Wheaton Sports Pavilion
Field Reservation Process

Purpose:
This document outlines the procedures through which an individual, organization, or group can reserve the Wheaton Sports Pavilion operated by the Maryland National Capital Park and Planning Commission (M-NCPPC). The intent of the processes outlined herein is to maximize the use of the Wheaton Sports Pavilion in a manner that is fair, equitable, and consistent with the mission of the M-NCPPC.

Procedure for Booking Field for One-Time Use

An individual or group wishing to reserve a field for a single practice or game may do so by contacting the Facility Manager via email WheatonSportsPavilion@MontgomeryParks.org with their reservation request. Fields are available on a first come, first served basis pending availability.

Any changes to a one time-use reservation must be made by contacting the Facility via email WheatonSportsPavilion@MontgomeryParks.org or by phone (301) 905-3070 at least 14 days before your rental date. See Changes/Cancellation Policy for more details.

Fields for league or tournament play may not be secured through this procedure. See Procedure of Securing Leagues or Multiple Uses.

Procedure for Securing Field for Leagues or Multiple Uses

Because repeat use of a field for conducting league play involves added commitment on the part of both the individual/organization/group renting the field and M-NCPPC, a separate process for securing space must be followed.

All applications must be sent to the Facility Manager via email: WheatonSportsPavilion@MontgomeryParks.org.

A printable application can be found at the end of this document.

Reservation is secured when the following occurs:

1. The Facility Manager, or representative, will email the Rental Agreement and an Invoice for all rentals, no later than the Permit Issued date.

2. Once the Rental Agreement is received, the group/organization submits the following to the Facility Manager within 30 days of the receipt of the Rental Agreement:

   • A signed copy of the Rental Agreement.
• A current Certificate of Insurance naming M-NCPPC as additionally insured “6611 Kenilworth Ave., Riverdale MD 20737” in the amount no less than $1,000,000.

• A 20% down payment or the full rental amount to secure your reservation. The down payment is applied to the permit’s balance.

• Team Rosters including Names and Addresses for everyone participating in the league or event must be furnished upon request.

3. Payment:
• Group/organization is responsible for payment in full. The renter can choose to pay the balance due in full at the time confirmation. In the event the rental carries over to consecutive months, a payment plan will be put in place. Each partial payment will be due the first (1st) of each month. In the event payment is not received, a 10% late fee could be added to the rental contract after the eighth (8th) of the month.

• Payments can be made online, in person or over the phone.

Checks can be made payable to ActiveMONTGOMERY and mailed to:
Wheaton Sports Pavilion
11751 Orebaugh Avenue
Wheaton, MD 20902

Changes, Cancellations, Weather Policy

1. Changes: Any changes to field reservations must occur at least 14 days in advance of the proposed change. Only one booking change may be made per permit. Any changes made within the 14-day time frame will be considered a cancellation.

2. Cancellations: Cancellations must be submitted in writing to WheatonSportsPavilion@MontgomeryParks.org at least 14 days prior to the rental dates. All cancellations will result in the loss of the 20% down payment. Failure to provide 14 days’ notice will result in a loss of all paid fees.

3. Inclement Weather: Montgomery Parks facilities follow Montgomery County Government closings (not Montgomery Country Public School closings). Up-to-date information regarding closures are posted on the facility website as well as on Facebook. The renter may also sign up to receive the latest Parks Alerts as they happen through the county’s Alert Montgomery system. If the facility closes, the Facility Manager will contact the renter directly prior to the rental start time. The Facility Manager will then work with the renter for find alternate rental dates. If an alternate date cannot be found, a refund will be issued to the user.
Rental Rates:

### Spring-Fall (April 1 - November 30)

<table>
<thead>
<tr>
<th></th>
<th>Full Field Resident (60 mins)</th>
<th>Full Field Non-Resident (60 mins)</th>
<th>Half Field (Futsal) Residents (60 mins)</th>
<th>Half Field (Futsal) Non-Residents (60 mins)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Resident</strong></td>
<td>$80</td>
<td>$96</td>
<td>$40</td>
<td>$48</td>
</tr>
<tr>
<td><strong>Non-Resident</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>M-F 8am-5pm</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>M-F 5pm-midnight &amp; Sat/Sun</strong></td>
<td>$135</td>
<td>$160</td>
<td>$67.50</td>
<td>$80</td>
</tr>
</tbody>
</table>

### Winter (December 1, 2018 – March 31)

<table>
<thead>
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<td><strong>M-F 8am-5pm</strong></td>
<td>$90</td>
<td>$108</td>
<td>$45</td>
<td>$54</td>
</tr>
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<td><strong>M-F 5pm-midnight &amp; Sat/Sun</strong></td>
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