



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

January 24, 2017

Dear Tennis Patron:

It is 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 2017-2018 season, which will run September 5, 2017 through April 16, 2018. 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 or email CabinJohnTennis@MontgomeryParks.org. Your application must be received at Pauline Betz Addie Tennis Center by 7pm on Monday, February 27, 2017. 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 then decide *not* to use their court will forfeit their \$100.00 application payment, and must return the court time to Pauline Betz Addie Tennis Center prior to March 31, 2017. Selling seasonal court time to another party is strictly prohibited.

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. Once seasonal court time is allocated, changes to dates or times will not be accepted, 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!

The Pauline Betz Addie Tennis Center Management

Pauline Betz Addie Tennis Center at Cabin John Regional Park							
	Seasonal Court Availability 2017-2018						
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Time	Number of Courts Available						
6-7am	5	5	5	5	5	5	5
7-8am	5	5	5	5	5	5	5
8-9am	5	5	5	5	5	5	5
9-10am	5	5	5	5	5	2	2
10-11am	3	3	3	3	3	2	2
11am-Noon	3	3	3	3	3	2	2
Noon-1pm	3	3	3	3	3	2	2
1-2pm	5	5	5	5	5	2	2
2-3pm	5	5	5	5	5	2	2
3-4pm	5	5	5	5	5	2	2
4-5pm	2	2	2	2	2	2	5
5-6pm	2	2	2	2	2	2	5
6-7pm	2	2	2	2	2	2	5
7-8pm	2	2	2	2	2	0	5
8-9pm	2	2	2	2	5	0	5
9-10pm	5	5	5	5	2	0	0
10-11pm	5	5	5	5	2	0	0
11pm-Midnight	5	5	5	5	5	0	0

Please Note: The chart above is meant to give seasonal court time prospects a more complete picture of the court time schedule, in order to aid the selection process and increase the odds of securing their first choice of the day of the week and time of day in the lottery process. In general, the court days/times that show fewer availabilities are reserved for Group Lessons. Special events, holidays, facility closures and other extenuating circumstances may also affect this schedule, which is subject to change.



2017-18 LOTTERY APPLICATION INSTRUCTIONS

Please read carefully, and call us at 301-765-8650 or email
CabinJohnTennis@MontgomeryParks.org 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: 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*. 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 are interested in a two-hour block only (and not interested in a one-hour block at all), please check the red 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.

To make the lottery both equitable and expeditious, please submit *only one application per person*. Multiple applications will be disqualified, and you will not be eligible for any 2017-18 seasonal time. If you are awarded time, and later we find a second application was submitted by you, your awarded time will be revoked.

STEP 2 – Submit your APPLICATION and DEPOSIT *Deadline: 7pm on Monday, February 27, 2017*

Submit your application in an envelope with your name, return home address, email and "TENNIS LOTTERY" clearly and legibly marked on the outside. Applications must be received by **7pm on February 27, 2017** at Pauline Betz Addie Tennis Center (7801 Democracy Blvd., Bethesda, MD 20817) 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. Each Applicant must submit a \$100.00 check, made payable to **ActiveMONTGOMERY**. Only *personal* checks pre-printed with the Applicant's name and address will be accepted (no handwritten names/addresses or starter checks). The name on the check must match the Applicant name on the Application. If two applicants apply for two consecutive hours of court time, both Applicant #1 and #2 must submit **separate**, pre-printed checks for \$100.00 with the Application.

STEP 3 – COURT TIMES are assigned *Results posted Friday, March 3, 2017*

The lottery begins on Tuesday, February 28, 2017. Requests will be allocated and applicants will be given one of the three choices of court times 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 13th. **REMINDER:** We are required to deposit your \$100 check upon receipt. If you receive court time, the \$100 will be applied to your total court fee. If you do *not* receive one of your three time choices, we will contact you to try to find an acceptable alternative. If we cannot find a workable slot, we will issue a refund check (please allow 10-14 business days) or leave the \$100 credit on your ActiveMONTGOMERY account. Contracts will be emailed and mailed by **Friday, March 31, 2017**.

