

# REQUEST FOR DESIGNATION AS SPORTS LEAGUE OR ATHLETIC SPORTS CLUB

This form must be completed by organizations that desire to be designated as a Sports League or Athletic Sports Club for use in Montgomery County Public School facilities. Approved groups will receive established seasonal historical placement. Please email form to [cupf@montgomerycountymd.gov](mailto:cupf@montgomerycountymd.gov)

Group Name (required): \_\_\_\_\_

Mailing Address (required): \_\_\_\_\_

Name of Group Representative (required): \_\_\_\_\_

Telephone (required): \_\_\_\_\_ Email: \_\_\_\_\_

I, the above named group representative, attest that the above named group meets the criteria indicated below; and further request designation as one or both of the following categories and established seasonal historical placement.

**Please check all that apply:**

- Sports League** for field, track and/or gymnasium sports including:
  - a. group of sports teams that may be members of different sports clubs, or individual athletes that compete against each other in a schedule of games, *and*
  - b. generally are seasonal and do not operate year-round, *and*
  - c. current season team rosters shall be submitted within two weeks of the start of a sport season in order to justify number of teams stated, *and*
  - d. current season game schedules shall be submitted within two weeks of the start of a sport season, *and*
  - e. does not include after-school enrichment programs.
  
- Athletic Sports Club** for field, track and/or gymnasium sports including:
  - a. an athletic sports club for the purpose of playing one or more sports, *and*
  - b. operates year-round and hosts or organizes leagues and other competitive events such as track meets, tournaments, club vs. club competitions, etc., *and*
  - c. is affiliated or has a membership within a national or local sports association or similar organization, *and*
  - d. does not include after-school enrichment programs.

I understand that established historical permits for the purpose(s) noted above will be rolled over into the next year same season by CUPF staff. Upon notification from CUPF, I agree to review the new permits and request deletions 10 business days prior to the opening of the public online submissions for applicable facility reservations. Further, I understand that additional days/hours/locations beyond established historical use, must be requested through the general public reservation process via the ActiveMontgomery customer e-portal.

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## CUPF STAFF USE ONLY:

- Approved
- Denied due to: \_\_\_\_\_
- Designation entered into ActiveMontgomery
- Notice sent to group regarding approval or denial

CUPF Staff Name: \_\_\_\_\_

CUPF Staff Notes: