



Athletic Field Game Permit Request Form

THIS FORM IS FOR GAMES ONLY

League Name: _____

League Coordinator: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Contact Phone: _____ Cell Work Home

Contact Email: _____

Sport: _____ Adult Youth

Number of Teams: _____ Number of Participants: _____

Season Start: ___/___/___ Season End: ___/___/___
mm dd yy mm dd yy

Number of games played on your home field: _____

Two-thirds or more of our players are residents of Montgomery or Prince George's County: YES NO
(Rosters with names and addresses must be furnished upon request, and can be requested anytime. If less than 2/3 of players are residents, permits will be revoked.)

SEND MY PERMITS BY (circle one): MAIL EMAIL

FOR YOUR REQUEST TO BE PROCESSED, ATTACH:

1. The previous year's game schedule(s) for all teams
2. A self-addressed, stamped #10 envelope (letter-size)

PLEASE NOTE:

- All field fees must be paid in full by April 1 for the Spring/Summer season and by September 1 for the Fall season. For the current fee schedule, visit www.ParkPermits.org.
- Refunds on organizational accounts will be issued in the organization's name only
- Incomplete applications will be discarded
- All fields are closed Dec 1 – March 31 and August 15 – 30 for seasonal rest and maintenance
- Game requests are given priority over practice requests

APPLICATION DEADLINES:

Spring/Summer Season (April 1 – August 15)

December 1 – 15: Game requests from first priority users only

December 15 – January 1: Game requests from all other users

February 1 – 15: Practice requests from all users

Fall Season (September 1 – November 30)

May 1 – 15: Game requests from first priority users only

May 15 – June 1: Game requests from all other users

July 1 – 15: Practice requests from all users

APPLICATION PROCEDURES:

Application forms must be submitted in person at a Park Permit Office location, online, or via mail or fax. Visit www.ParkPermits.org for office hours and contact information or call the Permit Office at 301-495-2525. Leagues have priority use for games based only on the previous year's schedules. Applicants must include a copy of their game schedules, final standings, and rosters from the previous year or the application will be returned unprocessed.

REFUNDS AND CANCELLATIONS:

Refunds will be provided only when game use is cancelled by park staff. Practice fees are non-refundable. Field users are responsible for tracking these cancellations and must submit a list of all refund requests to the Park Permit Office for consideration no later than two weeks after the end of the season.

INCLEMENT WEATHER REGULATIONS:

Inclement weather closings are available by calling 301-765-8787. Users are encouraged to sign up for Park ALERTS to receive notices automatically. Visit www.ParkPermits.org for more information.

CONDITIONS OF USE:

- All field users are expected to adhere to all Montgomery Parks guidelines to help keep our fields in an acceptable condition for public use. **Violation of M-NCPPC and permitting guidelines may result in fines or the loss of future permitting or use privileges.**
- Two-thirds of the players must be residents of Montgomery or Prince George's Counties.
- Alcohol is prohibited, and use of tobacco is not allowed in or near playing areas.
- Parking must be in designated spaces only (carpooling is strongly encouraged).

