



## MONDAUK COMMON

### 2012 GROUP USAGE & RENTAL POLICIES

**Thank you** for selecting Mondauk Common for your group outing. Upper Dublin residents take great pride in this 50-acre community park and provide ongoing support for its maintenance and operation. (Maintained by UDP&R)

**Please read this brochure prior to your visit** to become familiar with UDP&R policies, procedures and the park.

#### A. MAKING RESERVATIONS

1. **Reservation requests** for group use permits are made through the UDP&R office. Current year requests are taken beginning March 1 at 12:01 am.
2. UDP&R issues **PERMITS** for guaranteed use of Mondauk Common facilities. **SIGN** the permit. **RETURN** the **WHITE COPY** to UDP&R with full payment and security deposit. As the permit holder, bring the **PINK COPY** of the permit with you to the park. The white copy is held in the UDP&R office. Copies are also provided to the Upper Dublin Police, UDP&R SiteWatch and the Mondauk Common Park Attendant.
3. **The permit indicates the facilities that have been scheduled for your use.** Please check this information for **accuracy - especially the day, date, time and "max. # in group."** *THIS INFORMATION DETERMINED THE COST OF THE PERMIT.* Please call UDP&R to make corrections or to request changes.
4. If you need to **increase** the "max. # in group," additional pre-payment is required no later than the business day prior to your group's use of the park. However, once payment is received in the UDP&R office, refunds are not made if the "max. # in group" number is **reduced**.

#### B. LARGE GROUP USE

1. Upper Dublin Township Ordinance No. 977 requires organizers of large events to gain pre-approval from the UD Police Department. Forms are available from UD Police or at our web site, [www.upperdublin.net](http://www.upperdublin.net) under Documents & Forms/Police.
2. For the purposes of Mondauk Common rentals, sponsors of **groups of 100 or more people** are also required to submit an "Application for Large Group Use of Mondauk Common" to UDP&R. Forms are available at our web site, [www.upperdublin.net](http://www.upperdublin.net) under Documents & Forms/Parks & Rec. or at the UDP&R office. Your date will be held for two weeks, but is not guaranteed until UDP&R reviews and approves the application.
3. **Rental of Mondauk Common is limited to groups of not more than 400 people.** The park is generally not available for carnivals, concerts or major fund raising activities where the number of guests cannot be determined in advance.
4. Large groups may incur an additional SiteWatch fee. This will be discussed with you and the additional amount shown on your permit.

#### C. RENTAL PERIODS & FEES

##### 1. BASE RENTAL PERIOD – 4 HOURS

	WEEKDAYS	WEEKENDS & HOLIDAYS
1	any 4 hours between 10 a.m. and 3 p.m.	any 4 hours between 9 a.m. to 2 p.m.
2	any 4 hours between 3 p.m. to dusk*	any 4 hours between 3 p.m. to dusk*

\*dusk is defined seasonally - see permit for exact time

2. The time frame listed on the permit **includes SET UP AND CLEAN UP.** Please do not arrive prior to the time listed on your permit. It is important that your group is cleaned up and ready to leave by the ending time noted.

#### D. FEE SCHEDULE based on expected attendance

Business Outing (cost per pavilion)	Located in U.D. Twp.	Located outside U.D. Twp.	Extra Hours	Alcohol Beverage Permit	Extra Hours for Alc. Bev. Permit
0-25	\$ 75	\$100	\$ 20	\$ 25	\$ 5
26-50	\$150	\$200	\$ 40	\$ 50	\$ 10
51-75	\$250	\$325	\$ 60	\$ 75	\$ 15
76-100	\$325	\$425	\$ 80	\$100	\$ 20
101-125	\$400	\$525	\$100	\$125	\$ 25
126-150	\$475	\$625	\$120	\$150	\$ 30
151-175	\$550	\$725	\$140	\$175	\$ 35
176-200	\$625	\$825	\$160	\$200	\$ 40

Any non-company sponsored business outing is charged the **non-resident rate** (regardless of where the business is located), even if the individual arranging for and/or paying for the outing is an Upper Dublin resident.

