Community Use of Public Facilities
MONTGOMERY COUNTY INTERAGENCY COORDINATING BOARD

Active MONTGOMERY

How to submit a reservation request -Customer Navigation
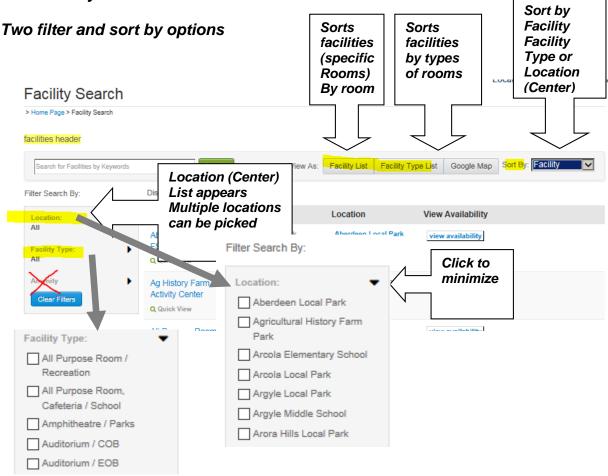
Log in
with
Your email

Home Page

User name

Function Page toggle

Sign out

Welcome, Community   My Account | My Wish List | Sign Out

Link to home page

Links to main reservation page with links to Facility view and Reservation page

Welcome to ActiveMONTGOMERY

We've combined the databases for Montgomery County Recreation, Montgomery Parks and Community Use of Public Facilities and created ActiveMONTGOMERY. Create your ActiveMONTGOMERY Account now!

My Account

Activities   Search

Activities ›
Browse and sign up for activities for the Summer 2016 Season! Search for activities using location, age or categories that interest you.

Facilities ›
Search for a facility for your next event. Login with your username and password to reserve the facility that suits your event and group.

Memberships ›
To purchase a membership, please click the Membership button and select the package you wish to purchase.

1

Step 1- View Availability
Step 2- Request Reservation

THIS PAGE ONLY
Use arrow key on browser
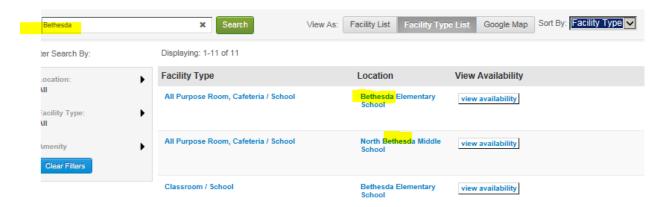To return if matrix page is opened

For other pages in ActiveMontgomery.org, use navigation links/button such as cancel, back, etc. Use GO BACK dropdown on the Reservation pages.

Step 1 – View Availability
View Facility Details

Two filter and sort by options

Sorts facilities (specific Rooms) By room

Sorts facilities by types of rooms

Sort by Facility Facility Type or Location (Center)

Facility Search

> Home Page > Facility Search

facilities header

Search for Facilities by Keywords   View As: | Facility List | Facility Type List | Google Map   Sort By: Facility

Location (Center) List appears Multiple locations can be picked

Filter Search By:

Location: All

Facility Type: All

Amenity

Clear Filters

Location   View Availability

Aberdeen Local Park   view availability

Filter Search By:

