



# M-NCPPC WHEATON HEADQUARTERS SPECIAL USE PERMIT APPLICATION

Event Date Requested:      /      /      Event Start Time:     :     AM/ PM Event End Time:     :     AM/ PM  
MM / DD / YYYY

**Location Requested:** Main Lobby      2<sup>nd</sup> Floor Lobby      3<sup>rd</sup> Floor Conf. Room      Auditorium  
Request to bring livestreaming equipment      Use of Auditorium Audio/Visual Equipment

**Estimated Attendance:** \_\_\_\_\_

**Type of Special Permit Requested (select one):**

Meeting      Presentation      Training      Other (Please describe): \_\_\_\_\_

Please attach an additional page(s) describing the event. The event description can include a written description, photos, agenda, flyer, etc.

Part of Special Event Request? Y/ N If yes, Event Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_  
FIRST      LAST

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY      STATE      ZIP

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Will any Dignitaries or VIP's be attending? (e.g. elected officials, celebrities)? NO YES

If yes, please list names:

Special Instructions:



## Guidelines for External Customers Use of M-NCPPC Wheaton Headquarters Permitted Areas

The Wheaton Headquarters (HQ) facility at 2425 Reddie Drive is owned and operated by The Maryland-National Capital Park and Planning Commission (M-NCPPC). This facility is **not** a Montgomery County Government-owned or operated facility. Event/meeting organizers must comply with all M-NCPPC rules and regulations and with all municipal, state, and federal laws and regulations, and are responsible for ensuring the compliance of all event participants and spectators. Specific guidelines for special event use/rental of the Wheaton HQ facility must also be followed and are outlined below. Any users found to be in violation of the guidelines or regulations will be subject to all applicable fines and penalties, including the immediate closing of the event and loss of future permitting and use privileges.

The Permitted Areas in this facility are those spaces which may be used for approved purposes and are detailed below. Use of these spaces requires advanced approval through the M-NCPPC Park Permit process.

Permitted Area Name	Location	Maximum Capacity	IT/AV Support
Main Lobby	First Floor	100 Standing	Not available
2 <sup>nd</sup> Floor Lobby	2 <sup>nd</sup> Floor (Outside Auditorium)	100 Standing	Not available
Auditorium*	2 <sup>nd</sup> Floor	200 Seated	See Audio/Visual (AV)/IT Additional fee will apply
3 <sup>rd</sup> Floor Conference Room	3 <sup>rd</sup> Floor (03-202)	36 Seated	WiFi

\*Reduced maximum capacity for tabled events  
No food or drink allowed in Auditorium

### General

- Uses of the Permitted Areas must be appropriate for an office-building setting and include meetings or conferences of professional organizations, community non-profits, and for government use. Political events are not permitted at this facility and approval of any event is at the sole discretion of M-NCPPC.
- All requests for use of Permitted Areas must be made at least 30 calendar days prior to the desired event date.
- The permitted days/hours of rental use of the facilities at Wheaton HQ are 9am to 11pm. Standard business hours are considered 9am to 5pm, Monday through Friday. Events/meetings scheduled for the evening must begin by 6pm. Due to scheduled M-NCPPC meetings, events may not be scheduled on Wednesdays or Thursdays.
- Events/meetings scheduled outside of standard business hours may be subject to additional staffing and security fees. More information on this can be found in the Staff and Security section below.
- Permitted Area rental rate(s) are as follows. Auditorium audio/visual services require an additional fee:

Permitted Area Name	Government Agency per hour rate	In-County (Non-Government) per hour rate	Out-of-County/For-Profit per hour rate
Main Lobby	\$75.00	\$100.00	\$150.00
2 <sup>nd</sup> Floor Lobby	\$50.00	\$75.00	\$125.00
Auditorium	\$75.00	\$100.00	\$150.00
3 <sup>rd</sup> Floor Conference Room (03-202)	\$25.00	\$30.00	\$50.00

