



Interagency Coordinating Board for Community Use of Public Facilities, Montgomery County

Silver Spring Civic Building at Veterans Plaza

▫ One Veterans Place, Silver Spring, MD 20910 ▫ GPS device address: 8525 Fenton ▫
▫ Office hours Mon-Fri 9am to 5pm ▫ (240) 777-5350 ▫ www.montgomerycountymd.gov/cupf ▫



SILVER SPRING CIVIC BUILDING VETERANS PLAZA

The Silver Spring Civic Building at Veterans Plaza, located in Downtown Silver Spring, is the region's premier gathering place for government, culture, commerce and community!

Just minutes from the Nation's Capital, and several local hotels, the Civic Building combines modern touches with natural design and provides space for corporate events, private parties, wedding ceremonies, receptions, and more!

This genuinely unique urban venue, with a multifunctional design, continues to attract folks from around the region—DC, Maryland, and Virginia—and beyond. Larger events are perfect for the sophisticated Great Hall (named after the Buffalo Soldiers). Smaller events may be well suited for a variety of activity/conference rooms. No matter the size, your event is sure to be a memorable experience at an exceptional value!

The beautiful Veterans Plaza, located in front of the Civic Building, provides outdoor space for concerts, festivals, and live entertainment. In the warmer months events take place on a regular basis, and in the colder months a premier ice skating rink is available for public skating and for lessons.

For a list of events, visit: www.silverspringdowntown.com



Welcome, Bienvenido, አንኳን ደህና መጡ —enjoy the experience!

Eric Rasch, Silver Spring Civic Building at Veterans Plaza



Facility amenities:

- Exceptional Friday, Saturday, and Sunday rates. The obvious choice.
- Complimentary tables & chairs included in fee
- Large warming kitchen/drive-up loading dock
- Use your own caterer for unique cultural events
- Dual projection system in Great Hall
- Wood flooring throughout facility
- Wi-Fi and multi-media capability
- 5,000 square foot ballroom



Area amenities:

- Five hotels within walking distance
- Breathtaking county veterans memorial located on Plaza
- Convenient parking & three blocks from Metro transit system
- Vibrant district boasts a lively shopping, dining and entertainment scene

We can't wait to see you back!

In person tours are scheduled: Monday—Friday 10:00 am—4:00 pm

Interested in booking the Civic Building?

Please submit your application to:
Community Use of Public Facilities (CUPF)

Located on the Upper Level of the Silver Spring Civic Building

SSCB Admin team includes:

◆ Booking Specialist

CUPFCivicBuilding@MontgomeryCountyMD.gov
240-777-5333

◆ David Park, Logistics Specialist

David.Park@MontgomeryCountyMD.gov
240-777-5315

◆ Eric Rasch, Operations Manager

Eric.Rasch@MontgomeryCountyMD.gov
240-777-5308

For more information on our application process and policies visit
www.montgomerycountymd.gov/cupf or call us at (240) 777-5350



Welcome! We look forward to working with you.

Please read requirements prior to submitting an application.



- * Pricing will be calculated based on actual time of permit at a per hour rate (ask staff for details)
- * Include on application: "Setup Time" - "Event Begin Time" - "Event End Time" and -"Clean Up and Out Time"
- * Insurance is required for all permits: General Liability Insurance (ask staff for details)
- * Permits must be a minimum of four (4) hours Fridays, Saturdays, & Sundays (ask staff for details)



Credit cards accepted.

To make a reservation and obtain a permit, submit the following to CUPF staff (located in the Civic Building):

1. **Application** (deemed complete by staff)
2. **All fees are due at time of reservation for room use** (calculated based on actual time of permit & required staffing) *Exception: Great Hall and Veterans Plaza (\$250 is due at time of reservation and applied to total cost of permit)*
3. **Facility Use License Agreement (FULA)**
4. **Drivers License** (or state issued identification)

*Additional fees may be required (ask staff for details)

*Building Service Worker:\$25 per hour *Security Officer:\$35 per hour *Event Monitor:\$40 per hour

*Event with Alcohol service *Administrative fees, etc.



