



# 2023-24 LOTTERY APPLICATION INSTRUCTIONS

Please read carefully, and call us at 301-765-8650 or email [CabinJohnTennis@MontgomeryParks.org](mailto:CabinJohnTennis@MontgomeryParks.org) if you have questions or need help

## STEP 1: Fill out your APPLICATION

**For one hour of court time:** *Each individual applicant may apply for one hour of court time only.* Complete all information in the "Applicant #1" section of the Application, including your choice of day and starting time (on the hour only), plus a second and third choice if you like. You may be very general with your choices (for example, Monday, anytime between 1:00-5:00 p.m. as your first choice) but please be prepared to accept whatever time is allotted within that time frame.

**For two consecutive hours of court time:** Fill out the "Applicant #1" section of the Application, and a second person (your tennis partner) fills out the "Applicant #2" section of the *same* Application. Applicant #1 will be assigned your one-hour first, second, or third choice, if available, even if the second (consecutive) hour requested by Applicant #2 is not available.

**If you are interested in a two-hour block only** (and not interested in a one-hour block at all), please check the red box at the bottom of the form. In this case, both applicants will receive refunds (see Step 4) if two hours are unavailable as a block. We cannot fill requests for 1½-hour time blocks.

To make the lottery both equitable and expeditious, please submit *only one application per person*. Multiple applications will be disqualified, and you will not be eligible for any 2023-24 seasonal time. If you are awarded time, and later we find a second application was submitted by you, your awarded time will be revoked.

## STEP 2 – Submit your APPLICATION and DEPOSIT *Deadline: 7pm on Tuesday, February 28, 2023*

Submit your application in an envelope with your name, return home address, email and "TENNIS LOTTERY" clearly and legibly marked on the outside. Applications must be received by **7pm on Tuesday February 28, 2023**, at Pauline Betz Addie Tennis Center (7801 Democracy Blvd., Bethesda, MD 20817) to be included in the lottery. Applications may be mailed or dropped off at the Tennis Center. We cannot be responsible for the late arrival of mailed applications, so please mail early. Each Applicant must submit a \$100.00 check, made payable to **ActiveMONTGOMERY**. The name on the check must match the Applicant name on the Application. If two applicants apply for two consecutive hours of court time, both Applicants #1 and #2 must submit **separate**, pre-printed checks for \$100.00 with the Application.

## STEP 3 – COURT TIMES are assigned *Results posted Thursday, March 2, 2023*

The lottery begins on Wednesday, March 1, 2023. Requests will be allocated, and applicants will be given one of the three choices of court times from their application until all requests are filled, or all available times have been reserved. Incomplete or illegible forms cannot be considered. **REMINDER:** We are required to deposit your \$100 check upon receipt. If you receive court time, the \$100 will be applied to your total court fee. If you do *not* receive one of your three-time choices, we will contact you to try to find an acceptable alternative. If we cannot find a workable slot, we will issue a refund check (please allow 10-14 business days) or leave the \$100 credit on your ActiveMONTGOMERY account. Contracts will be emailed by **Friday, April 14, and signed copies are due back Friday, April 28, 2023.**

## STEP 4 – Make your FINAL PAYMENT *Deadline: Friday, June 16, 2023*

All permit invoices for seasonal court time will be emailed or mailed to the individual in whose name the one hour of court time is reserved (i.e., one contract and contract holder per one hour of court time = one permit invoice to and one payment from that contract holder). Payment can be made by 1) Visa, MasterCard, Discover and American Express online at [ActiveMONTGOMERY.org](http://ActiveMONTGOMERY.org); or 2) in person at Pauline Betz Addie Tennis Center with Visa, MasterCard, Discover, American Express, cash, or personal check (a single personal check for the balance due, pre-printed with the court holder's name and address). If you received two consecutive hours, two permit invoices will be sent out and two separate payments will be accepted. **PLEASE NOTE: A 10% late fee** will be added to any balance not paid in full by June 16, 2023. If the total account balance is not paid by **Friday, June 30, 2023**, the court time will be cancelled and resold and the deposit forfeited.



## 2023 – 2024 COURT FEES

Saturday – 32 WEEKS		
6am	\$672	\$21/hr.
7am to 9pm	\$1344	\$42/hr.
Sunday – 30 WEEKS		
6am	\$630	\$21/hr.
7am to 9pm	\$1260	\$42/hr.
Tuesday, Wednesday & Friday - 32 WEEKS		
6am	\$672	\$21/hr.
7am to 4pm	\$1088	\$34/hr.
5pm-10pm	\$1344	\$42/hr.
11pm	\$736	\$23/hr.
Thursday – 31 WEEKS		
6am	\$651	\$21/hr.
7am to 4pm	\$1054	\$34/hr.
5pm – 10pm	\$1302	\$42/hr.
11pm	\$713	\$23/hr.
Monday – 30 WEEKS		
6am	\$630	\$21/hr.
7am to 4pm	\$1020	\$34/hr.
5pm-10pm	\$1260	\$42/hr.
11pm	\$690	\$23/hr.