Location: ▼

Click to minimize

☐ Aberdeen Local Park

☐ Agricultural History Farm Park

☐ Arcola Elementary School

☐ Arcola Local Park

☐ Argyle Local Park

☐ Argyle Middle School

☐ Arora Hills Local Park

Ag History Farm Activity Center
Q Quick View

Facility Type: ▼

☐ All Purpose Room / Recreation

☐ All Purpose Room, Cafeteria / School

☐ Amphitheatre / Parks
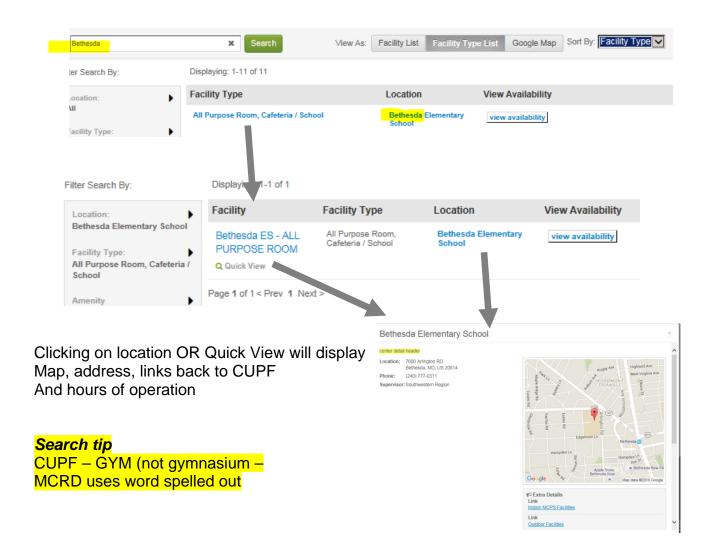
☐ Auditorium / COB

☐ Auditorium / EOB

Requires scrolling up to see results

Narrow search with a key word -will only pick up facilities, facility types or locations which have the entered work as part of field name.

Bethesda   ✕   Search   View As: | Facility List | Facility Type List | Google Map   Sort By: Facility Type

ter Search By: Displaying: 1-11 of 11

ocation: ll ▶ | **Facility Type** | **Location** | **View Availability** |

Facility Type ▶

All Purpose Room, Cafeteria / School   Bethesda Elementary School   view availability

menity ▶   All Purpose Room, Cafeteria / School   North Bethesda Middle School   view availability

Clear Filters

Classroom / School   Bethesda Elementary School   view availability

Using **Sort By** will give you different looking lists

3

Clicking on Facility Type will show specific room name
Toggle for more or less detail

Clicking on location OR Quick View will display
Map, address, links back to CUPF
And hours of operation

Search tip
CUPF – GYM (not gymnasium –
MCRD uses word spelled out

Click on View Availability

Only <u>available</u> times <u>7 days</u> in advance will show

Use > symbol to toggle forward and backward   < September 2016 >

Write down availability.
BOOK will not hold dates;
it toggles to Request
Reservation Page.

For an extended pattern – review a few weeks to see is pattern of use will be available.

SCHOOLS

View Available Times will display for the academic school day to accommodate school reservations and non-school days. Reservation requests for the academic time will be denied. For available times, please see the School Hours of Availability on the CUPF Resource Page
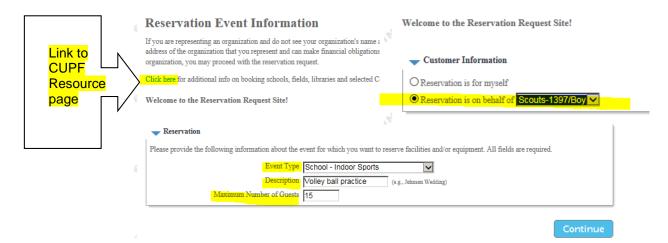
http://www.montgomerycountymd.gov/CUPF/Resources/Files/School%20Hours%20of%20Availability.pdf

Also see school calendar - attached

Step 2 – Request Reservation
Access Request Reservation with Book button or main navigation bar

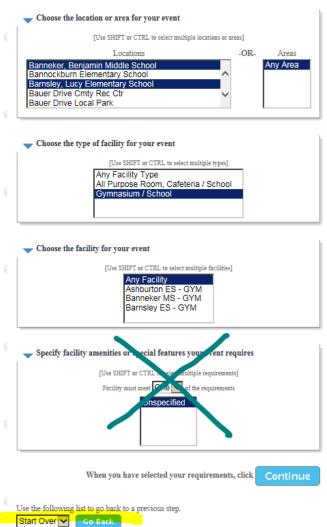Enter required information (ex. of individual/not linked & organization view)

Reservation Event Information

If you are representing an organization and do not see your organization's name a
address of the organization that you represent and can make financial obligations
organization, you may proceed with the reservation request.

Click here for additional info on booking schools, fields, libraries and selected C

Welcome to the Reservation Request Site!

Link to CUPF Resource page

Welcome to the Reservation Request Site!

▼ **Customer Information**

○ Reservation is for myself

◉ Reservation is on behalf of [Scouts-1397/Boy ▼]

▼ **Reservation**

Please provide the following information about the event for which you want to reserve facilities and/or equipment. All fields are required.

