



CITY OF BOWIE
 GYMNASIUM
 4100 Northview Drive
 Bowie, MD 20716
 301-809-2388

Gymnasium Allocation Request Form

Please read the directions and payment terms below

Please complete the entire form and return by the indicated due date outline in the enclosed letter with all the required documentation. All incomplete request forms will be denied. All approved permits will have an individual monthly payment plan attached to them detailing the terms for payment for the individual permit. Your first payment will be required within 5 business days prior to the approved permit's start date. Failure to make the first payment by the due date will result in the suspension of the permit until the payment is made or the permit being voided and the requested time being removed from the system. All approved permits are subject to being voided or suspended at any time if payments are late by 5 days or more. Voided permits cannot be reinstated at any time for any reason. All teams and organizations must submit team rosters that meet the City of Bowie's resident requirement with this allocation form, failure to do so will result in a delay of the allocation process or the approval of the request being made at this time.

PART I

Contact Information

ALL REQUESTED INFORMATION IS REQUIRED

Name of Organization: _____

Mailing Address of Organization: _____

City: _____ State: _____ Zip: _____

Organization's Web Page: _____

Name of Contact Person: _____

Mailing Address of Contact Person: _____

City: _____ State: _____ Zip: _____

Contact Person's Home Number: _____ Cell Number: _____

Contact Person's Work Number: _____

Contact Person's Email Address: _____

Name of Alternate Contact Person: _____

Mailing Address of Alternate Contact Person: _____

City: _____ State: _____ Zip: _____

Alternate Contact Person's Home Number: _____ Cell Number: _____

Alternate Contact Person's Work Number: _____

Alternate Contact Person's Email Address: _____

Can your organization be considered a Resident Group? Yes No
 If YES, please provide roster information.

Please turn over to complete the allocation request form

PART II Requested Dates
ALL REQUESTED INFORMATION IS REQUIRED

Please provide your (3) top choices below by indicating a particular (2) hour time block per day that you are requesting. Each team will be limited up to (6) hours per week of court time. Resident groups must show that they are located in Bowie and that 60% of all team rosters are made up with City Residents to take advantage of the City Rate. The resident rate is shown in Black below. Groups that cannot demonstrate that they reside within the City limits of Bowie or cannot meet the 60% requirement of City Residents on their team rosters must pay the Non-Resident Rate that is shown below in blue.

Please indicate the date that you wish to start after July 1, 2021 _____.

Please indicate the date of you will conduct your last event before August 30, 2021 _____.

SAMPLE

Court # / Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Cost \$25/\$60 per hour							
2 Cost \$25/\$60 per hour							
4 Cost \$25/\$60 per hour		6-8pm		6-8pm		6-8pm	
1 & 2 Cost \$50/\$120 per hour							

1st Choice

Court # / Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Cost \$25/\$60 per hour							
2 Cost \$25/\$60 per hour							
4 Cost \$25/\$60 per hour							
1 & 2 Cost \$50/\$120 per hour							

2nd Choice

Court # / Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Cost \$25/\$60 per hour							
2 Cost \$25/\$60 per hour							
4 Cost \$25/\$45 per hour							
1 & 2 Cost \$50/\$120 per hour							

3rd Choice

Court # / Days	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Cost \$25/\$60 per hour							
2 Cost \$25/\$60 per hour							
4 Cost \$25/\$60 per hour							
1 & 2 Cost \$50/\$120 per hour							

Please Provide Complete Team Rosters and Non-Profit 501(c)(3) Documentation with your REQUEST FORM

By signing below as an agent of an organization requesting court time at the City of Bowie Gymnasium, I agree to all the terms and conditions and fully understand that all approved permits will have an individual monthly payment plan attached to them detailing the terms for payment for the individual permit. Your first payment will be required within (5) business days prior to the approved permit's start date. Failure to make the first payment by the due date will result in the suspension of the permit until the payment is made or the permit being voided and the requested time being removed from the system. All approved permits are subject to being voided or suspended at any time if payments are late by (5) days or more. All voided permits cannot not be reinstated at any time for any reason. THE CANCELTION POLICY- All unused court time will be charged unless coaches notify the gymnasium management in writing within (10) business days of the scheduled court time that is being canceled only then will the court time be removed from the permit at no charge.

Signature of organization's agent _____

Name of the organization: _____

Date: _____