The season runs for 32 weeks - September 5, 2023, through April 15, 2024\*

**No refunds, substitutions or date/time change requests are permitted**

\*Some seasonal court time schedules are comprised of fewer than 32 weeks, due to holiday closures/early closings/late openings etc. **Fees have already been adjusted accordingly for slots affected by below dates.** In case of facility closures due to inclement weather, court times will automatically be extended an additional week.

### SEASONAL COURT TIME EXCEPTIONS

Seasonal Court time is **NOT** held on the following dates – fees listed above have been adjusted

Thursday, November 23	Facility closed for Thanksgiving
Sunday, December 24	No seasonal court time, Christmas Eve
Monday, December 25	Facility closed for Christmas
Sunday, December 31	No seasonal court time, New Year's Eve
Monday, January 1, 2024	No seasonal court time, New Year's Day

### IMPORTANT DATES

Tuesday, February 28, 7:00 p.m.	Lottery Applications due
Wednesday, March 1	Lottery process begins
Thursday, March 2	Results posted at the facility
Friday, March 3	Facility begins contacting Applicants who did not receive court time
Saturday, March 11	Additional Court time requests accepted
Friday, April 14	Contracts emailed to Applicants receiving court time
Friday, April 28	Signed permits due.
Friday, June 16	Final payment due
	-10% late fees assessed on all invoices paid after June 16.
Friday, June 30	Court time will be cancelled and resold if total account balance is not paid by this date



# 2023-2024 SEASONAL TENNIS LOTTERY APPLICATION

Pauline Betz Addie Tennis Center at Cabin John Regional Park ♦ 301-765-8650  
7801 Democracy Boulevard ♦ Bethesda, Maryland 20817 ♦ [www.CabinJohnTennis.org](http://www.CabinJohnTennis.org)  
♦ Email: CabinJohnTennis@MontgomeryParks.org

Please complete Application, print it out, sign and return with \$100 deposit, payable to ActiveMONTGOMERY  
See "Instructions" for more details.

All applications and checks must be received by **7:00 pm**  
on **Tuesday, February 28, 2023**, at 7801 Democracy Boulevard, Bethesda, Maryland 20817.

## APPLICANT #1

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Work/Cell/Other \_\_\_\_\_  
Home Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Email **REQUIRED** \_\_\_\_\_ DOB \_\_\_\_\_

	<u>Day of Week</u>	<u>Starting Time (on the hour)</u>	<u>Circle One</u>	<u>Court # (not guaranteed)</u>
1 <sup>st</sup> Choice _____	_____	_____	AM PM	_____
2 <sup>nd</sup> Choice _____	_____	_____	AM PM	_____
3 <sup>rd</sup> Choice _____	_____	_____	AM PM	_____

### FOR OFFICIAL USE ONLY

Day \_\_\_\_\_ Time \_\_\_\_\_ Court # \_\_\_\_\_

## APPLICANT #2

Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Work/Cell/Other \_\_\_\_\_  
Home Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Email **REQUIRED** \_\_\_\_\_ DOB \_\_\_\_\_

	<u>Day of Week</u>	<u>Starting Time (on the hour)</u>	<u>Circle One</u>	<u>Court # (not guaranteed)</u>
1 <sup>st</sup> Choice _____	_____	_____	AM PM	_____
2 <sup>nd</sup> Choice _____	_____	_____	AM PM	_____
3 <sup>rd</sup> Choice _____	_____	_____	AM PM	_____

### FOR OFFICIAL USE ONLY

Day \_\_\_\_\_ Time \_\_\_\_\_ Court # \_\_\_\_\_

**→ If YOU ARE INTERESTED IN TWO HOURS OF COURT TIME OR  
NOTHING AT ALL, PLEASE CHECK HERE:**

Pauline Betz Addie Tennis Center at Cabin John Regional Park



Seasonal Court Availability 2023-24

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time	Number of Courts Available						
6-7am	5	5	5	5	5	5	5
7-8am	5	5	5	5	5	5	5
8-9am	5	5	5	5	5	5	5
9-10am	5	5	5	5	5	2	2
10-11am	4	4	4	4	4	2	2
11am-Noon	4	4	4	4	4	2	2
Noon-1pm	4	4	4	4	4	2	2
1-2pm	5	5	5	5	5	2	2
2-3pm	5	5	5	5	5	2	2
3-4pm	5	5	5	5	5	2	2
4-5pm	2	2	2	2	2	2	5
5-6pm	2	2	2	2	2	2	5
6-7pm	2	2	2	2	2	2	5
7-8pm	2	2	2	2	2	0	5
8-9pm	2	2	2	2	5	0	5
9-10pm	5	5	5	5	2	0	0
10-11pm	5	5	5	5	2	0	0

**Please Note:** The chart above is meant to give seasonal court time prospects a more complete picture of the court time schedule, in order to aid the selection process and increase the odds of securing their first choice of the day of the week and time of day in the lottery process. In general, the court days/times that show fewer availabilities are reserved for Group Lessons. Special events, holidays, facility closures and other extenuating circumstances may also affect this schedule, which is subject to change.