Event Type [School - Indoor Sports ▼]

Description [Volley ball practice]   (e.g., Johnson Wedding)

Maximum Number of Guests [15]

[Continue]

Event Type limits range of facilities that will display
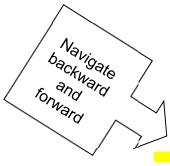
Search tips- Use Facility Detail first!

Select <u>Location</u> to look at a limited number of centers/schools
Select <u>Type of Facility</u> to search widely
Select <u>Facility</u> to narrow search (limits options)
IGNORE amenities

To multi-select-click on first item, hold down control key and select next, release hold, scroll to next item, hold down control key and click…and so forth

▼ Choose the location or area for your event

[Use SHIFT or CTRL to select multiple locations or areas]

Locations   -OR-   Areas

Banneker, Benjamin Middle School	Any Area
Bannockburn Elementary School	
Barnsley, Lucy Elementary School	
Bauer Drive Cmty Rec Ctr	
Bauer Drive Local Park	

▼ Choose the type of facility for your event

[Use SHIFT or CTRL to select multiple types]

Any Facility Type
All Purpose Room, Cafeteria / School
Gymnasium / School

▼ Choose the facility for your event

[Use SHIFT or CTRL to select multiple facilities]

Any Facility
Ashburton ES - GYM
Banneker MS - GYM
Barnsley ES - GYM

▼ Specify facility amenities or special features your event requires

[Use SHIFT or CTRL to select multiple requirements]

Facility must meet [One ▼] of the requirements

Unspecified

Navigate backward and forward

When you have selected your requirements, click [Continue]

Use the following list to go back to a previous step.

[Start Over ▼] [Go Back]

Select the locations you want to view further:

Reservation: Select Facility / Equipment

review selected candidates header

The following facilities/equipment match the criteria you specified in the previous step.
Use the check-boxes in the Select column to choose which item(s) to try to reserve.

Select	Attend	Qty	Name	Type	Reservation Unit	Location
☑	15	0	Ashburton ES - GYM	Facility	Minute	Ashburton Elementary School 6314 Lone Oak DR Bethesda, MD, US 20817 (240) 777-0311
☑	15	0	Banneker MS - GYM	Facility	Minute	Banneker, Benjamin Middle School 14800 Perrywood DR Burtonsville, MD, US 20866 (240) 777-0311
☑	15	0	Barnsley ES - GYM	Facility	Minute	Barnsley, Lucy Elementary School 14516 Nadine DR Rockville, MD, US 20853 (240) 777-0311

When you have selected the facilities/equipment to try to reserve, click **Continue**

Use the following list to go back to a previous step.
Facilities/Equipment Search ▾ **Go Back**

review selected candicdates footer

7

Chose dates and times:

Reservation Event Dates

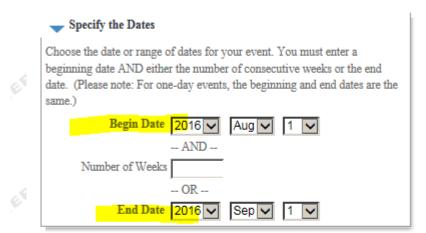Ashburton ES - GYM cannot be reserved more than 730 day(s) in advance.
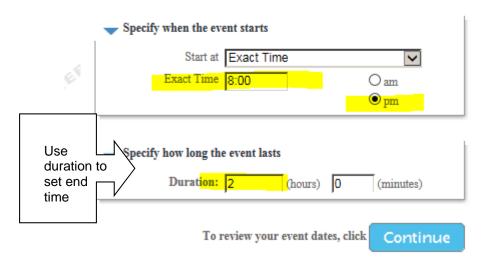Ashburton ES - GYM must be reserved at least 7 day(s) in advance.
Banneker MS - GYM cannot be reserved more than 730 day(s) in advance.
Banneker MS - GYM must be reserved at least 7 day(s) in advance.
Barnsley ES - GYM cannot be reserved more than 730 day(s) in advance.
Barnsley ES - GYM must be reserved at least 7 day(s) in advance.

▼ **Specify the Dates**

Choose the date or range of dates for your event. You must enter a beginning date AND either the number of consecutive weeks or the end date. (Please note: For one-day events, the beginning and end dates are the same.)

