

# LOTTERY APPLICATION INSTRUCTIONS

*Please read the following instructions carefully prior to completing and submitting your application.*

## STEP 1 – APPLICATION

Complete all information requested in the Applicant #1 section. State 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, 1:00-5:00 p.m.) but please be prepared to accept whatever time is allotted within that time frame. Please don't use the Applicant #2 section of the form if you're applying for only one hour of play.

**Each applicant may reserve only one hour.** If you'd like two consecutive hours, the second hour must be requested on the bottom of the same form by a second individual, and a separate \$150.00 non-refundable pre-printed check must be submitted by that individual. Note: Requests for 1 ½ -hour time blocks cannot be honored.

In an effort to expedite the lottery process and prevent duplication of court allocations to a group, **only one application per group for a specific day and time should be submitted for consideration.** If a group wants an additional court at another time, a second application may be submitted, but it must be in the name of another partner. Multiple applications by a group for the same specific day and time will be disqualified, and that group will not be eligible for any seasonal time for the 2010-2011 season. If a group is awarded time, and later we find a second application by the same group applying for the same time, your awarded time will be revoked. Your cooperation in adhering to this policy is appreciated. Please note that 14 applications were disqualified in the 2009-2010 season for this reason.

**If you're requesting a two-hour block:** Applicant #1 will be assigned their first, second, or third choice, if available, even if a second hour is unavailable for Applicant #2. **If you're interested in a two-hour block only, please check the box at the bottom of the form.** Your checks will be returned if two hours are unavailable as a block.

## STEP 2 – INITIAL PAYMENT

Each application form must be accompanied by a \$150.00 non-refundable deposit check, made payable to M-NCPPC. Personal checks only will be accepted and must be pre-printed with the applicant's name and address. The name on the pre-printed check must match the applicant name listed on the application. Handwritten names and/or addresses on checks will not be accepted. **No business checks will be accepted.** No use of the same check for separate applications will be accepted unless there are two names pre-printed on the check. In that case, each person listed on the check may apply for a court hour of their own at separate times, but only one application per person may be submitted.

## STEP 3 - SUBMITTAL

Submit your application in a #10 envelope (4¼" x 9½") with your name, return home address, and "TENNIS LOTTERY" clearly and legibly marked on the outside. Applications must be received by 9am on March 1, 2010, at the Pauline Betz Addie Tennis Center in order to be included in the lottery. Applications may be mailed in or dropped off, but must be received by the deadline. We cannot be responsible for the late arrival of mailed applications, so please plan carefully.

## STEP 4 – ASSIGNMENTS

Applications will be held in their sealed envelopes until the lottery begins at 10am on March 1, 2010. Requests will be allocated and applicants will be given one of their three choices from their application until all requests are filled, or all available times have been reserved. Incomplete or illegible forms cannot be considered. No more than one hour will be assigned to any individual until after March 8. Notice will be mailed by March 31 to applicants receiving court time, and checks will be returned to those who do not receive court time.

## STEP 5 – FINAL PAYMENT

All bills/receipts for season court time will be mailed to the individual in whose name the court is reserved. The balance of your account must be paid by July 15, 2010, or the court will be reassigned. Payment can be made either 1) by Visa or MasterCard online at ParkPASS.org or 2) by Visa or MasterCard, personal check, or cash at the Pauline Betz Addie Tennis Center at Cabin John Regional Park. If paying by check, the check must be in the court holder's name.

*For more information, please call the Pauline Betz Addie Tennis Center at 301-765-8650 and ask to speak to the manager.*

### IMPORTANT DATES

Lottery applications due:	Monday, March 1, 9am
Lottery process begins:	Monday, March 1, 10am
Notifications mailed:	Wednesday, March 31
Final payment due:	Thursday, July 15



**PAULINE BETZ ADDIE TENNIS CENTER**  
at Cabin John Regional Park  
**2010-2011 SEASONAL TENNIS RESERVATION APPLICATION**

The Department of Parks is accepting seasonal reservations for the use of five of six indoor tennis courts located inside the Pauline Betz Addie Tennis Center. The season extends for 32 weeks, from September 16, 2010 through April 28, 2011.

