



## Fee Reduction Program *Procedures and Application*

The M-NCPPC Montgomery County Department of Park and Planning (M-NCPPC) is committed to serving the needs of all residents of Montgomery County. M-NCPPC recognizes that many residents are financially unable to participate in the activities and programs offered in our fee-based facilities.

Therefore, M-NCPPC has established a Fee Reduction Program to make these facilities available to as many county residents as possible. A 50% fee reduction is awarded based on family income and/or outside public assistance (see the income criteria listed below). Reductions are available on selected user fees through a discount coupon book, program registrations, and facility rentals. See Page 4 of this application for a listing of the applicable fees.

The Fee Reduction Program is open to Montgomery County residents only.

### **HOW TO RECEIVE DISCOUNT COUPON BOOKS**

- 1) Submit applications for discount coupon books in person, Monday through Friday, during normal business hours, to any of the facilities listed on Page 4 of this application.
- 2) One coupon book of three discount tickets will be issued to each person in the family once the application is approved.
- 3) An application for more coupon books can be submitted at any facility listed on Page 4. However, only one application will be accepted for coupon books per day.
- 4) Coupon books do not have an expiration date.
- 5) Coupons entitle the bearer to a 50% discount on the user fees listed on Page 4.
- 6) For your convenience, coupon books can be applied for through the mail by sending the completed application to: M-NCPPC Hillandale Park Office, 10611 New Hampshire Ave, Silver Spring, MD 20903, or faxing the application to 301-434-4796. Allow up to 2 weeks for delivery.
- 7) Coupon books can be applied for and received when a qualified applicant completes this form for a program or facility rental (see below).

### **HOW TO APPLY FOR A REDUCTION ON PROGRAM REGISTRATIONS OR FACILITY RENTALS**

- 1) An application for a 50% fee reduction to the programs and rental facilities listed on Page 4 must be submitted to the respective office or facility administering the program or facility booking. An applicable registration form must be submitted at the same time.
- 2) Applicants for this reduction must compete for space in a program, class, etc., on a first-come, first-served basis the same as anyone else.
- 3) One application may be submitted for several members of the family, but each person will be permitted only one program/class/registration reduction per application and only one application will be accepted at a time.

### **INCOME CRITERIA FOR FEE REDUCTION**

<b>Family – Individual or Single Parent</b>	<b>Income Level</b>	<b>Family – 2 Parents</b>	<b>Income Level</b>
Individual Adult	\$19,100	N/A	N/A
Parent plus 1 Child under 18	\$30,000	2 Adults	\$24,700
Parent plus 2 Children under 18	\$39,700	2 Adults plus 1 Child under 18	\$36,200
Parent plus 3 or more Children under 18	\$55,400	2 Adults plus 2 or more Children under 18	\$45,100



The Maryland-National Capital Park and Planning Commission  
 Department of Park and Planning, Montgomery County

## Fee Reduction Program *Application*

### **SECTION A – TO BE COMPLETED BY ALL APPLICANTS**

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

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

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

Applicant's Date of Birth: \_\_\_\_\_

**IMPORTANT** - Proof of eligibility must be provided at time of application (even if you have submitted previous applications). *All information will be kept confidential.*

I feel that I am eligible for a fee reduction because I have been approved for: [Check appropriate box(es)]

- Public Assistance       Medical Assistance       Section 8 or Public Housing  
 Food Stamps               Unemployment               Energy Assistance  
 Other Consideration [Attach note explaining the circumstances]  
 Total Household Income \$ \_\_\_\_\_ Source of Income: \_\_\_\_\_  
 Verified Eligible by the Montgomery County Department of Recreation

As a general guideline, only one application will be approved per person/family. All programs and class offerings are on a "first-come, first-served" basis, and are subject to space availability. This application does not take the place of a program registration form or a facility rental application; however, this application must accompany the registration form in order to receive the fee reduction.

I certify that the above information is true and correct (false information may lead to dismissal from the program).

Applicant's Signature: \_\_\_\_\_

### **DEPARTMENT USE ONLY** [Send copy of completed application to Enterprise Office]

Approved By: \_\_\_\_\_ Facility/Location: \_\_\_\_\_

Type of Proof Provided: \_\_\_\_\_

Date Approved: \_\_\_\_\_ (If not approved, explain): \_\_\_\_\_

# of Coupon Books Issued: \_\_\_\_\_ Serial #(s): \_\_\_\_\_

FOR MORE INFORMATION, CALL 301-495-2530

**SECTION B – To Be Completed By Applicants For DISCOUNT COUPON BOOKS**

Please complete the following information to receive one coupon book per family member.