- The M-NCPPC Park Permit Office will determine whether a security deposit is required for a permitted event. Security deposits may range from \$500 - \$2,000.
- The permit entitles the special event organizer (permitholder) to use the Permitted Area(s) in the facility only for the dates and times indicated on the permit, which is inclusive of set-up and clean-up time.
- Permitholder must have the permit on-site during the permitted activity. The permit must be shown to M-NCPPC personnel upon request. Areas not listed on the permit are not included in the reservation.
- The permit is for the sole use of the group or individual named on the permit contract and is not transferable.
- M-NCPPC reserves the right to cancel this permit with as much notice as is practicable.
- Facility reservation cancellations by the permitholder must be submitted in writing at least 7 calendar days prior to the date of the event and a fee of \$50 is required at the time of the request. Reservation changes must be submitted in writing at least 7 calendar days in advance of the permitted date and a fee of \$50.00 is required for each change. Cancellation and Change requests can be submitted via email to [parkpermits@montgomeryparks.org](mailto:parkpermits@montgomeryparks.org)
- If the desired location is deemed unsuitable for the proposed activities in a rental request, staff will work with the requestor to identify an alternate space (Permitted Area), subject to availability.
- Rental of the Wheaton HQ auditorium includes use of the chairs (Estimated Qty: 200) but does not include use of the Planning Board dais. This space also includes approximately (8) eight six-foot rectangular tables that can be used by permitholders.
- The 3<sup>rd</sup> Floor Conference Room spaces include chairs and conference tables.
- M-NCPPC does not provide additional tables and chairs beyond what is available in the Permitted Area. The permitholder is required to rent tables and chairs to accommodate an event in either lobby space or to supplement additional chair/table needs in the in the Auditorium or 3<sup>rd</sup> Floor Conference Rooms. Delivery and set-up must be coordinated with the Park Permit Office and Building Manager in advance.

### **Staff and Security**

- All events/meetings are required to have a Park Staff person on-site for the duration of the event, including setup and cleanup time. If an event is held outside of standard business working hours, a Park Staff person will need to be scheduled to be on-site and additional fees will apply.
- All events/meetings are required to have one Park Police Officer on duty in the building for the duration of the event including set up and clean up time.
- All event/meeting applications are reviewed by Park Police to determine if additional officers are required to be onsite. If your event/meeting requires additional security, you will be contacted to coordinate appropriate security arrangements.

- Standard rates for Park Staff and additional Park Police officers are as follows:

Service Professional*	Standard Service Rate per Hour	Notes
Park Staff	\$45 per staff	3 hour minimum
Park Police Officer	\$65 per officer	3 hour minimum

\*Rates will be higher if an event is scheduled on an M-NCPPC-observed holiday

### Entertainment, Music, and Décor

- Bands, amplified sound, and music must be maintained at acceptable levels and adhere to any special conditions of use or may be shut down. Entertainment should not be at a level as to disturb building occupants or the surrounding community.
- Decorations may not be affixed to walls, suspended from ceilings, or affixed to any handrails, or flooring. Nails, glue, tape, screws, push pins, metal hooks, or damaging adhesives on any surface are not allowed. Balloons, glitter, and confetti are not permitted inside the facility.

### Audio-Visual (A/V) / IT

- Livestreaming online of permitted activities in the Wheaton HQ Auditorium is **not** included in the rental. Users will **not** be permitted to stream events on M-NCPPC livestream channels. Permitholders may bring their own streaming equipment if they need to live stream an event. If permitholders need to stream events, additional coordination with M-NCPPC staff may be required to ensure system compatibility at an additional cost.
- Virtual conferencing using platforms such as Microsoft Teams, Microsoft Teams Live or Zoom is only available as part of the permitted use if the permitholders organization has the appropriate Virtual Teleconference License (VTC). M-NCPPC will not create virtual conferencing meetings for room rentals. Coordination with M-NCPPC staff prior to the event date may be required to confirm system compatibility.
- Authorization of the use of the Wheaton HQ Auditorium Audio-Visual and/or IT equipment is separate from authorization to rent this room. A/V and IT use in the auditorium must be specifically requested on the permitting application and will require an additional fee, otherwise that service will not be provided in the auditorium rental. Permitholders are not authorized to operate the A/V or IT systems.** Use of the auditorium’s A/V and/or IT systems will be permitted only when M-NCPPC’s IT vendor has been contracted to provide this service. There is a three-hour minimum required for the vendor and must allow 1 hour for set-up before the event and 30 minutes to shut down equipment after the event. Fees for this service are as follows:

Service Professional	Standard Service Rate per Hour	Mon-Fri (Before/After Hours) Rate per Hour	Saturday, Sunday, Holidays Hours Rate per Hour	Notes
IT Vendor/Service Technician	\$150.00	\$225.00	\$300.00	3 hour minimum

- Permitholders may be subject to additional fees/fines if equipment is used unsupervised and left unusable for future events.

