



# MONTGOMERY VILLAGE FOUNDATION, INC.

10120 APPLE RIDGE ROAD  
MONTGOMERY VILLAGE, MARYLAND 20886-1000

(301) 948-0110 FAX (301) 990-7071 www.montgomeryvillage.com

## PARK ATHLETIC FIELD PERMIT REQUEST FORM

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Park Location: \_\_\_\_\_

Field Requested (Check One):      Baseball/Softball      Soccer      Football      Cricket

Purpose of Use (Check all that apply):      Games      Practice      Other \_\_\_\_\_

Age Group (Check One):      12 and Under      Youth 13 – 18      Adult

Organization (If Applicable): \_\_\_\_\_

Team Name (If Applicable): \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Days of Week: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_

Time: 1<sup>st</sup> Choice      Start time      End time

2<sup>nd</sup> Choice      Start time      End time

I, the undersigned certify/understand that I am at least 21 years of age; that I have read and agree to comply with the park rules and regulations; that the presence or use of alcohol is strictly prohibited; that I will be present during the period of use; that there is a permit fee based on the attached schedule of athletic field uses that is non-refundable once the field that I have requested has been assigned, and that there may be additional use fees for some activities.

Signature: \_\_\_\_\_

Your application request is not final until your request is processed by the MVF Department of Recreation, Parks and Culture, all applicable fees have been paid and a permit has been issued. Please wait to finalize your field use plans until you receive your permit contract.

-----  
**OFFICE USE ONLY:** Date Received: \_\_\_\_\_ Outcome: \_\_\_\_\_

## **Schedule of Athletic Field Use Fees**

For permitted use of MVF owned ballfields for use beginning September 1, 2015  
per the Montgomery Village Foundation Park Use Policy

Fees for permitted use of MVF fields are as follows:

\$5 per hour of permitted use for all unlighted fields.

\$10 per hour of permitted use for unlighted fields for commercial and for-profit organizations.

\$30 per hour for approved use of lighted fields by Village residents and Non-profit groups

\$40 per hour for approved use of lighted fields by commercial, *for-profit, or non-profit organizations with less than 50% Village residents (excluding MVSA teams)*

(note MVSA would pay the current rate of \$15 for softball and \$25 for football).

Additional staffing costs associated with use of the lighted fields would be applied to the cost of the field use permit.

### **Refunds**

Refund or credits will be considered for dates reserved in the event the athletic field is unusable due to inclement weather or actions taken by MVF, provided refund or credit request is submitted in writing within 10 business days of last date reserved on permit.

### **Reservation Schedule**

Requests for field use permits will be accepted as follows:

1. Beginning January 15 for field use March 15 to June 30
2. Beginning May 15 for field use July 1 to Aug. 31
3. Beginning July 15 for field use Sept. 1 to Nov. 30
4. No permits are issued for field use Dec. 1 to March 14.