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RECREATION CENTER PERMIT REQUEST FORM

Today's Date: _____

Name of Recreation Center: _____ Requested Date(s): _____

Please Check The Time Block You Wish to Reserve (4-hour minimum) Also view Facility prior to submitting this request:

10 am to 2 pm	10 am to 10 pm	11 am to 11 pm	2 pm to 11 pm	6 pm to 11 pm
10 am to 3 pm	10 am to 11 pm	2 pm to 6 pm	3 pm to 7 pm	7 pm to 11 pm
10 am to 6 pm	11 am to 3 pm	2 pm to 7 pm	3 pm to 11 pm	
10 am to 7 pm	11 am to 7 pm	2 pm to 10 pm	6 pm to 10 pm	

Note: Setup and cleanup time occur only within the hours rented. No extra setup/cleanup time is provided or allowed. Please inquire in advance if you have questions regarding building capacity or facility amenities such as AC, tables, chairs etc.

Person in Charge: _____

Name of Group or Organization (if applicable): _____

Address of Person in Charge: _____

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

Purpose of Reservation: _____

Number in Attendance: Adults _____ Teens _____ Children _____

Please Indicate Payment Method: Check (Number: _____) Cash (\$ _____) Visa Mastercard

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

- I will comply with following:**
- ◆ Two-thirds of the attendants will be Montgomery or Prince George's County residents.
 - ◆ **NO BEER OR ALCOHOL ALLOWED.**
 - ◆ No fees or other monies will be collected.
 - ◆ All rules and regulations stated on the facility permit.

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 \$48 FEE WILL BE ASSESSED FOR CANCELLATIONS.

A \$48 FEE WILL BE ASSESSED FOR RESERVATION CHANGES (date changes must be made at least one week in advance).

I also understand and agree that if I fail to pick up the key within Park Permit Office business hours (listed below), the entire rental fee will be forfeited.

Permit Number: _____ Receipt Number: _____ _____
Signature of Person in Charge

Office Hours for Payments/Reservations		Office Hours for Key Pick-Up/Return Only	
<u>Silver Spring</u> 8:30 am to 4:30 pm	<u>Germantown</u> 8:30 am to 4:30 pm	<u>Silver Spring</u> 8:30 am to 5:00 pm	<u>Germantown</u> 8:30 am to 5:00 pm