



## Policies and Procedures

### Silver Spring Civic Building at Veterans Plaza

One Veterans Place, Silver Spring, MD 20910

(240) 777-5350



It is the policy of the Interagency Coordinating Board to encourage and promote community use of the Silver Spring Civic Building, which includes the Veterans Plaza without regard to race, gender, age, national origin, color, creed, disability, sexual orientation or impairment. The Civic Building is available to County residents, community groups, non-profit organizations and businesses as well as nonresidents.

CUPF will coordinate use of the Civic Building with the primary occupant, the Silver Spring Regional Services Center. New users will be required to sign a Facility Use License Agreement (FULA).

### Conditions for Use

The Civic Building is available for a variety of purposes by private individuals, non-profit organizations and businesses. In addition to classes, meetings, community celebrations, personal celebrations are allowable. Users are responsible for adhering to the restrictions listed in the FULA. As specified in the FULA, the user is responsible for ensuring that any vendors in their employ have sufficient insurance and hold any required licenses and permits. The user is responsible for obtaining any applicable special permits at their own expense. Approval by the SSCBVP operations manager may be required prior to scheduling unusual or novel requests. Examples of unusual requests may include use of large tents, grills and outdoor heaters on Veterans Plaza, street closings, etc. The County reserves the right to add additional conditions to ensure public safety and protection of property.

### Application for Use

Individuals or groups wishing to use the Civic Building must submit:

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).

Applicants must be at least 21 years of age to sign the Request and Agreement, and the person signing must be in attendance at the event. Requests for use may be made no earlier than 12 months prior to the rental date; however, requests for use of the entire Great Hall may be made no earlier than 18 months with CUPF approval. Additional information may be requested prior to scheduling a special event in the Great Hall or Veterans Plaza.

In accordance with limitations stemming from financing the building with public bonds, permits will be limited to durations of six months, but may be renewed up to a maximum of five years. To prevent any one group from monopolizing the building, any single group's use may not exceed 156 hours (the equivalent of 3 hours per week a year) in a 12-month period. Exceptions would only be granted with approval by CUPF's Director.



## Priority

Forms received simultaneously, based on the date (or window as applicable) received, will be scheduled according to the following priority:

- Silver Spring Regional Center (SSRC) programs
- County Departments
- County funded agencies (M-NCPPC, MCPS, HOC, MC, and WSSC) and local jurisdictions within Montgomery County (Cities of Rockville, Gaithersburg, etc.)
- Nonprofit organizations
- County residents
- Montgomery County-based commercial entities
- State, DC and Federal Agencies
- Out-of-County entities

## Payment Policy

**With the exception of special events in the Great Hall and Veterans Plaza, rental fees are due in full with the Application for Use.**

In recognition of the expense associated with use of the Great Hall and Veterans Plaza, payment schedule follows:

- Great Hall (GH) or Veterans Plaza (VP) applications must be accompanied by a non-refundable confirmation fee (\$250). The confirmation fee will be applied to the total cost of the permit.
- 14 days after approved permit is issued, half of the permit cost is due. The remaining balance is due no later than 90 days prior to the event start date.
- \*Non-profit organizations booking a consistent pattern of use (same room/time/day), with renewable durations of 6 months or more, and charges amounting to more than \$250 per month may request a monthly payment plan.

## Refunds / Cancellations

**All cancellation requests must be in writing.** CUPF will refund fees paid by the user to CUPF to permit the use of the Civic Building in accordance with its cancellation policy. In the event of cancellation by CUPF, the user's account will be credited in full.

### Great Hall or Veterans Plaza

A portion of the facility fee will be retained in addition to the confirmation fee as follows:

- |                                    |                                    |
|------------------------------------|------------------------------------|
| • 60+ calendar days notice:        | \$250 confirmation fee             |
| • 46-59 calendar days notice:      | 25% of facility charges            |
| • 30-45 calendar days notice:      | 50% of facility charges            |
| • 15-29 calendar days notice:      | 100% of facility charges           |
| • 14 or less calendar days notice: | 100% of facility and staff charges |

A special event can be re-scheduled one time with at least 30-days notice. The confirmation fee will be retained.

### All other rooms

- |                              |   |
|------------------------------|---|
| • More than 10 business days | \$25 retained - remaining charges refunded  |
| • Between 10-5 business days | all facility fees will retained, additional fees for equipment and staff will be refunded |
| • Less than 5 business days  | all fees will be retained   |

### Rain Credits (for steady rain throughout most of scheduled period) if event cannot be rescheduled

- |                  |  |
|------------------|--|
| • Courtyard      | 75% credit                                     |
| • Veterans Plaza | full refund (50% of confirmation fee retained) |

CUPF is not responsible for advertising, food, or any other costs associated with an activity when the Civic Building is closed due to inclement weather or other emergency.

## Insurance

**All permit holders must provide a Certificate of General Liability Insurance naming “Montgomery County Government” as additionally insured.**

The permit holder or agent providing service on their behalf must provide Liquor Liability Insurance naming the County as Additional Insured if the user is serving alcohol. Permit holders are responsible for securing catering and support services, e.g., photographer, event supplier, disk jockey, that has the necessary certificates, licenses and insurance. The County is not liable for lost or stolen equipment or supplies by catering or other service providers used by permitted user.

