

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION Montgomery
Parks, M-NCPPC, Park Permit Office, 2425 Reddie Drive, Wheaton, MD 20902

P: (301) 495-2525 | E: ParkPermits@MontgomeryParks.org | W: ParkPermits.org

PARK ACTIVITY BUILDING PERMIT REQUEST FORM

Today's Date: _____

Name of Park Activity Building: _____ Requested Date(s): _____

Please check the time block(s) you wish to reserve (4-hour minimum).

- 10 a.m.–2 p.m. 2 p.m.–6 p.m. 6 p.m.–10 p.m. **10 p.m.–11 p.m.** (please contact permit office 301-495-2525)

NOTE: Setup and cleanup time must occur within the hours rented. No extra setup/cleanup time is provided or allowed.

We recommend checking the facility prior to submitting this request.

Please inquire in advance if you have questions regarding building capacity or facility amenities such as AC, tables, and chairs.

Person in Charge: _____

Name of Group or Organization (if applicable): _____

Address: _____

Email Address: _____

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

Purpose of Reservation: _____

Number in Attendance: Adults _____ Teens _____ Children _____

Payment must be made at time of reservation, we accept MasterCard, Visa, American Express, Discover, Cash, Money Order and Check.

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

I certify/understand that:

- I have read all conditions of use/rules and regulations stated on the facility permit.
- Rental Fee and refundable security deposits (key & damage) are due at time of reservation.
- The use of beer or alcohol is strictly prohibited.
- No fees or other monies will be collected.
- I also understand and agree that if I fail to pick up the facility key 2-3 workdays before my date of event, the **entire security and key deposit will be forfeited.**

IMPORTANT:

- **CANCELLATION POLICY:** Fee is eligible for a partial refund **only** if the reservation is canceled at least 30 days prior to the reservation date. If it is canceled less than 30 days in advance, the fee is **non-refundable.**
- A **\$50** fee will be assessed for cancellations.
- A **\$50** fee will be assessed for reservation changes (Changes must be made at least one week in advance).
- A **\$150 fee** will be assessed if any authorized M-NCPPC Representative is required to open a facility due to a lost or misplaced key

Signature of Person in Charge

Permit Number: _____

Receipt Number: _____

Silver Spring	Monday- Friday
Payments/Reservations*	8:30 a.m. to 5:00 p.m.
Key Pick-Up/Return Only*	8:30 a.m. to 5:00 p.m.
* Offices are closed weekends and holidays.	