### **Alcohol and Tobacco**

- No food or drink are permitted in the Auditorium. No beer or alcohol is allowed on-site unless specifically requested and approved by M-NCPPC. A separate permit may be required from Montgomery County – Alcohol Beverage Service.
- The use of tobacco products is not permitted anywhere in the Wheaton HQ building. This includes cigarettes, cigars, chewing tobacco, snuff or vaping.

### **Money Collection and Fundraising**

- No fundraising or charging admission or other fees is allowed at the Wheaton HQ without the express written permission of M-NCPPC.
- Event organizers hosting fundraising events must provide proof of their organizations 501(c)(3) or non-profit status or indicate how monies raised will be used or submit a signed letter from a charity or non-profit acknowledging the fundraiser.

### **Youth Events**

- One adult chaperone over 21 years of age is required for every 10 youths under 18 years of age. A chaperone list with names, addresses and telephone numbers should be submitted in advance of the event date.

### **Parking, Traffic, and Transportation**

- All parking in the building garage and surrounding parking lots require payment.
- Public paid parking is available in the underground garage, in the surface lot adjacent to the Wheaton HQ, and at other nearby locations in downtown Wheaton operated by the Montgomery County Department of Transportation. Please refer to <https://www.montgomerycountymd.gov/DOT-Parking/Parking-Facilities/WheatonPLD.html> for additional information including parking locations and fees.
- Use of the Wheaton Metrorail across from the Wheaton HQ or carpooling to events is encouraged to retain open public parking spaces for public use of parking.
- Additional Park Police Officers are required to be onsite for road closures or if traffic management is anticipated for your event. You will be contacted directly by Park Police to coordinate appropriate security measures.
- The permitholder may be asked to provide a detailed map outlining possible road closures for review and a traffic management plan to handle parking for attendees, VIPs, staff and volunteers, as well as plan of action for busing and or other forms of group transportation if needed.

### **Zero Impact**

- The event organizer/permitholder agrees to ensure proper care of the Permitted Area(s) in the Wheaton HQ and restore the Permitted Area(s) to the condition in which they were found. This includes placing trash and recycling in the proper containers, removal of any directional signage and decorations.
- Any damage or needed repairs will be the sole responsibility of the permitholder and will be deducted from the event security deposit and/or billed directly to permitholder as necessary.

**Liability Insurance**

- As determined by the Park Permit Office, all event organizers may be required to provide a valid certificate of liability insurance written by a carrier licensed to write insurance in the state of Maryland and listing M-NCPPC as an “additional insured” with limits of \$500,000 per person and \$1,000,000 per accident or injury incurred.

**Fee Schedule Summary**

Space Fees				
Permitted Area Name	Government Agency per hour rate	In-County (Non-Government) per hour rate	Out-of-County/For-Profit per hour rate	Notes
Main Lobby	\$75.00	\$100.00	\$150.00	
2 <sup>nd</sup> Floor Lobby	\$50.00	\$75.00	\$125.00	
Auditorium	\$75.00	\$100.00	\$150.00	
3 <sup>rd</sup> Floor Conference Room (03-202)	\$25.00	\$30.00	\$50.00	
Technology Fees (as needed)				
Service Professional	Standard Service Rate per Hour	Mon-Fri (Before/After Hours) Rate per Hour	Saturday, Sunday, Holidays Hours Rate per Hour	Notes
Auditorium Audio/Visual/IT Vendor/Service Technician	\$150.00	\$225.00	\$300.00	3 hour minimum
Staff and Security Fees (as needed)				
Service Professional	Standard Service per hour rate			Notes
Park Staff	\$45 per staff			3 hour minimum
Park Police	\$65 per officer			3 hour minimum

I acknowledge that I have read and understood the above rules/terms (5 pages) in its entirety and agree to abide by them.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_