



MONTGOMERY COUNTY DEPARTMENT OF PARKS
THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

January 30, 2012

Dear Tennis Patron:

It's tennis lottery time again! If you'd like to put your hat in the ring for court time at Pauline Betz Addie Tennis Center for the coming 32-week season, we hope you'll look through the enclosed packet. It contains important information about the lottery for the 2012-2013 season, which will run September 6, 2012 through April 18, 2013. Please read it over carefully and fill out your Application completely and legibly. If you have questions or need some help, please call 301-765-8650 and ask to speak to the manager. Your Application must be received at Pauline Betz Addie Tennis Center by 9am on Monday, February 27, 2012. We cannot be responsible for the late arrival of mailed applications, so be sure to mail early.

Some rules and regulations...

Applicants who are awarded court time through the lottery process but decide *not* to use their court will forfeit their \$150.00 deposit, and must return the court time to Pauline Betz Addie Tennis Center as soon as possible. Selling seasonal court time to another party is strictly prohibited.

The use of the Pauline Betz Addie Tennis Center for private tennis instruction is prohibited. Per Chapter V, Section 18, of the Park Rules and Regulations, "Conducting or soliciting of any business, trade, or occupation, including the taking of photographs and motion pictures for commercial use or instructing classes at a charge to the participants is prohibited unless authorized by permit." Don't submit an application if you intend to teach private lessons and/or receive tennis instruction, unless the instructor is under contract with The Maryland-National Capital Park and Planning Commission (M-NCPPC). You can check to see whether or not an instructor is under contract with M-NCPPC by calling 301-765-8650.

And our refund policy...

Refunds can only be given for unused court time to patrons who can no longer fulfill their commitment to the tennis facility due to medical reasons. In this case, a doctor's note verifying the medical concerns must accompany the refund request. Also, we cannot issue refunds or make substitutions for unused seasonal time, so please consult your calendars before making your court time choices on the Application.

Good luck in the lottery, and we look forward to seeing you at Pauline Betz Addie Tennis Center!



LOTTERY APPLICATION INSTRUCTIONS

Please read carefully, and call us at 301-765-8650 if you have questions or need help.

STEP 1: Fill out your APPLICATION

For one hour of court time: Each individual applicant may apply for one hour of court time only. Complete all information in the "Applicant #1" section of the Application, including 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, anytime between 1:00-5:00 p.m. as your first choice) but please be prepared to accept whatever time is allotted within that time frame.

For two consecutive hours of court time: You fill out the "Applicant #1" section of the Application, and a second person (your tennis partner) fills out the "Applicant #2" section of the *same Application* (bottom half of the same form). You (Applicant #1) will be assigned your one-hour first, second, or third choice, if available, even if the second (consecutive) hour requested by Applicant #2 is not available. **If you're interested in a two-hour block only** (and not interested in a one-hour block at all), please check the box at the bottom of the form. In this case, both applicants will receive refunds (see Step 4) if two hours are unavailable as a block. We cannot fill requests for 1½-hour time blocks.

In an effort to make the lottery both equitable and expeditious, please submit *only one application per group for a specific day and time*. Multiple applications by a group for the same specific day and time will be disqualified, and that group will not be eligible for any 2012-2013 seasonal time. If your group is awarded time, and later we find that a second application for that time same slot had been made by a member of your group, your awarded time will be revoked.

STEP 2 – Make Your First PAYMENT *Due by Monday, February 27, 9am*

Each Application must be accompanied by a \$150.00 deposit check, made payable to **M-NCPPC**. Only personal checks pre-printed with the Applicant's name and address can be accepted. The name on the check must match the Applicant name on the Application. If your group applies for two consecutive hours of court time, both Applicant #1 and Applicant #2 must submit separate, pre-printed checks for \$150.00 with the Application. We cannot accept one check for two or more separate Applications, unless there are two names pre-printed on the check. In that case, each person with their name pre-printed on the check may submit (only) one separate Application for court time. We cannot accept handwritten names or addresses on checks, and *no business checks will be accepted*.

STEP 3 – Submit Your APPLICATION *Due by Monday, February 27, 9am*

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 February 27, 2012**, at Pauline Betz Addie Tennis Center (7801 Democracy Blvd., Bethesda, MD 20817) in order to be included in the lottery. Applications may be mailed or dropped off at the Tennis Center. We cannot be responsible for the late arrival of mailed applications, so please mail early.

