

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.



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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.					
Great Hall (Full)	\$200 p/h	\$300 p/h	\$250 p/h	\$400 p/h	\$450 p/h
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
Please note: for concerts, festivals, or live entertainment on the Plaza, event proposals must be submitted to the Operations Manager.					