SILVER SPRING CIVIC BUILDING

	Hourly Montgomery County Non-profit Rate		Hourly Montgomery County Resident / Small Business Rate		Hourly Out-of-County or Commercial
	Mon-Friday	Sat-Sunday	Mon-Friday	Sat-Sunday	All times
Premier event space: Great Hall (Full): 64x79 (5,046 sq ft), ceiling height 27 ft., standing capacity 725, banquet style capacity 320, conference style capacity 320-400, theatre style capacity 590 (480/w riser). Atrium: *Atrium cannot be reserved alone, Atrium may only be reserved with Great Hall use, 23x79 (1,817 sq ft), reception capacity 100, limited use Friday-Sundays. Warming Kitchen: 21x14 (249 sq ft), no cooking on premises, warming ovens, microwaves, icemaker, refrigerators, freezer, counter space, close to loading dock.					
The Buffalo Soldiers Great Hall (Full)	\$200 p/h	\$300 p/h	\$250 p/h	\$400 p/h	\$450 p/h
The Buffalo Soldiers Great Hall (Half)	\$100 p/h	\$150 p/h	\$125 p/h	\$200 p/h	\$225 p/h
⇒ Audio/Video in Great Hall	\$100 per use	\$100 per use	\$100 per use	\$100 per use	\$100 per use
⇒ Risers in Great Hall (low stage)	\$250 per use	\$250 per use	\$250 per use	\$250 per use	\$250 per use
Atrium (Lobby)	\$35 p/h	\$40 p/h	\$40 p/h	\$45 p/h	\$60 p/h
Warming Kitchen	\$20 p/h	\$30 p/h	\$25 p/h	\$35 p/h	\$40 p/h
*Courtyard (Available with Great Hall use or entire facility use)	\$25 p/h	\$35 p/h	\$30 p/h	\$40 p/h	\$45 p/h
Large Activity Rooms: Ellsworth Room: 50x27 (1,350 sq ft), Fenton Room: 43x27 (1,161 sq ft), Spring Room: 31x46 (1,426 sq ft), standing: 100-120, conference style: 60-90.					
Fenton Room	\$40 p/h	\$45 p/h	\$45 p/h	\$50 p/h	\$75 p/h
Spring Room	\$40 p/h	\$45 p/h	\$45 p/h	\$50 p/h	\$75 p/h
Ellsworth Room (full)	\$40 p/h	\$45 p/h	\$45 p/h	\$50 p/h	\$75 p/h
Small Conference Rooms: Colesville Room or Ellsworth Room (divided): 24x27 (648 sq ft), standing: 32-60, conference style: 20-30, reception: 30-45. Courtyard: must book with other rooms (ask staff for details), 50x20 (1,000 sq ft), lighted, indoor access only.					
Ellsworth Room (divided)	\$25 p/h	\$30 p/h	\$30 p/h	\$35 p/h	\$45 p/h
Colesville Room	\$25 p/h	\$30 p/h	\$30 p/h	\$35 p/h	\$45 p/h

VETERANS PLAZA

	Hourly Montgomery County Non-profit Rate		Hourly Montgomery County Resident / Small Business Rate		Hourly Out-of-County or Commercial
	Mon-Friday	Sat-Sunday	Mon-Friday	Sat-Sunday	All times
Veterans Plaza:					
(Full)	\$125 p/h	\$175 p/h	\$150 p/h	\$225 p/h	\$225 p/h
(Lighted Pavilion Half)	\$90 p/h	\$120 p/h	\$100 p/h	\$150 p/h	\$175 p/h
(Non-Pavilion Half)	\$60 p/h	\$75 p/h	\$75 p/h	\$100 p/h	\$125 p/h
*Veterans Plaza Please note: for concerts, festivals, or live entertainment on the Plaza, event proposals must be submitted to the Operations Manager					