Begin Date 2016 Aug 1

-- AND --

Number of Weeks

-- OR --

End Date 2016 Sep 1

▼ **Specify when the event starts**

Start at Exact Time

Exact Time 8:00   ○ am

○ pm

Use duration to set end time →

Specify how long the event lasts

Duration: 2 (hours) 0 (minutes)
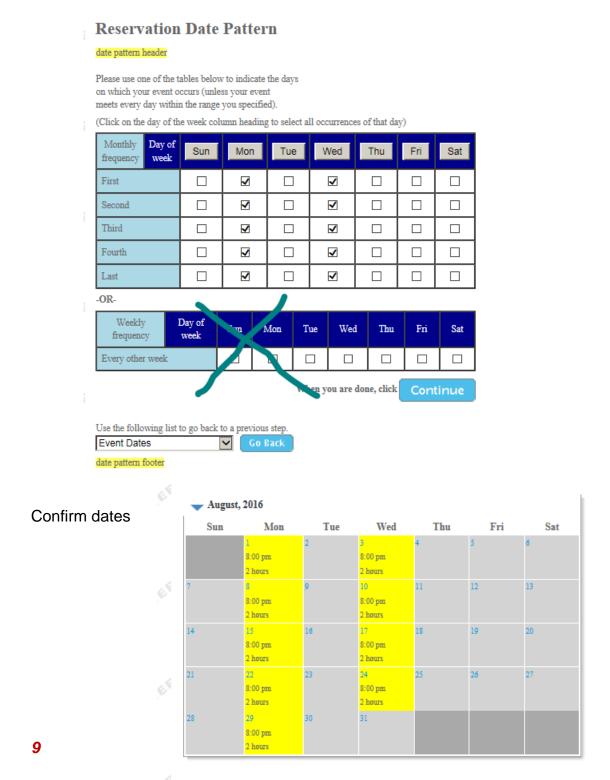
To review your event dates, click **Continue**

Use the following list to go back to a previous step.

Search Results   **Go Back**

8

If more than one date is selected, choose pattern. If only one date is selected, see next page.

Reservation Date Pattern

date pattern header

Please use one of the tables below to indicate the days on which your event occurs (unless your event meets every day within the range you specified).

(Click on the day of the week column heading to select all occurrences of that day)

Monthly frequency	Day of week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
First		☐	☑	☐	☑	☐	☐	☐
Second		☐	☑	☐	☑	☐	☐	☐
Third		☐	☑	☐	☑	☐	☐	☐
Fourth		☐	☑	☐	☑	☐	☐	☐
Last		☐	☑	☐	☑	☐	☐	☐

-OR-

Weekly frequency	Day of week	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Every other week		☐	☐	☐	☐	☐	☐	☐

When you are done, click **Continue**

Use the following list to go back to a previous step.
Event Dates ▾ **Go Back**

date pattern footer

Confirm dates

▼ **August, 2016**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 8:00 pm 2 hours	2	3 8:00 pm 2 hours	4	5	6
7	8 8:00 pm 2 hours	9	10 8:00 pm 2 hours	11	12	13
14	15 8:00 pm 2 hours	16	17 8:00 pm 2 hours	18	19	20
21	22 8:00 pm 2 hours	23	24 8:00 pm 2 hours	25	26	27
28	29 8:00 pm 2 hours	30	31			

All dates are available – with cost estimates at Non-Profit rate (=general public)
Make final selection

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
☐	Ashburton ES - GYM	Facility	Ashburton Elementary School 6314 Lone Oak DR Bethesda, MD, US 20817 (240) 777-0311	--	Charge : $306.00	0	Review selected times
☑	Banneker MS - GYM	Facility	Banneker, Benjamin Middle School 14800 Perrywood DR Burtonsville, MD, US 20866 (240) 777-0311	--	Charge : $306.00	0	Review selected times
☐	Barnsley ES - GYM	Facility	Barnsley, Lucy Elementary School 14516 Nadine DR Rockville, MD, US 20853 (240) 777-0311	--	Charge : $306.00	0	Review selected times

Select All
Deselect All

When you have selected the facilities/equipment to reserve, click   Continue

Use the following list to go back to a previous step.
[Customize/Review Event Date(s) ▼]   Go Back
resource search results footer

Review Selected Times allows you to delete a specific day or edit a specific time
use select to save

Candidate Search Detail

candidate search detail header

This page shows the times you've requested and which times are available at the facility.

If you would like to change the meeting date or time of your requested reservation, click on a date in the table below to see a calendar showing availability for this facility.

