

## Montgomery Parks Fee Reduction Program

Montgomery Parks is committed to serving the needs of all residents of Montgomery County and recognizes that many residents are financially unable to participate in the activities offered at our fee-based facilities. Therefore, we have established a Fee Reduction Program, so these programs are available to as many county residents as possible.

### **The Fee Reduction Program offers two ways to save.**

- Half-off an eligible activity
- Biannually one book of discount coupons for 50% off admission to specific eligible facilities

The fee reduction is awarded based on an individual or family receiving eligible outside public assistance. The fee reduction is open to Montgomery County residents. Proof of residency is required along with supporting documentation confirming eligibility for reduced fees. An individual's or family's application will be approved annually. An approved application will qualify a participant for reduced fees on one activity each season. The seasons are roughly defined as:

Spring= March, April, May

Summer= June, July, August

Fall= September, October, November

Winter= January, February, March

Activities and class offerings are on a "first-come, first-served" basis and are subject to space availability.

There are many free activities and events throughout the year offered in our parks, nature centers, and facilities. Visit the [Montgomery Parks](https://montgomeryparks.org) website and view all the activities and upcoming events offered in the Program Guide each season.

To view the current Program Guides, visit <https://montgomeryparks.org/classes-camps/>.

Enjoying our outdoor spaces, playgrounds, and the beauty of our parks is always free!

## How To Apply for a Fee Reduction

There are two options for submitting your fee reduction application:

- You may email your application and supporting documents to [ActiveMONTGOMERYHelp@montgomeryparks.org](mailto:ActiveMONTGOMERYHelp@montgomeryparks.org). Emails will be received and reviewed during regular business hours, Monday through Friday, 9:00 am-5:00 pm.
- You may submit your application with supporting documentation\* at the park facility

Customers must create an ActiveMONTGOMERY account to be able to receive the fee reduction pass and register for activities.

\*Applications require supporting documentation for submittal. Supporting documentation includes:

- Proof of Montgomery County Residency (acceptable documents include a driver's license, utility bill, lease, or other documentation with a name and address)
- One (1) of the following:
  - Proof of assistance from the Department of Social Services
  - Eligibility by the Montgomery County Department of Recreation
  - Verification of Supplemental Security Income (SSI) (current year)
  - Proof you (or you and your dependents) reside in a shelter. (Letter from the shelter dated within a month of your application, if applicable, list your dependents living with you)
  - Proof of Rental Assistance (Public Housing, Housing and Urban Development (HUD), Sec 8, Housing Opportunities Commission (HOC))

If the application is submitted via email, a Help Desk Team member will review, approve, and upload the application and supporting documentation to the customer's account. Once approved, a fee reduction pass will be added to the customer's account with the approval date and one year expiration date. A confirmation email will be sent to the customer stating that the fee reduction pass has been added to their account for one year which qualifies them for a 50% fee reduction from one program per season.

If the application is submitted at the facility, the facility manager or delegate will review, approve, and upload the application with supporting documentation to the customer's ActiveMONTGOMERY account. When approved, a fee reduction pass will be added to the customer's ActiveMONTGOMERY account with the approval date and the one-year expiration date. The facility manager or delegate will provide a physical receipt or email receipt through the system confirming the fee reduction pass has been added to the account and/or registration for the activity is complete.

## 50% Fee Reduction for an Activity

### How To Apply for an Activity after a Fee Reduction Approval

- An application for a 50% fee reduction to the activity listed below may be submitted online to [ActiveMontgomeryHelp@montgomeryparks.org](mailto:ActiveMontgomeryHelp@montgomeryparks.org) or in person at the facility administering the activity.
- If approved, you may register for the activity online when registration opens at [ActiveMONTGOMERY](#).
- Each approved person may register for one eligible fee reduction activity per season (Spring, Summer, Fall, and Winter).
- Applicants for fee reduction must compete for space in an activity, class, etc., on a first-come, first-served basis, the same as anyone else.

### Eligible Activities for Fee Reduction

#### Ice Skating Lessons

Preschool Ice Skating 1, Preschool Ice Skating 2, Preschool Ice Skating 3, Youth Ice Skating 1, Youth Ice Skating 2, Youth Ice Skating 3, Teens and Tweens Ice Skating 1, and Adult Ice Skating 1.

#### Tennis Group Lessons

Beginner and Intermediate Tennis only

#### Golf Group Lessons

Beginner Golf Adult, Beginner Golf Junior, and Parent and Child Golf

#### Archery Group Lessons

Beginner Archery, Parent and Child Archery

#### Brookside Gardens

All programs are eligible except the hands-on workshops

#### Nature Centers

All nature center programs are eligible.

#### Parks Academy

All Parks Academy programs are eligible.

#### Summer Camps

Summer Camps are not eligible for fee reduction. Individuals interested in registering for Summer Camp are encouraged to apply for the Marye Wells-Harley Dream Camp Scholarship Fund.