STEP 4 – COURT TIMES Are Assigned *Notices mailed by Monday, March 26*

The lottery begins at 10am on February 27, 2012. 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 one individual until after March 5. Notices will be mailed by March 26 to applicants receiving court time. **NEW FOR 2012:** We are now required to deposit your \$150 check upon receipt. If you receive court time, the \$150 will be put toward your final court fee. If you do *not* receive your preferred court time, we will contact you beginning March 3 to try to find a court time that works for you. If we cannot find a workable slot, we will issue a refund check (please allow 10-14 business days) or \$150 credit on your ParkPASS account.

STEP 5 – Make Your Final PAYMENT *Due by Wednesday, August 1, 2012*

All bills/receipts for seasonal court time will be mailed to the individual in whose name the one hour of court time is reserved (i.e. one contract and contract holder per one hour of court time = one invoice to and one payment from that contract holder). The account balance must be paid by August 1, 2012, or the court time will be reassigned. Payment can be made by 1) Visa or MasterCard online at www.ParkPASS.org or 2) in person at Pauline Betz Addie Tennis Center with Visa or MasterCard, cash, or personal check (a single check only for the total balance due, pre-printed with the court holder's name and address). If you received two consecutive hours, two bills will be sent out and two separate payments will be accepted.



2012-2013 COURT FEES

No increase from 2011!

Pauline Betz Addie Tennis Center at Cabin John Regional Park

MONDAY through FRIDAY (32 weeks*, 1 hour per week)		
6am	\$608.00	(\$19/hr)
7am to 4pm	\$1,024.00	(\$32/hr)
5pm to 10pm	\$1,280.00	(\$40/hr)
11pm	\$672.00	(\$21/hr)
SATURDAY* and SUNDAY (32 weeks*, 1 hour per week)		
6am	\$608.00	(\$19/hr)
7am to 9pm	\$1,280.00	(\$40/hr)
10pm to 11pm	\$800.00	(\$25/hr)
*Pauline Betz Addie Tennis Center is available for group parties or special events on Saturday evenings after 8p.m. For more information, please call 301-765-8650.		

The season runs for 32 weeks, from September 6, 2012 through April 18, 2013.*

*No refunds or substitutions can be issued for unused seasonal time.
Please consult your calendars before requesting seasonal court time.*

2012-2013 IMPORTANT DATES

Monday, February 27, 9am	Lottery Applications due
Monday, February 27, 10am	Lottery process begins
Monday, March 26	Notifications mailed to Applicants receiving court time
Saturday, March 3	Facility begins contacting Applicants who did not receive court time
Wednesday, August 1	Final payment due at Pauline Betz Addie Tennis Center
Monday, November 5	Facility closes at 6pm for Election Day preparations*
Tuesday, November 6	Facility closed for Election Day*
Thursday, November 22	Facility closed for Thanksgiving. No fee adjustment necessary (33 Thursdays from September 5-April 18, less one = 32)
Monday, December 24	Facility closes at 6pm Christmas Eve*
Tuesday, December 25	Facility closed for Christmas*
Monday, December 31	Facility closes at 6pm New Year's Eve.*
Tuesday, January 1, 2013	Facility opens at 11:00am for spot time only. No seasonal court time will be booked on New Year's Day.

*Some seasonal court time schedules are comprised of fewer than 32 weeks, due to holiday closures/early closings/late openings. Fees have already been adjusted accordingly for slots affected by these dates.



2012-2013 SEASONAL TENNIS LOTTERY APPLICATION

Pauline Betz Addie Tennis Center at Cabin John Regional Park ♦ 301-765-8650
 7801 Democracy Boulevard ♦ Bethesda, Maryland 20817 ♦ www.CabinJohnTennis.com

Please type or print legibly, and fill out the Application completely. At least one deposit check in the amount of \$150.00, payable to M-NCPPC, must accompany each Application. See "Instructions" for more details.
 All applications and checks must be received by **9am on Monday, February 27, 2012** at the above address.

APPLICANT #1

Name _____ Home Phone _____
 Work/Cell/Other _____
 Home Address _____ City _____
 State _____ Zip _____ Email _____ @ _____

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

Name _____ Home Phone _____
 Work/Cell/Other _____
 Home Address _____ City _____
 State _____ Zip _____ Email _____ @ _____

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