To resume facility selection, click   Select

Change Event Date and/or Time

change meeting date and time header

Original Date: Monday, August 15, 2016

▼ Event Date

Use the fields below to change your event date and/or time.

Event Date [2016▼] [Aug▼] [15▼]
General Time of Day [Exact Time   ▼]
-- OR --
Exact Time [8:00]   ○ am
             ● pm
Duration [1] (hours) [30] (minutes)

Change the event date and/or time, then click Save ✓

To cancel this request, click Remove

change meeting date and time footer

Fee will recalculate

Detail for Banneker MS - GYM

#	Day	Date	Requested Time	Available Time	Delete
1	Mon	Aug 1, 2016	8pm to 10pm	As requested	☐
2	Wed	Aug 3, 2016	8pm to 10pm	As requested	☐
3	Mon	Aug 8, 2016	8pm to 10pm	As requested	☐
4	Wed	Aug 10, 2016	8pm to 10pm	As requested	☐
5	Mon	Aug 15, 2016	8pm to 10pm	As requested	☐
6	Wed	Aug 17, 2016	8pm to 10pm	As requested	☑
7	Mon	Aug 22, 2016	8pm to 10pm	As requested	☐
8	Wed	Aug 24, 2016	8pm to 10pm	As requested	☐
9	Mon	Aug 29, 2016	8pm to 10pm	As requested	☐

to resume facility selection, click Sele[ct]

candidate search detail footer

Click on "Conflict" to delete unavailable dates

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Reservation Facilities/Equipment Availability

Please select one or more available items to reserve from the following list.

Request	Name	Type	Location	Deposit	Estimate	Processing Fee	Comment
☐	Ashburton ES - GYM	Facility	Ashburton Elementary School 6314 Lone Oak DR Bethesda, MD, US 20817 (240) 777-0311		-- Charge : $306.00	0	Review selected times
☑	Banneker MS - GYM	Facility	Banneker, Benjamin Middle School 14800 Perrywood DR Burtonsville, MD, US 20866		-- Charge : $263.50	0	Review selected times

Agree to waivers and answer questions

Please check any of the items you want included with your reservation request.

▼ Select Checklist Items

Agree to Waiver	Required	Description	Attachment
Initials: CU	Yes	CUPF Facility Use License Agreement	CUPF Facility Use License Agreement
Initials: CU	Yes	CUPF Payment Policy	CUPF Payment Policy
Initials: CU	Yes	CUPF School Use Guidline	User Education for school use

Please answer the following questions (* - required).

Questions (* - required field)

Sport?*
- ○ Badminton (net not available at all locations)
- ○ Basketball
- ◉ Volleyball (net not available at all locations)
- ○ Wrestling
- ○ Other

Number of adults expected at event:* 15

Number of youths expected:* 0

Optional equipment required (where available):
- ☐ Audio Visual (please specify in notes below)
- ☐ Piano
- ☐ Scoreboard Control Unit

Special instructions/Additional notes: Put up nets

Is request on behalf of an organization?*
- ○ No
- ◉ Yes

Name of organization:* Crazy Guys

When you are done, click **Continue**

Another ch

Use the following list to go back to a previous step.

Facilities/Equipment Search ▾ **Go Back**

Review and Submit

Reservation Review

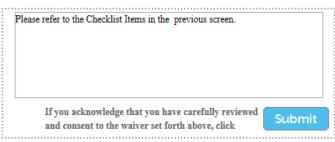**This is the final step in requesting your reservation!**

Review the information carefully.
When you click on the Submit button below, your request will be sent for confirmation.
Our staff will contact you to confirm your request and obtain payment.

Banneker MS - GYM at Banneker, Benjamin Middle School

#	Day	Date	Time
1	Monday	Aug 1, 2016	8pm to 10pm
2	Wednesday	Aug 3, 2016	8pm to 10pm
3	Monday	Aug 8, 2016	8pm to 10pm
4	Wednesday	Aug 10, 2016	8pm to 10pm
5	Monday	Aug 15, 2016	8pm to 9:30pm
6	Monday	Aug 22, 2016	8pm to 10pm
7	Wednesday	Aug 24, 2016	8pm to 10pm
8	Monday	Aug 29, 2016	8pm to 10pm

Please refer to the Checklist Items in the previous screen.

