



# Athletic Field Practice Permit Request Form

## THIS FORM IS FOR PRACTICES 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

**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

### 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](http://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](http://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](http://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).

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**NOTE:** Each team is allotted one hour for practices, one day per week, **ONLY**. When assigning fields, only the field/day/time choices you specify on this request will be considered. If what you request is not available, the application will be returned to you. Please view the list of fields closed for renovation at [ParkPermits.org](http://ParkPermits.org) before completing your request.

Please list your practice field requests below in priority order, from most important to least.

Field Name and Number	Field Type <small>L = local S = synthetic</small>	Mon	Tues	Weds	Thurs	Fri	Sat	Sun	Alternate OK? Y / N
<b>TOTAL # FIELDS NEEDED</b>									
e.g., Whittier Woods	L	6-7pm			4-5pm				Y

Please sign here if you are not interested in any other field choices (the application will be returned if none of the above choices are available): \_\_\_\_\_