



MONTGOMERY COUNTY DEPARTMENT OF PARKS

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Wheaton Sports Pavilion Field Reservation Process

Purpose:

This document outlines the procedures through which an individual, organization, or group can reserve the Wheaton Sports Pavilion operated by the Maryland National Capital Park and Planning Commission (M-NCPPC). The intent of the processes outlined herein is to maximize the use of the Wheaton Sports Pavilion in a manner that is fair, equitable, and consistent with the mission of the M-NCPPC.

Procedure for Booking Field for One-Time Use

An individual or group wishing to reserve a field for a single practice or game may do by contacting the Facility Manager via email WheatonSportsPavilion@MontgomeryParks.org with their reservation request. *Fields are available on a first come, first served basis pending availability.*

Any changes to a one time-use reservation must be made by contacting the Facility via email WheatonSportsPavilion@MontgomeryParks.org or by phone **(301) 905-3070** at least 14 days before your rental date. See Changes/Cancellation Policy for more details.

Fields for league or tournament play may not be secured through this procedure. See Procedure of Securing Leagues or Multiple Uses.

Procedure for Securing Field for Leagues or Multiple Uses

Because repeat use of a field for conducting league play involves added commitment on the part of both the individual/organization/group renting the field and M-NCPPC, a separate process for securing space must be followed.

- Application Deadlines:

Season	Requests taken starting	Permit Issued No Later Than
Spring (April-Aug)	January 1	February 28
Fall (Sept.-Nov.)	June 1	July 31
Winter (Dec.-Mar.)	August 1	September 30

All applications must be sent to the Facility Manager via email:

WheatonSportsPavilion@MontgomeryParks.org.

A printable application can be found at the end of this document.



Wheaton Sports Pavilion
11751 Orebaugh Avenue
Wheaton, MD 20902
WheatonSportsPavilion@MontgomeryParks.org





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Reservation is secured

1. The Facility Manager will email the Rental Agreement and an Invoice for all rentals, no later than the Permit Issued date.
2. Once the Rental Agreement is received, the group/organization submits the following to the Facility Manager within 30 days of the receipt of the Rental Agreement:
 - A signed copy of the Rental Agreement.
 - A current Certificate of Insurance naming M-NCPPC as additionally insured "6611 Kenilworth Ave., Riverdale MD 20737" in the amount no less than \$1,000,000.
 - A \$500 deposit or the full rental amount if total rental fee is less than \$500. Deposit is applied to the season's balance. The deposit will not be refunded for any cancellations or changes made to your permit.
 - Team Rosters including Names and Addresses for everyone participating in the league or event.
3. Payment:
 - Group/organization is responsible for payment in full. The renter can choose to pay the balance due in full at the time confirmation. In the event the rental carries over to consecutive months, a payment plan will be put in place. Each partial payment will be due the **first (1st)** of each month. In the event payment is not received, a *10% late fee* will be added to the rental contract after the **eighth (8th)** of the month.
 - Payment can be made online, in person or over the phone. Checks can be made payable to "ActiveMontgomery" with a memo indicating your permit number and should be mailed to:

Wheaton Sports Pavilion
C/O Wheaton Ice Arena
11717 Orebaugh Avenue
Wheaton, MD 20902

Changes, Cancellations, Weather Policy

1. **Changes:** Any changes to field reservations must occur at least 14 days in advance of the proposed Change. Only one booking change may be made per permit. Any changes made within the 14 day time frame will be considered a cancellation.



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- Cancellations:** Cancellations must be submitted in writing to WheatonSportsPavilion@MontgomeryParks.org at least 14 days prior to the rental dates. Individual booking cancellations will result a 25% administrative fee. Permit cancellations will result in the loss of the \$500 deposit. Failure to provide 14 days notice will result in a loss of all paid fees.
- Inclement Weather:** Montgomery Parks facilities follow Montgomery County *Government* closings (not Montgomery Country Public School closings). Up-to-date information regarding closures are posted on the facility website as well as on [Facebook](#). The renter may also sign up to receive the latest Parks Alerts as they happen through the county's [Alert Montgomery](#) system. If the facility closes, the Facility Manager will contact the renter directly prior to the rental start time. The Facility Manager will then work with the renter for find alternate rental dates. If an alternate date cannot be found, a refund will be issued to the user.

Facility Rules

- The renter may not sell or transfer field time, in part or in whole, to any other individual or group, for the same or different purposes or activity. The use of the Park facilities by any individual or group for commercial enterprise, for private profit or for fund-raising purposes, is strictly prohibited unless authorized in advance by permit. Unless otherwise stated and provided for herein, this Agreement does not guarantee the renter exclusive use of the entire facility: only the designated space for the expressed purpose or activity listed. All contracts/rental agreements are subject to change by M-NCPPC personnel.
- Groups must not enter the field until their designated rental time.
- Groups must start and end at scheduled, contracted times.
- Meeting/Party Room will be available at the start of the contracted party. The room must be cleaned and vacated at the end of your contracted time.
- The presence or consumption of alcoholic beverages on Park property is strictly prohibited.
- Wheaton Sports Pavilion is not responsible for lost or stolen items.
- Equipment provided by the Wheaton Sports Pavilion is not to be moved; please request assistance from staff. The renter assumes personal liability for the cost of breakage, vandalism or removal of Park property and assumes responsibility for the orderly conduct of the group.
- Paint or permanent markings on field, boards, or glass surfaces are prohibited.
- The renter understands they are responsible for adhering to all applicable Park Regulations while using the facility. Failure to comply with the conditions in this contract may result in the immediate cancellation of the event, and/or loss of rental and other fees paid.
- Skateboards, Skates, and Bikes are not permitted on the field. Service Pets are permitted, but all other pets are strictly prohibited.
- All vehicles must be parked only in designated parking spots.



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Wheaton Sports Pavilion

Facility Use Application

Date of Request	
Organization	
Contact Person	
Address	
Phone	
Email	
Is there another individual you would like to add to the Organization? If yes, please list Name, Address, Phone and Email	

Preferred Choice of Time(s):

Day	Time (From/To)	Start Date	End Date	Dates to be excluded	# of Dates

Alternative Choice of Time(s):

Day	Time (From/To)	Start Date	End Date	Dates to be excluded	# of Dates

Office Use Only:	Date Request Received	Staff Initials
	_____	_____



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