



MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION
 Montgomery Parks, M-NCPPC, Park Permit Office, 2425 Reddie Drive, Wheaton, MD 20902
 Phone: 301-495-2525 | Fax: 301-495-2484 | Email: ParkPermits@MontgomeryParks.org |
 Website: ParkPermits.org

SPECIAL (Regional/Rec.) AND STANDARD (Local) PICNIC SHELTER REQUEST FORM

Today's Date: _____

Name of Park: _____ Shelter: _____

Time: All Parks Shelters: 9am -8pm Standard shelters only 9am -2pm 3pm -8pm

Requested Date: _____ Number in Attendance (cannot exceed shelter size) _____

Contact Person: _____

Name of Group or Organization (if applicable): _____

Address: _____

Email Address: _____

Telephone Number (s): Work: _____ Home: _____ Cell: _____

Purpose of Reservation: _____

Payment must be made at time of reservation, we accept MasterCard, Visa, American Express, Discover, Cash, Checks and Money Orders

NOTE: Checks and money orders should be made payable to Active Montgomery.

RESIDENT FEES:

- Standard Shelters: \$110.00 (all day); \$80 (9am – 2pm or 3pm -8pm), plus \$150 refundable security deposit per shelter.
- Special Shelters: \$170 per day; Black Hill large shelters \$250 per shelter, plus \$150 refundable security deposit per shelter.

NON-RESIDENT FEES:

- Standard Shelters: \$130.00 (all day); \$95 (9am-2pm or 3pm-8pm), Plus \$150 refundable security deposit per shelter.
- Special Shelters: \$200 per shelter; Black Hill large shelters \$300 per shelter, plus \$150 refundable security deposit per shelter

Please read the following regulations and then sign below:

- The use of beer or alcohol is strictly prohibited.
- No collection of fees or other monies on Park property.
- Two-thirds of the attendees must be Montgomery or Prince George's County Residents.
- **Rental Fees Are Non-Refunable.** A \$50 charge will be assessed for reservation changes. Changes must be made at least one week in advance and in writing.
- Catering is allowed at Black Hill, Damascus and Rock Creek Regional Park ONLY.
- Charcoal fires only. Gas grills, wood burning fires and generators are prohibited.
- All conditions of use/rules and regulations are stated on the facility permit.

I have read and will abide by the rules stated above.

Signature: _____ Date: _____

FOR OFFICIAL USE ONLY:

Date permit issued: _____ Amount: _____

Permit Number: _____ Receipt Number: _____ Initials: _____

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION (M-NCPPC)
GENERAL FACILITY USE RULES & REGULATIONS

All M-NCPPC Park Facility permits ("Permit") are subject to the following rules and regulations and to the specific rules or conditions that are stated on the facility permit.

1. The Permit entitles the permit holder to exclusive use of the facility reserved; only for the dates and times indicated on the Permit (***no additional setup/cleanup time is allowed***).
2. All trash **MUST** be taken with the permit holder for proper disposal/recycling.
3. The number of persons in the permitted group may not exceed the maximum group size stated on the Permit.
4. The permit holder must have the Permit on-site during the permitted activity. The Permit must be shown to Park personnel upon request.
5. The reserved facility is subject to inspection at any time by any authorized M-NCPPC representative to assure compliance with applicable rules and regulations.
6. The permit holder is not allowed to collect admission fees, or to sell, or offer for sale, any merchandise, article or thing whatsoever, ***including food and beverages***, without a permit specifically authorizing such activity.
7. The permit holder is not allowed to practice, carry on, conduct or solicit for any trade occupation, business or profession, or to exchange monies or tickets in connection with the permitted activity, without a permit specifically authorizing such activity.
8. The presence or consumption of ***beer or other alcoholic beverages is strictly prohibited*** on Park property, except for designated, exclusive-use Group Picnic Areas.
9. The use of tobacco products within Commission facilities and on or around athletic fields is prohibited.
10. The permit holder is responsible for maintaining orderly conduct among all persons attending the permitted activity.
11. Vehicle parking is allowed in designated parking areas only.
12. The posting of directional signs or balloons on Park property is allowed for the duration of the permitted activity only. All items posted must be immediately removed upon completion of event.
13. The permit holder is responsible for removing all signs and leaving the facility in clean, orderly condition. The permit holder assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of Park property resulting from the permitted activity. Failure to comply will result in forfeiture of the entire security deposit and, if necessary, the permit holder will be billed for any additional cost for repairs or replacement of damaged items or cleanup required.
14. Live bands, loud or offensive music, or any excessive noise which disturbs the peace is prohibited in any Park area.
15. M-NCPPC reserves the right to cancel any Permit with as much notice as is practicable. Cancellation by the permit holder will be subject to applicable fees/fines.
16. M-NCPPC is absolved of all responsibility and liability for any damage, injury or loss sustained by persons or property as a result of the permit holder's negligence or that of any member of permit holder's group.
17. Dunking booths, pony rides, and other amusements involving animals are specifically prohibited. Only sports, games or play equipment that is authorized by M-NCPPC is allowed at the site.
18. A key is necessary to access some park facilities and a key deposit is required. Keys must be picked up from and returned to, the same Park Permit Office ***IN PERSON*** on the ***second or third work day (and no earlier)*** following use of the park facility. Failure to return the key on time will result in forfeiture of the entire security deposit amount.
19. Violation of any rule or condition of the Permit is cause for immediate revocation of the Permit, loss of permit privileges, and forfeitures of any fees/deposits paid for the Permit. Any person violating the provisions of M-NCPPC regulations may be issued a civil citation and, if convicted, be punished by a fine not to exceed \$50.00 for the first offense. See Article 28, Section 5-113(b)(3).
20. Buses are prohibited on Park Property on weekends except by special permit.
21. The permit holder must be at least 21 years of age and must be present during the period stated on the Permit.
22. At least two-thirds of the group attending a function held in an M-NCPPC Park Facility must be residents of Montgomery or Prince George's County, Maryland.
23. Catering is permitted only at the exclusive-use Group Picnic Areas, Park Activity Buildings, Damascus Regional Park, Rock Creek Regional Park, and the large picnic shelters at Black Hill Regional Park. Park Manager approval will be required. Catering is not permitted at all other regional parks (Wheaton, Cabin John, Rock Creek, and the small shelters at Black Hill) and local parks.

In the event of an emergency or any occurrence/problem that interferes with the permit holder's access to or use of the permitted park facility, contact Park Police at 301-949-3010.

SIGN HERE