitment is made to a vendor. The stipend is only made payable to the vendor and not to the sponsoring organization.
 - b. The City will quote, contract and pay the vendor directly.

10. Organizations requesting City equipment/amusements are responsible for any damages incurred during their use. A **\$150.00 check or money order must accompany the application**; checks/money orders should be made payable to the **City of Rockville**. Please note, a deposit is only required if you are requesting use of city equipment. Organizations do not need to supply a deposit if they elect to use the event stipend. This deposit will be held until City equipment is returned in the condition with which it was received. If needed, a replacement supply list will be made available.

11. List of City Equipment and Amusements:

Equipment: The following equipment will be provided on a limited basis, and will be dropped off at your event location:

Trash litter boxes (4) Cones (10) Chairs (50) Tables (10)

Minor Amusements: You may choose up to three (3) minor Amusements

Face Painting Supplies ♣ Popcorn Machine* Sno Cone Machine*
Sports Bag ♣ Button Maker* ♣ Parachute ♣

* Supplies for these amusements must be obtained by the sponsoring organization

♣ These items will need to be picked-up and dropped-off at City Hall by the sponsoring organization the week of your event.

12. In the event of inclement weather, the City of Rockville reserves the right to determine the operation of outdoor equipment, which may include cancellation. **A rain call must be made 48 hours before your event in order to ensure successful delivery of event materials/equipment.**

13. Organizations must obtain a **Montgomery County Special Food Service License** to sell or give away food. Applications are available from the Department of Health and Human Services, Health Promotion, Prevention, and Permitting Services, 401 Hungerford Dr., First Floor, Rockville, Maryland 20850. Phone 240-777-3986 or visit www.montgomerycountymd.gov/licensure.

14. To reserve a City park for your event, you must call the Rockville Civic Center at 240-314-8660.

For clarification or more information, please contact:

Amanda Smigelsky-Knox
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2019 City of Rockville Events Schedule

The City of Rockville will **NOT** be able to provide any equipment support for Community Events on the following dates when City sponsored events are scheduled. However, the event stipend may be used during these dates. Dates include time for event preparation and clean-up. **Dates are subject to change throughout the year without notice.**

Date	Event
Friday, May 17 – Sunday, June 2	Hometown Holidays and Memorial Day Parade
Monday, June 17 – Sunday, June 23	Suds & Soles 5K
Monday, June 24 – Sunday, July 7	Independence Day
Friday, July 12 – Sunday, July 21	Road Race
Wednesdays, Aug. 7, 14, 21, and 28	Movies in the Parks
Wednesday, Sept. 11 – Sunday, Sept. 15	Volunteer Appreciation Party
Wednesday, Oct. 2 – Wednesday, Oct. 9	Rocktoberfest
Monday, Oct. 14 – Monday, Oct. 21	Antique and Classic Car Show
Thursday, Oct. 31 – Monday, Nov. 4	Rockville 10k/5k
Friday, Nov. 8 - Tuesday, Nov. 11	Veterans Day Ceremony

For clarification or more information, please contact:

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