

Recreational/Regional Park Field Permit Request – GAME USE ONLY

Community Use of Public Facilities
255 Rockville Pike, Suite 201, Rockville, MD 20850
240-777-2711 www.montgomerycountymd.gov/cupf

Organization: _____

Representative: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Cell Work Home

Email: _____

Sport: _____ Adult Youth

Number of Teams: _____ Number of Participants: _____

Season Start: ___/___/___ Season End: ___/___/___
mm dd yy mm dd yy

Two-thirds or more of organization's players are residents of Montgomery County and/or Prince George's County:

- YES
 NO

(Rosters may be requested at any time. Permits will be revoked if fewer than 2/3 of players are County residents.)

CONDITIONS OF USE:

- Field use is for sanctioned leagues only, with paid officials and uniformed players.
- Field users must adhere to all Montgomery Parks guidelines to help keep fields in an acceptable condition for public use. Violation of permitting guidelines may result in fines or the loss of permitting privileges.
- Alcohol is prohibited, and use of tobacco is prohibited in or near playing areas.
- Vehicles must be parked in designated spaces only (carpooling is strongly encouraged).



APPLICATION SUBMISSION DATES:

Spring/Summer Season (April 1 – August 15)

December 1 – 15: Game requests from first priority users only*

Beginning December 16: Game requests from all other users

Fall Season (September 1 – November 30)

May 1 – 15: Game requests from first priority users only*

Beginning May 16: Game requests from all other users

* MCRD, City of Takoma Park Recreation, Adopt-a-Field groups, public/private partnerships or other contractual agreements, and special event/tournament requests

Recreational/Regional Park fields are closed December 1 – March 31 and August 16 – 31 for seasonal rest and maintenance.

APPLICATION PROCEDURES:

Application form and payment MUST be submitted to:

Community Use of Public Facilities (CUPF)

255 Rockville Pike, Suite 201

Rockville, MD 20850

You may submit applications by:

1. Mail
2. Fax (240-777-2743)
3. In person at CUPF offices

METHOD OF PAYMENT:

- Check/Money Order made payable to "Montgomery County Maryland"
 Visa/MasterCard

Name on Card: _____

Card Number: _____ CV Number: _____

Expiration Date: _____ Signature: _____

REFUNDS AND CANCELLATIONS:

Refunds will be issued only when game use is cancelled by M-NCPPC staff. Refund requests must be submitted to CUPF as follows:

Scheduled Field Time

April 1 – June 30

July 1 – November 30

Submission Date

No later than July 15

No later than December 15

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NOTE: This form must be completed to request a permit to reserve a Recreational/Regional Park field for GAME USE ONLY. Please view the list of fields closed for renovation at ParkPermits.org before completing your request. Attach additional copies of this form if your request does not fit on this page.

FEES

REGIONAL/RECREATIONAL PARKS

- Youth (Under 18), all sports, non-lighted fields \$18.00 per hour
- Youth (Under 18), all sports, lighted fields \$33.00 per hour
- Adults (18 and over), all sports, non-lighted fields \$27.00 per hour
- Adults (18 and over), all sports, lighted fields \$42.00 per hour

SYNTHETIC TURF FIELDS

(Blair High School and Fairland Recreational Park)

- Non-profit and County residents \$110.00 per hour
- Non-profit and County residents, with lights \$145.00 per hour
- Commercial and non-County residents \$180.00 per hour
- Commercial and non-County residents, with lights \$215.00 per hour

Minimum hours per use

- Weekdays 2 hours
- Saturday/Sunday/Holidays 3 hours
- Camps/Clinics/Classes 4 hours

NOTE: Lighting fee charged 7pm-11pm (April - September); 8pm-11pm (May and August); and 5pm-11pm. (October and November).

Field Name and Number	Field Type <small>R = regional S = synthetic</small>	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Historically Allocated? Y / N	Alternate OK? Y / N
TOTAL NUMBER OF FIELDS NEEDED										
EXAMPLE										
Wheaton RP #1	R	6-8pm			5-7pm		12-6pm		Y	N

NOTE: Historic users shall retain the first right of refusal for any fields reserved during the same season from the previous year. Historic fields that are not requested will be reassigned to another user.

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