Applications are available in January here: [Montgomery Parks Camps](#) or

<https://montgomeryparks.org/classes-camps/>

## Facilities with Activities Eligible for Fee Reduction

Facility Name	Phone Number	Email Address
Black Hill Discovery Center	(301)528-3480	<a href="mailto:BlackhillNature@montgomeryparks.org">BlackhillNature@montgomeryparks.org</a>
Brookside Gardens	(301) 962-1400	<a href="mailto:mcp-gardens@montgomeryparks.org">mcp-gardens@montgomeryparks.org</a>
Brookside Nature Center	(301)962-1480	<a href="mailto:MCP-BrooksideNC@montgomeryparks.org">MCP-BrooksideNC@montgomeryparks.org</a>
Cabin John Ice Rink	(301) 765-8620	<a href="mailto:CabinJohnIce@montgomeryparks.org">CabinJohnIce@montgomeryparks.org</a>
Locust Grove Nature Center	(301) 765-8660	<a href="mailto:MCP-LocustGrove@montgomeryparks.org">MCP-LocustGrove@montgomeryparks.org</a>
Maydale Nature Classroom	(301) 962-1496	<a href="mailto:MCP-Maydale@montgomeryparks.org">MCP-Maydale@montgomeryparks.org</a>
Meadowside Nature Center	(301) 258-4030	<a href="mailto:Meadowside@montgomeryparks.org">Meadowside@montgomeryparks.org</a>
Needwood Mansion	(301) 563-7530	<a href="mailto:Erin.Cagney@montgomeryparks.org">Erin.Cagney@montgomeryparks.org</a>
Parks Academy Activities		<a href="mailto:Ann.Levis@montgomeryparks.org">Ann.Levis@montgomeryparks.org</a>
Pauline Betz Addie Tennis at Cabin John	(301)765-8650	<a href="mailto:PBATennis@montgomeryparks.org">PBATennis@montgomeryparks.org</a>
South Germantown Driving Range	(301) 670-4670	<a href="mailto:SGDrivingRange@montgomeryparks.org">SGDrivingRange@montgomeryparks.org</a>
Wheaton Ice Arena	(301) 905-3000	<a href="mailto:WheatonIce@montgomeryparks.org">WheatonIce@montgomeryparks.org</a>
Wheaton Tennis	(301) 905-3030	<a href="mailto:WheatonIndoorTennis@montgomeryparks.org">WheatonIndoorTennis@montgomeryparks.org</a>

## Half-Off Admission Coupons

### How to Apply for an Admission Discount Coupon Book after a Fee Reduction Approval

- An application for an Admission Discount Coupon Book may be submitted online to the [Enterprise Division](#) or mailed to the Seneca House Office.
- When approved, the coupon book is mailed directly to the customer. Please allow two weeks to process and deliver coupon books.

### Mail or Email Applications for Admission Discount Coupons Only:

M-NCPPC, Enterprise Division Seneca House  
Attention: Fee Reduction Program  
14500-B Clopper Rd. Boyds, MD 20841  
301-670-3293  
Email: [Enterprise Division](#) at [enterpriseadmin@montgomeryparks.org](mailto:enterpriseadmin@montgomeryparks.org).

Once approved for the fee reduction program, an individual or family may apply for a discount coupon book. Coupon books containing three discount tickets will only be issued on a bi-annual basis (every 6 months) to the head of the household. Tickets are non-transferable and are good for any one of the following:

### Admission Coupon Discount – 50% off one admission for:

- A train ride at Cabin John Regional Park or Wheaton Regional Park
- A carousel ride at Wheaton Regional Park
- An hour boat rental or pontoon boat ride at Lake Needwood or Black Hill Regional Park
- Admission to a public skating session at Cabin John Ice Rink or Wheaton Ice Arena (skate rental not included)
- Admission to the Splash Park or Miniature Golf Course at South Germantown Recreational Park
- A regular bucket of balls at the South Germantown Driving Range
- A non-electric campsite at Little Bennett Campground

## Montgomery Parks Fee Reduction Application

### To Be Completed by All Applicants

Date: \_\_\_\_\_ ActiveMONTGOMERY Household Number: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Applicant's Date of Birth: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of individuals in the household applying for Fee Reduction	Date of Birth	Activity Number (Class, lesson, program)	Applying for Coupon Book Yes / No

**Important - You must provide the following documentation:**

- Proof of Montgomery County Residency (acceptable documents include a driver’s license, utility bill, lease, or other documentation with a name and address)
- One (1) of the following:
  - Proof of assistance from the Department of Social Services
  - Eligibility by the Montgomery County Department of Recreation
  - Verification of Supplemental Security Income (SSI) (current year)
  - Proof you (or you and your dependents) reside in a shelter.  
(Letter from the shelter dated within a month of your application, if applicable, list your dependents living with you)
  - Proof of Rental Assistance (Public Housing, Housing and Urban Development (HUD), Sec 8, Housing Opportunities Commission (HOC))

I certify that the above information is true and correct. (False information may lead to dismissal from the program).

Applicant’s Signature: \_\_\_\_\_

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**DEPARTMENT USE ONLY**

Approved By: \_\_\_\_\_

Facility/Location: \_\_\_\_\_

Date Approved: (If not approved, explain):

\_\_\_\_\_

\_\_\_\_\_

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

Number of Coupon Books Issued: \_\_\_\_\_ Serial Number(s): \_\_\_\_\_