

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Park Permit Office, 9500 Brunett Avenue, Silver Spring, MD 20901, Tel.: 301-495-2525 Fax: 301-495-2484
www.parkpermits.org

PARK ACTIVITY BUILDING PERMIT REQUEST FORM

Today's Date: _____

Name of Park Activity Building: _____ Requested Date(s): _____

Please check the time block(s) you wish to reserve (4-hour minimum).

- 10 a.m.-2 p.m. 2 p.m.-6 p.m. 6 p.m.-10 p.m. 10 p.m.-11 p.m. (please contact permit office 301-495-2525)

NOTE: Setup and cleanup time must occur within the hours rented. No extra setup/cleanup time is provided or allowed. We recommend checking the facility prior to submitting this request. Please inquire in advance if you have questions regarding building capacity or facility amenities such as AC, tables, and chairs.

Person in Charge: _____

Name of Group or Organization (if applicable): _____

Address: _____

Email Address: _____

Telephone Number(s): Work: _____ Home: _____ Cell: _____

Purpose of Reservation: _____

Number in Attendance: Adults _____ Teens _____ Children _____

Please Indicate Payment Method: Visa MasterCard Check # _____ Cash \$ _____

Card No: _____ Exp. Date: _____ Card Holder's Name: _____ Zip code: _____

NOTE: Card holder's name and billing address must be the same as the above address.

I certify/understand that:

- I have read all conditions of use/rules and regulations stated on the facility permit.
Rental Fee and refundable security deposits (key & damage) are due at time of reservation.
The use of beer or alcohol is strictly prohibited.
No fees or other monies will be collected.
Two-thirds of the attendees must be Montgomery or Prince George's County Residents
I also understand and agree that if I fail to pick up the facility key 2-3 workdays before my date of event, the entire rental fee will be forfeited.

IMPORTANT:

- CANCELLATION POLICY: Fee is eligible for a partial refund only if the reservation is canceled at least 30 days prior to the reservation date. If it is canceled less than 30 days in advance, the fee is non-refundable.
A \$50 fee will be assessed for cancellations.
A \$50 fee will be assessed for reservation changes (Changes must be made at least one week in advance).
A \$150 fee will be assessed if any authorized M-NCPPC Representative is required to open a facility due to a lost or misplaced key

Signature of Person in Charge

Permit Number: _____

Receipt Number: _____

Table with 2 columns: Location (Silver Spring) and Days (Monday- Friday). Rows include Payments/Reservations and Key Pick-Up/Return Only, both with hours 8:30 a.m. to 5:00 p.m. A note at the bottom states: *Offices are closed weekends and holidays.

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION (M-NCPPC)
GENERAL FACILITY USE RULES & REGULATIONS

All M-NCPPC Park Facility permits ("Permit") are subject to the following rules and regulations and to the specific rules or conditions that are stated on the facility permit.

1. The Permit entitles the permit holder to exclusive use of the facility reserved; only for the dates and times indicated on the Permit (***no additional setup/cleanup time is allowed***).
2. All trash MUST be taken with the permit holder for proper disposal/recycling.
3. The number of persons in the permitted group may not exceed the maximum group size stated on the Permit.
4. The permit holder must have the Permit on-site during the permitted activity. The Permit must be shown to Park personnel upon request.
5. The reserved facility is subject to inspection at any time by any authorized M-NCPPC representative to assure compliance with applicable rules and regulations.
6. The permit holder is not allowed to collect admission fees, or to sell, or offer for sale, any merchandise, article or thing whatsoever, ***including food and beverages***, without a permit specifically authorizing such activity.
7. The permit holder is not allowed to practice, carry on, conduct or solicit for any trade occupation, business or profession, or to exchange monies or tickets in connection with the permitted activity, without a permit specifically authorizing such activity.
8. The presence or consumption of ***beer or other alcoholic beverages is strictly prohibited*** on Park property, except for designated, exclusive-use Group Picnic Areas.
9. The use of tobacco products within Commission facilities and on or around athletic fields is prohibited.
10. The permit holder is responsible for maintaining orderly conduct among all persons attending the permitted activity.
11. Vehicle parking is allowed in designated parking areas only.
12. The posting of directional signs or balloons on Park property is allowed for the duration of the permitted activity only. All items posted must be immediately removed upon completion of event.
13. The permit holder is responsible for removing all signs and leaving the facility in clean, orderly condition. The permit holder assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of Park property resulting from the permitted activity. Failure to comply will result in forfeiture of the entire security deposit and, if necessary, the permit holder will be billed for any additional cost for repairs or replacement of damaged items or cleanup required.
14. Live bands, loud or offensive music, or any excessive noise which disturbs the peace is prohibited in any Park area.
15. M-NCPPC reserves the right to cancel any Permit with as much notice as is practicable. Cancellation by the permit holder will be subject to applicable fees/fines.
16. M-NCPPC is absolved of all responsibility and liability for any damage, injury or loss sustained by persons or property as a result of the permit holder's negligence or that of any member of permit holder's group.
17. Dunking booths, pony rides, and other amusements involving animals are specifically prohibited. Only sports, games or play equipment that is authorized by M-NCPPC is allowed at the site.
18. A key is necessary to access some park facilities and a key deposit is required. Keys must be picked up from and returned to, the same Park Permit Office ***IN PERSON*** on the ***second or third work day (and no earlier)*** following use of the park facility. Failure to return the key on time will result in forfeiture of the entire security deposit amount.
19. Violation of any rule or condition of the Permit is cause for immediate revocation of the Permit, loss of permit privileges, and forfeitures of any fees/deposits paid for the Permit. Any person violating the provisions of M-NCPPC regulations may be issued a civil citation and, if convicted, be punished by a fine not to exceed \$50.00 for the first offense. See Article 28, Section 5-113(b)(3).
20. Buses are prohibited on Park Property on weekends except by special permit.
21. The permit holder must be at least 21 years of age and must be present during the period stated on the Permit.
22. At least two-thirds of the group attending a function held in an M-NCPPC Park Facility must be residents of Montgomery or Prince George's County, Maryland.
23. Catering is permitted only at the exclusive-use Group Picnic Areas, Park Activity Buildings, Damascus Regional Park, Rock Creek Regional Park, and the large picnic shelters at Black Hill Regional Park. Park Manager approval will be required. Catering is not permitted at all other regional parks (Wheaton, Cabin John, Rock Creek, and the small shelters at Black Hill) and local parks.

In the event of an emergency or any occurrence/problem that interferes with the permit holder's access to or use of the permitted park facility, contact Park Police at 301-949-3010.

Signature of Permit holder