



MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

Park Permit Office (Silver Spring), 9500 Brunett Avenue, Silver Spring, MD 20901, Tel.: 301-495-2525 Fax: 301-495-2484

Park Permit Office (Germantown), 12900 Middlebrook Road, Germantown, MD 20874, Tel.: 301-495-2480

www.parkpermits.org

GYMNASIUM PERMIT REQUEST FORM

Today's Date: _____

Gymnasium: _____ Requested Day(s): _____

Number of Hours Requested: _____ Requested Date(s): _____

Time Requested: _____ to _____ (between 9a.m. and 11 p.m. **only**, 7 days a week)

Person in Charge: _____

E-Mail Address: _____

Name of Group or Organization (if applicable): _____

Address: _____

Telephone Number(s): Daytime _____ Evening _____

Purpose of Reservation: Basketball Volleyball

Number in Attendance: Adults _____ Teens _____ Children _____

Payment Method: Check # _____ Cash \$ _____ Visa MasterCard

Card # _____ Exp. Date: _____ Card Holder's Name: _____

I will comply with the following:

- Two-thirds of the attendants must be residents of Montgomery County or Prince George's County.
- **NO BEER OR ALCOHOL ALLOWED. NOTE:** No food or drink is permitted in the gym or hallways.
- No collection of any monies or fees is allowed.
- All rules and regulations stated on the facility permit.
- **FEES: \$30** per hour, plus a **\$25** key and **\$150** damage deposit.
- **CANCELLATION POLICY:** Fee is refundable 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 not refundable.
- A **\$48.00** fee will be assessed for reservations changes and/or cancellations.

Signature: _____

FOR OFFICE USE ONLY:

Permit Number: _____

Receipt Number: _____