



MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION Montgomery

Parks, M-NCPPC, Park Permit Office, 2425 Reedie Drive, Wheaton, MD 20902

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

SEASONAL PERMIT REQUEST FORM

Today's Date: _____

(Season runs Sept.1 through June 30)

Recreation Center: _____ Weekly Monthly [Week of Month: 1 2 3 4]

Day of Week: _____ Time Requested: _____

Start Date: _____ End Date: _____

[Centers can be reserved Monday through Thursday, 10am – 11pm, and Fridays, 10am – 6pm] **on the Hour**

Name of Group or Organization _____ Previous User Yes No

Contact Person: _____

Address: _____

_____ Email: _____

Telephone Number(s): Daytime _____ Evening _____

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 (damage and key) are due at time of reservation.
- No fees or other monies will be collected.
- The use of beer or alcohol is strictly prohibited.
- No smoking in any Park facility or on Park grounds.
- **All keys must be returned within a week following the last meeting date. No exceptions.**

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

For Office Use Only:

Permit Number: _____

Receipt Number: _____