



# M-NCPPC Local Park/MCPS/MCRD Field Permit Application

Community Use of Public Facilities  
255 Rockville Pike, Suite 201, Rockville, MD 20850  
240-777-2711 www.montgomerycountymd.gov/cupf



Organization/Team Name: \_\_\_\_\_

Representative: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Contact Email: \_\_\_\_\_

Sport: \_\_\_\_\_ Adult Youth

Number of Teams: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Season Start: \_\_\_/\_\_\_/\_\_\_ Season End: \_\_\_/\_\_\_/\_\_\_  
mm dd yy mm dd yy

### CONDITIONS OF USE:

- Field users must adhere to all M-NCPPC and CUPF guidelines to help keep fields in an acceptable condition for public use. Violation of permitting guidelines may result in fines or the loss of permitting privileges.
- Alcohol is prohibited, and use of tobacco is prohibited in or near playing areas.
- Vehicles must be parked in designated spaces only (carpooling is strongly encouraged).

### REFUNDS AND CANCELLATIONS:

Refunds will be provided only when field use is cancelled by M-NCPPC/MCPS staff.

**As CUPF assigns practice and game field time to leagues and organizations prior to processing permit requests from individuals and team representatives, please contact your organization directly with any practice or game field needs before submitting a permit request to CUPF.**

I, the undersigned, certify that I am authorized to sign this contract on behalf of the using group, have read and fully comprehend all fees, rules and regulations as contained in the user's guidelines associated with the community's use of schools, parks, and recreation centers and agree to indemnify, save harmless and defend the County, the Board of Education, M-NCPPC, the individual members thereof, and any school, County, or M-NCPPC officials or employees from any loss, cost, damage, claim or other expense suffered or incurred that may arise during or be caused in any way by such use or occupancy of school, park, or recreation center property, including any loss or injury of any kind alleged to be the result of any negligence by Montgomery County, the Montgomery County Board of Education, M-NCPPC, or any of its agents, employees or officials. In the event MCPS, M-NCPPC, or MCRD property loss is incurred as a result of the use of the facility, the amount of damage shall be decided by the principal and the Director of Maintenance, in consultation with the Director of Community Use of Public Facilities. The user and applicant shall be charged accordingly.

I understand that soccer goals may not be available at school fields, or if available, removed at any time by MCPS.

### APPLICATION SUBMISSION DATES:

**Spring/Summer Season (March 15 – August 15)**

Applications accepted beginning February 1

**Fall Season (August 16 – November 30)**

Applications accepted beginning July 1

### APPLICATION PROCEDURES:

Application form and payment **MUST** be submitted to:

**Community Use of Public Facilities (CUPF)**

**255 Rockville Pike, Suite 201**

**Rockville, MD 20850**

You may submit applications by:

1. Mail
2. Fax (240-777-2743)
3. In person at CUPF offices
4. Online at [www.montgomerycountymd.gov/cupf](http://www.montgomerycountymd.gov/cupf)

**AN ESTIMATED PAYMENT IS REQUIRED FOR YOUR REQUEST TO BE PROCESSED (SEE BACK FOR FEE INFO).**

**Permit applications will be processed in the order that they are received.**

### METHOD OF PAYMENT:

- Check/Money Order made payable to "Montgomery County Maryland"
- Visa/MasterCard

Name on Card: \_\_\_\_\_

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Applicant's Signature

Date

### Athletic Field Fees (effective January 1, 2014)

Field Type	Hourly Fee
<b>PRACTICE AND GAME USE AT:</b> <input type="checkbox"/> M-NCPPC Local/Neighborhood Park Fields <input type="checkbox"/> MCPS Fields* <input type="checkbox"/> MCRD Fields * Commercial/For-profit organizations may reserve elementary/middle school fields at \$10/hour	\$7.00 \$5.00 \$5.00
<input type="checkbox"/> M-NCPPC Regional/Recreational Park Fields – <b>GAME USE ONLY</b> <ul style="list-style-type: none"> <li>• Youth (Under 18)</li> <li>• Youth (Under 18), with lights</li> <li>• Adults (18 and over)</li> <li>• Adults (18 and over), with lights</li> </ul>	\$17.00 \$32.00 \$25.00 \$40.00
<input type="checkbox"/> MCPS Synthetic Turf Fields (Richard Montgomery High School, Walter Johnson High School, and Thomas S. Wootton High School)** <ul style="list-style-type: none"> <li>• Non-profit/County residents</li> <li>• Non-profit/County residents, with lights</li> <li>• Commercial/Non-County residents</li> <li>• Commercial/Non-County residents, with lights</li> </ul> <input type="checkbox"/> M-NCPPC Synthetic Turf Fields (Montgomery Blair High School and Fairland Recreational Park) <ul style="list-style-type: none"> <li>• Non-profit/County residents</li> <li>• Non-profit/County residents, with lights</li> <li>• Commercial/Non-County residents</li> <li>• Commercial/Non-County residents, with lights</li> </ul> <p><u>Minimum hours per use</u></p> <ul style="list-style-type: none"> <li>▪ Monday – Friday                      2 hours</li> <li>▪ Saturday/Sunday/Holidays        3 hours</li> <li>▪ Camps/Clinics                            4 hours</li> </ul> <p>** Additional staffing costs apply at Richard Montgomery HS, Walter Johnson HS, and Thomas S. Wootton HS. Contact CUPF directly for availability information prior to submitting a request.</p>	\$125.00 \$160.00 \$200.00 \$235.00  \$100.00 \$135.00 \$150.00 \$185.00
<input type="checkbox"/> MCPS High School Stadium Fields (excluding synthetic turf stadium fields) <ul style="list-style-type: none"> <li>• Non-profit/County residents/Youth</li> <li>• Non-profit/County residents/Youth, with lights</li> <li>• Non-profit/County residents/Adult</li> <li>• Non-profit/County residents/Adult, with lights</li> <li>• Commercial/Non-county residents</li> <li>• Commercial/Non-county residents, with lights</li> </ul> <p>Contact the respective school directly to request use of a high school natural grass field; CUPF may issue a permit ONLY if the requested use is approved by the school's administrative staff. Scoreboard use is not included; additional fees apply for restrooms access and staffing.</p>	\$ 50.00 \$ 85.00 \$ 75.00 \$ 110.00 \$ 175.00 \$ 210.00

Please list your field requests below in priority order. **NOTE: Each team may request field time for a 1.0 – 1.5 hour practice, one day per week (NO EXCEPTIONS). You will be notified if none of your selections is available.**

Site and Field Number	MON	TUE	WED	THU	FRI	SAT	SUN
1)							
2)							
3)							
4)							
5)							