STEP 4 – Make your FINAL PAYMENT *Deadline: Friday, July 14, 2017*

All permit invoices for seasonal court time will be emailed or 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 permit invoice to and one payment from that contract holder). Payment can be made by 1) Visa, MasterCard, Discover and American Express online at www.ActiveMONTGOMERY.org; or 2) in person at Pauline Betz Addie Tennis Center with Visa, MasterCard, Discover, American Express, cash, or personal check (a single personal check for the balance due, pre-printed with the court holder's name and address). If you received two consecutive hours, two permit invoices will be sent out and two separate payments will be accepted. **PLEASE NOTE: A 10% late fee** will be added to any balance not paid in full by July 14, 2017. If the total account balance is not paid by **Friday, July 21, 2017**, the court time will be cancelled and resold and the deposit forfeited.

2017 – 2018 COURT FEES

MONDAYS – 30 WEEKS		
6am	\$630	\$21/hr.
7am to 4pm	\$1020	\$34/hr.
5pm – 10pm	\$1260	\$42/hr.
11pm	\$690	\$23/hr.
TUESDAYS, WEDNESDAYS, FRIDAYS – 32 WEEKS		
6am	\$672	\$21/hr.
7am to 4pm	\$1088	\$34/hr.
5pm – 10pm	\$1344	\$42/hr.
11pm	\$736	\$23/hr.
THURSDAYS – 31 WEEKS		
6am	\$651	\$21/hr.
7am to 4pm	\$1054	\$34/hr.
5pm – 10pm	\$1302	\$42/hr.
11pm	\$713	\$23/hr.
SATURDAYS – 32 WEEKS		
6am	\$672	\$21/hr.
7am to 9pm	\$1088	\$34/hr.
SUNDAYS – 30 WEEKS		
6am	\$630	\$21/hr.
7am to 9pm	\$1020	\$34/hr.

The season runs for 32 weeks - September 5, 2017 through April 16, 2018*

No refunds, substitutions or date/time change requests are permitted

*Some seasonal court time schedules are comprised of fewer than 32 weeks, due to holiday closures/early closings/late openings etc. **Fees have already been adjusted accordingly for slots affected by below dates.** In case of facility closures due to inclement weather, court times will automatically be extended an additional week.

SEASONAL COURT TIME EXCEPTIONS

Seasonal Court time is **NOT** held on the following dates – fees listed above have been adjusted

Thursday, November 23	Facility closed for Thanksgiving
Sunday, December 24	No seasonal court time
Monday, December 25	Facility closed for Christmas
Sunday, December 31	No seasonal court time
Monday, January 1, 2017	No seasonal Court time

IMPORTANT DATES

Monday, February 27, 7pm	Lottery Applications due
Tuesday, February 28	Lottery process begins
Friday, March 3	Results posted at the facility
Saturday, March 4	Facility begins contacting Applicants who did not receive court time
Tuesday, March 14	Additional Court time requests accepted
Friday, March 31	Contracts mailed and emailed to Applicants receiving court time
Friday, July 14	Final payment due
	-10% late fees assessed on all invoices paid after July 14
Friday, July 21	Court time will be cancelled and resold if total account balance is not paid by this date



2017-2018 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
♦ Email: CabinJohnTennis@MontgomeryParks.org

This is a FILLABLE form, print it out, sign and return with \$100 deposit, payable to ActiveMONTGOMERY. See "Instructions" for more details. All applications and checks must be received by **7pm on Monday, February 27, 2017** at the above address.

APPLICANT #1

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

	<u>Day of Week</u>	<u>Starting Time (on the hour)</u>	<u>Check One</u>	<u>Court # (not guaranteed)</u>
1 st Choice _____	_____	_____	___AM ___PM	_____
2 nd Choice _____	_____	_____	___AM ___PM	_____
3 rd Choice _____	_____	_____	___AM ___PM	_____

FOR OFFICAL USE ONLY

Day _____ Time _____ Court # _____

APPLICANT #2

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

	<u>Day of Week</u>	<u>Starting Time (on the hour)</u>	<u>Check One</u>	<u>Court # (not guaranteed)</u>
1 st Choice _____	_____	_____	___AM ___PM	_____
2 nd Choice _____	_____	_____	___AM ___PM	_____
3 rd Choice _____	_____	_____	___AM ___PM	_____

FOR OFFICAL USE ONLY

Day _____ Time _____ Court # _____

→ If YOU ARE INTERESTED IN TWO HOURS OF COURT TIME OR NOTHING AT ALL, PLEASE CHECK HERE: