



# MONTGOMERY VILLAGE FOUNDATION, INC.

10120 APPLE RIDGE ROAD  
MONTGOMERY VILLAGE, MARYLAND 20886-1000

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

## ***Picnic Pavilion Permit Application – please complete both sides***

Permits are available to Montgomery Village Residents (18 years of age or older) whose assessment accounts, (including outstanding administrative fees, legal fees and interest) are current. Permits are also available to non-residents (18 years or older) for an additional fee. Permit applications for the season are accepted for residents beginning on March 1 and are accepted for non-residents beginning on March 15. Pavilions are available to rent from April 1 until October 31. Pavilion rental permits entitle the holder to exclusive use of pavilion and picnic tables only at the named park. All other park amenities will remain open to the public.

Applicants Name \_\_\_\_\_

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Number of people expected \_\_\_\_\_

If hosting use by an organization, list the organization: \_\_\_\_\_

Date Requested: \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_; Alternate date: \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_;  
**Month Day Year Month Day Year**

Time Requested:  9:30am – 2:00pm  3:00pm – 7:30pm  9:30am – 7:30pm

Pavilion Requested:

- Apple Ridge Recreation Area** - Capacity 60 people - Includes 8 picnic tables including one with 2 wheelchair accessible spaces adjacent and access to port-o-john. The park has the following shared amenities: parking lot, playground, soccer field, and basketball court. **Pool access is not included.**
- William Hurley Park** – Capacity 60 people - Includes 7 picnic tables and access to port-o-john. The park has the following shared amenities: playground, basketball court, parking lot, and sports field. **Pool access is not included.**

| Picnic Pavilion Rental Rates |                 |          |              |                  |
|------------------------------|-----------------|----------|--------------|------------------|
|                              |                 | Resident | Non-Resident | Security Deposit |
| Rental Time                  | 9:30am - 2pm    | \$80     | \$100        | \$100            |
|                              | 3pm - 7:30pm    | \$80     | \$100        | \$100            |
|                              | 9:30am - 7:30pm | \$160    | \$200        | \$100            |

Security Deposit will be returned to the applicant if the conditions of the "Picnic Pavilion Permit Agreement" are met, including cleaning up all trash and decoration, and disposing of them in dumpster or adjacent trashcans and returning port-o-john key.

Completed pavilion rental applications can be dropped off at 10120 Apple Ridge Road or emailed to rschroers@mvf.org. If you have questions or would like to follow up on a previously submitted application please contact Ron Schroers at 240-243-2341 or rschroers@mvf.org. **You will receive a response within 7 business days from when the application is received.**

## PICNIC PAVILION PERMIT AGREEMENT

Permit applicant signing this permit agreement will be in attendance during the entire rental period and is responsible to ensure all their guests adhere to MVF rules and regulations

Picnic attendees will be present during the permitted hours only.

Picnic pavilion permits are granted for use of the picnic area only and does not include exclusive use of the fields or other facilities in the park. A field use permit must be requested to reserve the field.

Only standing grills (no table top) may be used in the designated picnic area and must be attended to at all times. All grilling trash must be removed from the site, including charcoal. Charcoal is not to be disposed of on MVF property and must be removed from the site after the event.

Glass containers of any kind are prohibited in the park areas.

Alcoholic beverages are not permitted in park areas.

Inflatable or mechanical amusements, horses/ponies and other livestock animals are not permitted on park property.

Motorized vehicles are prohibited within the park areas.

Picnic attendees may not smoke within 25' of all playground sites.

Audio devices may not be played at a level that causes a disturbance to the public peace.

No person may indulge in riotous, disruptive, boisterous, threatening, hazardous or indecent conduct, or abusive, threatening or obscene language.

No picnic attendee shall deface, destroy, misuse or remove any park property. Posting of notices is not allowed.

All trash and decorations must be removed and disposed of in dumpsters or trash receptacles.

The permit applicant will ensure that the area utilized is clean and free of trash at the conclusion of the picnic.

Permit holder and guest must follow all Montgomery Village Foundation Park Use Policy, Rules and Regulations in use of this permit.

Port-o-john key can be picked up at the MVF office 5 days prior to rental and must be returned to the MVF office within 3 business days after the rental.

Refunds are not issued for cancellation due to inclement weather; however, rain dates can be re-scheduled. Please call 240-243-2341 the first business day after the rain-out to re-schedule.

**I have read and understand the above information and acknowledge that failure to follow this agreement may result in loss of my security deposit.**

\_\_\_\_\_  
Permit Applicant Signature

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY:

Resident Status (circle): R    NR    Resident Account # \_\_\_\_\_ Current on Assessments \_\_\_\_\_ Date \_\_\_\_\_ Initials: \_\_\_\_\_  
Permit Status (circle) Approved    Denied    Date Notified/Permit Emailed \_\_\_\_\_ By: \_\_\_\_\_  
Payment Date: \_\_\_\_\_ Permit and port-o-john key issued by: \_\_\_\_\_ Date: \_\_\_\_\_  
Port-o-john key return date: \_\_\_\_\_ Received By: \_\_\_\_\_  
Date Security Deposit Refund Requested: \_\_\_\_\_