## Security

CUPF reserves the right to assign additional County security to any indoor event that it deems appropriate, which the permit holder is required to pay as part of the rental fee. Scheduling and payment for security coverage for outdoor events by the Montgomery County Police Department will be the responsibility of the permit holder when required.

## Signage and Advertising

With prior approval, a user may place temporary signs on the Civic Building grounds during the actual hours of the scheduled activity. At the conclusion of the use of the building, the user must immediately remove the signs. The permit holder, and any person acting under the user’s authority, must comply with all applicable sign laws, including laws regarding the placement of signs on utility poles, trees, fences or on county or state rights-of-way.

A user must clearly identify on all advertising materials the name of the user, the name of any individual or user sponsoring the use, and the purpose of the use. A user may not use initials, abbreviations or logos which are not expressly defined in the advertising material. The purpose of the use must be clearly stated and must conform to the purpose identified in the Application for Use. All announcements and advertisements must include the following statement: *This activity is not sponsored by, associated with or endorsed by Montgomery County Government.*

## Food Service and Beverages

Light snacks and beverages are permitted in meeting and activity rooms. However, additional charges will apply if the room is not returned to its original state.

**The warming kitchen may be permitted for events involving food service based on availability.** Food must be pre-prepared and heated only. No cooking, frying or preparing food that extends beyond heating/warming is permitted.

**Service of alcohol may be permitted provided full compliance with applicable State and County laws and**

**Regulations.** *State licensed server is required for events with the sale of alcohol through cash bar, donation, ticket sale, etc.*

- **Alcohol (with sales):** Required License: one-day CLASS C, issued by Board of Liquor. Applicants for this license must provide proof of registration as a non-profit under the appropriate section of the IRS tax code 501(c) (3), (4), (6), (7), etc. Typical uses include: fundraiser, volunteer recognition, or organizational membership reception/dinner, etc. events with sale of alcohol (i.e. cash bar, donation, ticket sale, etc.) [Silver Spring Civic Building Class C 1-Day Special License Application](#)
- **Alcohol (without sales):** permit holder must submit an alcohol plan for approval by SSCBVP operations manager. Typical events include: wedding, birthday party, retirement party, Quinceañera, Mitzvahs, etc.

Permit holder is required to pay for additional security officer(s) when alcohol is present. CUPF reserves the right to assign additional building service staff to any indoor event that it deems appropriate, which the user is required to pay as part of the rental fee. Additional charges will apply if the room requires more than the normal allotted time to return a room to its original state and make it available for use.

## Deliveries and Set Up

The schedule for deliveries must be approved by SSCBVP staff prior to delivery. All deliveries for functions must be made via the loading dock entrance located on Veterans Place behind the Civic Building. Caterers and other vendors must use their own hand-trucks to deliver food or equipment.

All County-owned furniture and equipment must be set-up and removed by County staff or County contractors.

## Performance, Music, and Special Equipment

Music in the Great Hall is permitted but only if so indicated on the Application for Use. Live bands may be permitted in the Great Hall or Veterans Plaza with prior approval from CUPF/SSCBVP. Event must comply with County Noise Ordinances.

Smoke, haze, fog machines, or similar devices are strictly forbidden. Equipment such as strobe lights, popcorn machines, and/or other specialty party devices is not allowed. **Should the fire alarm, smoke detectors, or any other safety system be activated as a result of user equipment, additional fees may be incurred at permit holder's expense.**

Prior to the event taking place, the permit holder must identify and receive approval from staff for use of special equipment.

## Decorations and Equipment

Users may decorate the space permitted to them with prior approval, but must comply with the following:

- Special equipment requirements should be approved in writing prior to the rental event.
- Items may not be attached to walls, lighting fixtures, ceiling, etc. \*Exception: blue painters tape.
- Tampering with thermostats, light fixtures, furnishings, or other Civic Building equipment is prohibited.
- Helium balloons may be used only when properly affixed and weighted.
- Silly string is prohibited.
- Confetti is prohibited.
- Open flames is prohibited\*. \*Exception: prior to the event taking place, the permit holder must receive approval from SSCBVP staff for use of 1) small tabletop votive candles or 2) birthday cake candles or 3) candles used during a religious or similar ceremony. This approval must be documented on users permit prior to event taking place. .

## Portable Toilets – Outdoor Permits on Veterans Plaza

Free indoor access to restrooms will not be available for Veterans Plaza bookings. Users may request permission to place portable toilets on Veterans Plaza property. When approved, specific conditions will be outlined in the permit.



Interagency Coordinating Board Montgomery  
County, Maryland

Community Use of Public Facilities  
255 Rockville Pike, Suite 201,  
Rockville, MD 20850

General Information 3-1-1 Call Center  
TTY 1-800-735-2258  
[cupf@montgomerycountymd.gov](mailto:cupf@montgomerycountymd.gov)