*Please read the application form and instructions very carefully before completing and submitting your lottery application.*

The following seasonal court rates will be in effect for the 2010-2011 season:

<b>Monday through Friday</b>		
6am	\$608.00	(\$19/hr)
7am to 4pm	\$1024.00	(\$32/hr)
5pm to 10pm	\$1,280.00	(\$40/hr)
11pm	\$672.00	(\$21/hr)
<b>Saturday* and Sunday</b>		
6am	\$608.00	(\$19/hr)
7am to 9pm	\$1,280.00	(\$40/hr)
10pm to 11pm	\$800.00	(\$25/hr)
*The facility is available for group parties or special events on Saturdays after 8 P.M. For booking information, please call 301-765-8650.		

No refunds or substitutions will be issued for unused seasonal time. Please consult your personal and business calendars before requesting seasonal court time.

#### **HOLIDAY SCHEDULES**

Pauline Betz Addie Tennis Center will be closed Thanksgiving Day and Christmas Day. The facility will close at 6pm on both Christmas Eve and New Year's Eve, and will be closed Tuesday, September 14 and Tuesday, November 2 for elections. Seasonal rates are adjusted for these closings. No fee adjustment will be necessary for Thanksgiving Day due to the season starting and ending on a Thursday.

*For more information regarding the lottery, please call 301-765-8650 and ask to speak to the manager.*



## SEASONAL TENNIS LOTTERY APPLICATION

Pauline Betz Addie Tennis Center at Cabin John Regional Park ♦ Montgomery Parks (M-NCPPC)  
7801 Democracy Boulevard ♦ Bethesda, Maryland 20817 ♦ 301-765-8650

*Changes have been made to this application; please read all pages carefully before filling it out.*

This application is for the 2010-2011 Seasonal Tennis Reservation Lottery. Please type or print legibly and fill out the form completely. This form must be accompanied by one non-refundable check (two maximum per form) in the amount of \$150.00 made payable to M-NCPPC. This form must be received by **9am on Monday, March 1, 2010** at the above address. If two consecutive hours are desired, the second hour must be requested on the same form by a second person, and a second non-refundable deposit check in the amount of \$150.00 must be submitted by the second individual.

### APPLICANT #1

Home Phone \_\_\_\_\_

Name \_\_\_\_\_

Work/Cell/Other \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

	<u>Day of Week</u>	<u>Starting Time (On the hour)</u>	<u>Circle One</u>	<u>Court #</u>
1 <sup>st</sup> Choice _____	_____	_____	AM PM	_____
2 <sup>nd</sup> Choice _____	_____	_____	AM PM	_____
3 <sup>rd</sup> Choice _____	_____	_____	AM PM	_____

Please list the names of all the players and applicants for our records:

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

**FOR OFFICIAL USE ONLY**

Day \_\_\_\_\_ Time \_\_\_\_\_ Court # \_\_\_\_\_ Balance Due \_\_\_\_\_

### APPLICANT #2

Home Phone \_\_\_\_\_

Name \_\_\_\_\_

Work/Cell/Other \_\_\_\_\_

Home Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

	<u>Day of Week</u>	<u>Starting Time (On the hour)</u>	<u>Circle One</u>	<u>Court #</u>
1 <sup>st</sup> Choice _____	_____	_____	AM PM	_____
2 <sup>nd</sup> Choice _____	_____	_____	AM PM	_____
3 <sup>rd</sup> Choice _____	_____	_____	AM PM	_____

Please list the names of all the players and applicants for our records:

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

**FOR OFFICIAL USE ONLY**

Day \_\_\_\_\_ Time \_\_\_\_\_ Court # \_\_\_\_\_ Balance Due \_\_\_\_\_

If you're interested in two hours of court time or nothing at all, please check here: