Rockwood Manor Park Event Center  
Overnight Rules and Regulations  
11001 MacArthur Boulevard  
Potomac, MD  20854  
Office:  301.563.7510

RESERVATIONS:  Initial payment of 50% of the rental fee is required to secure a specific date for an overnight reservation. Once the initial payment is received, a rental/permit contract will be sent to the prospective renter. A signed contract/permit shall be returned to the Commission within 14 days. A failure to return the signed contract/permit within 14 days will result in a loss of the rental reservation date. A reservation is confirmed and becomes binding upon full payment of the rental fees AND the Commission receipt of a fully signed contract/permit within 14 days of delivery to the customer. If the signed contract/permit is not received within 14 days, then the prospective renter will be subject to a cancellation fee.

We accept payments by credit card (Visa/MC/Discover/Amex), checks made payable to ActiveMONTGOMERY (if your check is returned unpaid, your account will be debited for the original check amount, and electronically or via paper for the state’s maximum allowable service fee. Payment by check constitutes authorization of these transactions. You may revoke your authorization by calling 1-800-666-5222, ext. 2 to arrange payment for any outstanding checks and service fees due), cash or money orders.

Payment Schedule for Overnight Rooms:
- INITIAL PAYMENT of 50% of rental due at the time of booking
- FINAL BALANCE PAYMENT of 50% of rental is due 30 days (1 month) prior to the rental date

If a reservation is made less than 30 days prior to the rental date, then the full rental fee payment is due immediately at the time of booking.

Available accommodations:
- Individual Overnight Rooms in Skyview Lodge and Carolyn Cottage
- French House
- Group Cabin Reservations
- Individual Cabin Reservations

Cancellations by the Contract Holder:
All cancellations/changes must be in writing (e-mail, mail or fax) by the contract holder and sent directly to the Park Event Center’s Reservation office.
- 30 days or more prior to the rental date – If the contract holder cancels the rental 30 days or more prior to the event date, a $25 cancellation fee will be assessed
- 29 days or less prior to the rental date – If the contract holder cancels the rental 29 days or less prior to the rental date, 50% of fees paid will be refunded

Cancellations by the Commission: It is the Commission’s mission to ensure an extraordinary rental experience. If at any time any element of the event is found to compromise the facility or the Commission staff, the Commission reserves the right to cancel the event without reimbursement.

If the Event Center is unable to fulfill a contract /permit due to causes beyond the control of the Event Center, any payments, except for services already rendered, will be refunded in full or be applied to a future re-booking, which will be done under the same terms and rates of the original agreement.

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**Date Changes by the Contract Holder:**
- A one-time reserved date change done at least 180 days (6 months) prior to the reservation date is acceptable.
- More than one reserved date change by the contract holder or changes made less than 180 days will be treated as a cancellation. Cancellation policy will be applied.

**GENERAL INFORMATION:** Available for rent, upon availability, are ten hotel-style rooms with private bathrooms; the bungalow style French House with one shared bathroom, dining area, sitting room and kitchenette and three bunkhouse cabins. There are no televisions in the overnight rooms but they are wifi enabled. Rockwood Manor is not responsible for any personal property that is lost or damaged before, during or after a reservation.

**ACCOMMODATION DESCRIPTION:**
Ten hotel-style guest rooms and the French House can accommodate up to 37 people. Three climate controlled bunkhouse cabins can accommodate a total of 80 people.

- **Carolyn Cottage** – Each of the five bedrooms has a private bathroom. Bedrooms 1 and 2 are on the lower level and are easily accessible. Bedroom 1 has a queen size bed and bedroom 2 has a full size bed. Bedrooms 3, 4 and 5 are located on the upper level and are not handicapped accessible. Bedroom 3 has two single beds, bedroom 4 has a full size bed and bedroom 5 is loft-style with two full size beds and a kitchenette with dining table and chairs. There are no common areas. Linen is included.
- **Skyview Lodge** – Each of the five bedrooms has a private bathroom. Bedrooms 1 and 2 have two full size beds each and bedrooms 3 and 4 have a king size bed and a single bed each. Bedroom 5 is located down the steps on the lower level and has three single beds. Common areas are the lobby and the screened porch which are on the same level as bedrooms 1, 2, 3 and 4 and the kitchenette and dining area (with dining table and chairs) on the lower level outside of bedroom 5. There is an entrance on the lower level for easy access to bedroom 5, the kitchen and dining area. Linen is included.
- **French House** – The French House is a 3 bedroom bungalow with a sitting area and pull out sofa bed, dining area with dining table and 6 chairs, a shared bathroom and a kitchenette. Two of the bedrooms have 1 full size bed each and 1 bedroom has 2 single beds. The sofa bed is full-sized. Linen is included.
- **3 bunkhouse Cabins** – All of the cabins are climate-controlled but provide no refrigeration – bring your own coolers. Cooking is not permitted in the Cabins or in the screened in pavilion. Each has indoor restrooms with showers. Tall Timbers and The Oaks Cabin’s sleep 28 guests each with 14 bunk beds. Weston Hill Cabin sleeps 24 guests with 10 bunk beds and two partitioned areas with four single beds. A screened and lighted pavilion with ceiling fan and electrical outlets is provided for all to share. Linen is NOT included – bring a sleeping bag and pillow. Rental of the Cabins does not include access to the Manor House without the additional rental of a Manor House room

**LINEN:** One set of bed linen is provided per overnight room capacity (sheets, pillowcases) in the French House, Skyview Lodge and Carolyn Cottage. One hand towel, one wash cloth, and one bath towel is provided per person. Additional towels are available at an extra cost, subject to availability. Charges are assessed for missing linen. Linen, towels and pillows are NOT included for the bunkhouse cabins. Bring your own sleeping bag and pillow.

**CHECK-IN AND CHECK-OUT:** Check-in time for all overnight accommodations is 3:00pm. Check-out time is 11 a.m. Please check-in at the front desk in the Manor House to pick up room keys M-F. If arriving after hours, you may make arrangements with the front desk prior to your arrival. Return keys to the front desk of the Manor House during office hours or to the key drop box after hours located on the front porch of the Manor House. A lost key charge will be assessed if keys are not returned.

**FIREPIT/AMPHITHEATER:** The outdoor fire pit and amphitheater area is available for use, free of charge, during your overnight stay (only between 8am and 8pm). Rockwood Manor provides the wood and water only. Additional items are the responsibility of the contract holder. The fire pit may not be reserved and is available to all clients booked on the property. Outdoor amplified music is not allowed in this area.
MUSIC/NOISE ORDINANCES: All overnight guests must adhere to the noise ordinances established by Montgomery County. Rockwood Manor is situated in a residential area where the maximum allowable noise level for music in the overnight rooms and loud conversation in the rooms or outdoors is 55 DBA from 9pm – 7am on weekdays and 9pm – 9am on weekends and holidays. Amplified music is not permitted outdoors (including the fire pit and Cabin pavilion). Violators of the noise ordinance are subject to reservation cancellation.

CLEANING: Dishes are not provided in the overnight rooms or kitchenettes. Cooking is not allowed in the overnight rooms or kitchenettes. Bring your own paper products and eating utensils. All personal items must be removed from the room(s) at check out.

DAMAGE TO PROPERTY: Overnight accommodations are inspected upon checkout. A damage fee will be charged for any damage to the property of Rockwood Manor.

ALCOHOL/TOBACCO/CONTROLLED SUBSTANCES: All overnight rooms and accommodations are smoke-free. Smoking is permitted outdoors where ash receptacles are located. Possession or distribution of alcohol, illegal drugs or controlled, dangerous substances is prohibited. Alcohol is not permitted to be consumed on the grounds of the Park Event Center unless you are attending an event in the Manor House and the full service caterer and bartender have opened the bar during the actual event.

PETS: Dogs must be on a leash at all times on the property. Pets are not permitted in the overnight rooms and buildings. Working or therapy animals are permitted in the overnight rooms and accommodations. The client is responsible for any damages caused by and for cleaning behind any animals brought onto the property.

SAFETY/SECURITY: Emergency exits must be accessible at all times for Public Safety. Do not block any entrance or exit doorways. Parking is only permitted in designated parking spaces. Do not block any driveways.

TRANSPORTATION/PARKING: Rockwood Manor has 85 onsite parking spaces. It is the responsibility of the contract holder to inform the facility manager if a bus is contracted. The contract holder must submit a Rockwood Manor Form for Charter Buses and Shuttles, available on the website, to the reservations office 30 days prior to the reservation date. Buses contracted during the rental period may park in the parking lot adjacent to the French House and may not idle for more than five consecutive minutes when the vehicle is not in motion, with the exceptions of, 1) the vehicle is stopped due to mechanical or traffic conditions; 2) the engine is operating heating and cooling or auxiliary equipment; 3) to bring the engine to the manufacturer's recommended operating temperature or 4) to accomplish the intended use of the vehicle.

PETS AND WILDLIFE: Dogs must be on a leash at all times on the property. Pets are not permitted in the manor house and overnight accommodations. Working or therapy animals are permitted in the manor house and overnight accommodations. The client is responsible for any damages caused by and for cleaning behind any animals brought onto the property. In accordance with M-NCPPC regulations, pesticide applications are strictly prohibited on all park properties. Insect repellent applied to the body is permitted. No plants or wildlife shall be disturbed from their natural habitat or fed.

DISABILITY ACCOMMODATIONS: Arrangements may be made through the Reservation office 2 weeks in advance.

INDEMNIFICATION: The contract holder agrees to indemnify and hold harmless the Maryland-National Capital Park & Planning Commission (M-NCPPC) from and against all actions, liability, claims, suits, damages, costs, or expenses of any kind which may be brought or made against the Commission or which the Commission must pay and incur by reason of or in any manner resulting from injury, loss, or damage to persons or property resulting from his/her negligent performance of or failure to perform any of his/her obligations under the terms of this rental contract/permit.

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