



# Wheaton Indoor Tennis • 2011-2012 Season Lottery Application Instructions

## STEP 1 – FILLING OUT YOUR APPLICATION

Fill out the entire **Applicant #1** section. State your choice of court day and starting time (on the hour **only**), and a second and third choice if you like. Your choices can be very general (for example, Monday, 1:00-5:00 p.m.), but please be prepared to accept the time assigned to you within that stated time range. Please do *not* fill out 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, a second individual ("Applicant #2") will need to request that second hour on the bottom of the same form, and that second individual will need to submit a separate \$150.00 non-refundable pre-printed check. Non-compliance with this policy will result in the disqualification of your application. Note: Requests for 1-1/2 hour time blocks cannot be honored.

In order to expedite the lottery process and prevent duplicate court allocations to any one group, it is imperative that **only one application per group per each specific day and time** be submitted for consideration. If your group wants an additional court at another time/date, a second application may be submitted, but it must be in the name of another member of your group. Multiple applications by a group for the same specific day and time will be disqualified, and that group will not be eligible for *any* 2011-2012 seasonal time. If your group is awarded time, and later we find a second application from your group applying for the same time, your awarded time will be revoked. Your adherence to this policy is expected and appreciated. Several applications were disqualified in past seasons for this reason. Incomplete or illegible forms cannot be considered.

If you apply for a two-hour block of court time: **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 are interested in a two-hour consecutive block of time *only*, please check the box at the bottom of the form. If two hours are unavailable as a block, we'll return your checks.

## STEP 2 – INITIAL PAYMENT

Each application form must be accompanied by a \$150.00 non-refundable deposit check, made payable to M-NCPPC. Only personal checks pre-printed with the applicant's name and address will be accepted. The name on the pre-printed check *must* match the applicant name that appears on the application. Checks with hand-written names and/or addresses will not be accepted. *No business checks will be accepted.* A single check for separate applications cannot 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 his or her own at separate times, but each person may only submit one application.

## STEP 3 – SUBMITTING YOUR APPLICATION

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 **9:00 a.m. on April 18, 2011** at the **Wheaton Indoor Tennis Facility** (11715 Orebaugh Ave. Wheaton, MD 20902) in order to be included in the lottery. You may mail in or drop off your application, but it must be received by the date listed above. We cannot be responsible for the late arrival of mailed applications, so mail early—or drop it off in person to be sure.

## STEP 4 – COURT ASSIGNMENTS

Applications will remain in their sealed envelopes until the drawing begins at **10:00a.m. on April 18, 2011**. Each request will be allocated, and applicants will be given one of the three choices listed on their application until all requests have been filled, or until all available times have been reserved. Incomplete or illegible forms cannot be considered. After **April 25, 2011**, only **one-hour blocks** will be assigned to any one individual. If your group receives a court day and time, you'll receive notification via mail by **June 6, 2011**. If you did not receive a court time, your checks will be returned.

## STEP 5 – FINAL PAYMENT

All bills/receipts for seasonal court time will be mailed to the person in whose name the court is reserved. The balance of your account must be paid by **August 1, 2011**, or the court will be reassigned. Payment can be made 1) online with Visa or MasterCard at [ParkPASS.org](http://ParkPASS.org) or 2) in person at the Wheaton Indoor Tennis Facility with Visa or MasterCard, personal check, or cash. Checks must be pre-printed with the court holder's name.

For more information, please call the **Wheaton Indoor Tennis Facility** at **301-905-3030** or the **Pauline Betz Addie Tennis Center** at **301-765-8650**, and ask to speak to the manager.

### Wheaton Indoor Tennis **IMPORTANT DATES**

<b>Lottery applications due:</b>	April 18, 2011 by 9:00a.m.
<b>Lottery process starts:</b>	April 18, 2011 at 10:00a.m.
<b>Notifications mailed:</b>	June 6, 2011
<b>Final payments due:</b>	August 1, 2011
<b>2010-2011 season dates:</b>	September 8, 2011-April 19, 2012