	<b>Applicant/Family Member(s) Full Name</b>	<b>Coupon Book (Yes/No)</b>
Applicant		
Spouse/Co-Applicant		
Child in Household (Under 18)		
Child in Household (Under 18)		
Child in Household (Under 18)		
Child in Household (Under 18)		

For coupon books, apply at any facility listed on the back of this form or mail/fax the completed application to: **M-NCPPC/Enterprise Office, 10611 New Hampshire Avenue, Silver Spring, MD, 20903, Phone – 301-495-2530, Fax – 301-434-4796**

---

**SECTION C – To Be Completed By Applicants For PROGRAM REGISTRATION**

Please complete the following information for the program for which you wish to register.

	<b>Applicant/Family Member(s) Full Name</b>	<b>Facility</b>	<b>Program Applying For</b>
Applicant			
Spouse/Co-Applicant			
Child in Household (Under 18)			
Child in Household (Under 18)			
Child in Household (Under 18)			
Child in Household (Under 18)			

**PLEASE NOTE - For program registration, present this form to the appropriate facility and comply with all regular registration procedures for that program.**

---

**SECTION D – To Be Completed By Applicants For FACILITY RENTAL**

Please complete the following information the facility you want to rent.

Facility Name \_\_\_\_\_

For facility rental, present this form to the **Park Permit Office at 9500 Brunett Avenue, Silver Spring, MD, 20901, 301-495-2525**, and comply with all regular application procedures.

## ELIGIBLE FACILITIES/PROGRAMS FOR FEE REDUCTIONS

### FEE REDUCTION COUPON BOOKS

Camping Sites (non-electric, non group)	Carousel Rides	Miniature Train Rides
Ice Skating -General/Public Sessions	Miniature Golf	Splash Playground
Pontoon Boat Rides	Rental Boats (Hourly)	

### PROGRAM REGISTRATION

Camps - Archaeology, Ice Skating, Indoor Tennis, Nature Centers, Week in the Parks, Tennis in the Parks  
 Group Lessons - Ice Skating, Tennis  
 Programs – Brookside Gardens, Nature Centers

### FACILITY RENTALS

Local Park Picnic Shelters  
 Recreation Centers

<b>WHERE TO APPLY</b>				
Please call for hours of operation and directions				
FACILITY/OFFICE <small>*Seasonal Facilities</small>	PHONE NUMBER	COUPON BOOK DISTRIBUTION	PROGRAM REGISTRATION	FACILITY RENTALS
Archaeology Camp	301-948-3461		X	
Black Hill Boat Shop*	301-972-6157	X		
Black Hill Visitor's Center	301-972-3476	X	X	
Brookside Gardens	301-939-8231	X	X	
Brookside Nature Center	301-946-9071	X	X	
Cabin John Regional Park – Headquarters	301-765-8600	X		
Cabin John Ice Rink	301-765-8620	X	X	
Cabin John Indoor Tennis	301-765-8650	X	X	
Little Bennett Campground*	301-528-3430	X		
Locust Grove Nature Center	301-765-8660	X	X	
Meadowside Nature Center	301-924-4141	X	X	
Parkside Headquarters – Park Permit Office	301-495-2525	X		X
Hillandale Headquarters – Enterprise Office	301-495-2530	X		
Rock Creek Regional Park – Needwood Boat Shop*	301-762-1888	X		
South Germantown Recreational Park – Splash Playground/Mini Golf*	301-601-4410	X		
Up-County Government Center – M-NCPPC, Park Permits	301-495-2480	X		X
Wheaton Train/Carousel*	301-942-6703	X		
Wheaton Ice Arena	301-649-3640	X	X	
Wheaton Tennis	301-649-4049	X	X	

**To Receive Coupon Books  
(Only) Through the Mail:**

**Mail Applications To:**  
 M-NCPPC/Enterprise Office  
 10611New Hampshire Avenue  
 Silver Spring, MD 20903

**Fax Applications To:**  
 301-434-4796

FOR MORE INFORMATION, CALL 301-495-2530