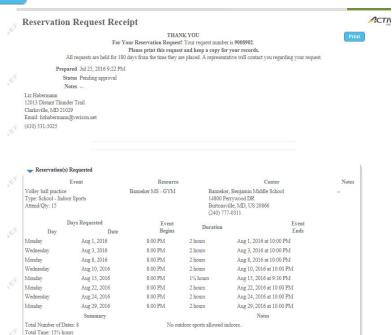If you acknowledge that you have carefully reviewed and consent to the waiver set forth above, click **Submit**

Use the following list to go back to a previous step.

Checklist / Questions ▼   **Go Back**

Review and Continue to Home page

An email will be sent After permit is reviewed And approved.

Reservation Request Receipt   ACTIV

THANK YOU
For Your Reservation Request! Your request number is **9008902**.
Please print this request and keep a copy for your records.
All requests are held for 180 days from the time they are placed. A representative will contact you regarding your request.

Prepared Jul 25, 2016 9:22 PM
Status Pending approval
Notes --

Liz Habermann
12013 Distant Thunder Trail
Clarksville, MD 21029
Email: lizhabermann@verizon.net
(410) 531-5025

▼ **Reservation(s) Requested**

Event	Resource	Center	Notes
Volley ball practice	Banneker MS - GYM	Banneker, Benjamin Middle School	--
Type: School - Indoor Sports		14800 Perrywood DR	
Attend/Qty: 15		Burtonsville, MD, US 20866	
		(240) 777-0311	

Days Requested		Event Begins	Duration	Event Ends
Day	Date			
Monday	Aug 1, 2016	8:00 PM	2 hours	Aug 1, 2016 at 10:00 PM
Wednesday	Aug 3, 2016	8:00 PM	2 hours	Aug 3, 2016 at 10:00 PM
Monday	Aug 8, 2016	8:00 PM	2 hours	Aug 8, 2016 at 10:00 PM
Wednesday	Aug 10, 2016	8:00 PM	2 hours	Aug 10, 2016 at 10:00 PM
Monday	Aug 15, 2016	8:00 PM	1½ hours	Aug 15, 2016 at 9:30 PM
Monday	Aug 22, 2016	8:00 PM	2 hours	Aug 22, 2016 at 10:00 PM
Wednesday	Aug 24, 2016	8:00 PM	2 hours	Aug 24, 2016 at 10:00 PM
Monday	Aug 29, 2016	8:00 PM	2 hours	Aug 29, 2016 at 10:00 PM

Summary	Notes
Total Number of Dates: 8	No outdoor sports allowed indoors.
Total Time: 15½ hours	

School and Community Use Calendar

July 2016 - June 2017

July 16

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31

August 16

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31

September 16

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30

October 16

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31

November 16

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30

December 16

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July

4   Holiday* July 4th

August

5   Last Day of Camps

22   Professional Day (No school for students)

23   Professional Day (No school for students)

24   Professional Day (No school for students)

25   Professional Day (No school for students)

26   Professional Day (No school for students)

29   First Day of School

September

5   Holiday* Labor Day

30   Early Release (K-12)

October

3   Non-Instructional (No school for students and teachers)

12   Non-Instructional (No school for students and teachers)

21   Non-Instructional (No school for students and teachers)

November

7   Professional Day (No school for students)

8   Holiday* Election Day

10   Early Release (K-8)

11   Early Release (K-8)

23   Early Release (K-12)

24   Thanksgiving Day (Schools Closed)

25   Holiday*

December

26   Holiday*

December

27   Non-Instructional (No school for students and teachers)

28   Non-Instructional (No school for students and teachers)

29   Non-Instructional (No school for students and teachers)

30   Non-Instructional (No school for students and teachers)

January

2   Holiday*

16   Holiday* Martin Luther King, Jr.

20   Holiday*

27   Professional Day (No school for students)

February

20   Holiday* Presidents' Day

March

3   Early Release Day (K-12)

April

7   Professional Day (No school for students)

10   Non-Instructional (No school for students and teachers)

11   Non-Instructional (No school for students and teachers)

12   Non-Instructional (No school for students and teachers)

13   Non-Instructional (No school for students and teachers)

14   Holiday*

17   Holiday*

May

29   Holiday* Memorial Day

June

16   Last Day of School (Early release day)

19   Professional Day (No school for students)

January 17

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31

February 17

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28

March 17

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31

April 17

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30

May 17

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31

June 17

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30

* Administrative Holiday, holiday rates apply

7/26/16