All Other Groups (per pavilion)	U.D. Twp. Resident	Non-Twp. Resident	Extra Hours	Alcohol Beverage Permit	Extra Hours for Alc. Bev. Permit
0-25	\$ 50	\$ 75	\$ 10	\$ 25	\$ 5
26-50	\$100	\$150	\$ 20	\$ 50	\$ 10
51-75	\$175	\$250	\$ 30	\$ 75	\$ 15
76-100	\$225	\$325	\$ 40	\$100	\$ 20
101-125	\$275	\$400	\$ 50	\$125	\$ 25
126-150	\$325	\$475	\$ 60	\$150	\$ 30
151-175	\$375	\$550	\$ 70	\$175	\$ 35
176-200	\$425	\$625	\$ 80	\$200	\$ 40

1. **Rentals crossing into a second base rental period** are charged one base rate plus the hourly rate for added hours.
2. **All rates are doubled** for rentals **encompassing two full rental periods.**
3. There is a penalty for groups using pavilions/grills **before or after times listed on permit.** The permit holder will be charged **double** the additional amount of **all fees** impacted by the extra hours.
4. Groups **exceeding the number of guests listed on the permit** will be charged **double** the additional amount of **all fees** impacted by the actual number.
5. No refund issued if number of guests is less than expected.

#### E. FEE & SECURITY PAYMENTS

1. A **SECURITY DEPOSIT**, in the form of a credit card number, is required in order for a date to be reserved and a permit written.
2. Permits are mailed out for reservations occurring at least two weeks in the future. In-person reservation with payment or telephone reservation with credit card payment **is required for permits requested less than two weeks before the event.**

3. Rental fee payments are deposited the business day received. Acceptable means of payment: cash; credit card (Visa, MasterCard or Discover); check or money order payable to UPPER DUBLIN TOWNSHIP.
4. A **\$200 SECURITY DEPOSIT** (credit card # only) is required of all groups. Security Deposits are held on file; they are not deposited. This fee assures that you will abide by the rules set forth on these pages as well as park regulations written on the back of the permit. Security Deposits are not charged *unless* a violation has been reported. UDP&R staff will notify you by telephone prior to any assessed penalty.

**F. FIELDS & COURTS RENTALS**

1. A ballfield, basketball court or volleyball court may be rented at a cost of \$35 for residents and \$45 for non-residents. A beverage permit may be added for an additional \$10. Three time periods are available:  
 9 a.m.-1 p.m.    1 p.m.-5 p.m.    5 p.m.-dusk\*  
 \*dusk is determined seasonally – see permit for time.  
 Individual field or court rentals, without rental of a pavilion, are limited to **40 people per ballfield and 20 people per basketball or volleyball court. No grilling; no tables.**
2. Permits are mailed out for events taking place at least two weeks in the future. In-person reservation with payment or telephone reservation with credit card payment **is required for permits requested less than two weeks before the event. Again, registering a credit card # for Security Deposit is required in order for the permit to be written.**
3. For **TOURNAMENTS**, one or more fields or courts may be rented at a cost of \$100 per full day each or \$50 per half day each. Beverage permit is not included.
4. **TOURNAMENT** organizers renting two or more fields or courts must also rent a pavilion at the listed fees.
5. **WALK-A-THON** organizers are usually required to rent a pavilion at the listed fees (see separate brochure).

**G. CANCELLATIONS**

1. In cases of **INCLEMENT WEATHER**, a UDP&R staff member will attempt to reach you at the telephone number(s) listed on your permit to discuss park availability. Cancellation in this case is without penalty.
2. Cancellation due to **THREATENING WEATHER** is without penalty if made within:
  - 24 hours of the starting time of a Monday -Saturday permit
  - 48 hours for a Sunday permit
  - 72 hours for a holiday Monday permit.**To cancel a permit, the permit holder must call the UDP&R office at (215) 643-1600 x3443.** You may reschedule your canceled outings to another available date or request a full refund.

**3. CANCELLATIONS FOR REASONS OTHER THAN INCLEMENT OR THREATENING WEATHER:**

# of business days before date of event	cancellation fee
5 business days or less	\$ 50
6 to 10 business days	\$ 25
11 or more business days	\$ 5

4. Should inclement weather arise *during the course of a picnic or event* a refund of up to 25% may be issued if open area amenities specifically requested cannot be used (volleyball, basketball, softball) *but the sheltered area is used.* Groups that *leave the park under the same conditions* may receive a refund of up to 50% of fees paid for the *unused portion of time.* The Director of Parks & Recreation must approve any refund. Refunds are issued by check or credit card within 10 days of the permit date.
5. No refunds given for no-shows.

**H. PARK ATTENDANTS**

UDP&R **PARK ATTENDANTS** are scheduled on site **weeknights from 4:30 p.m. to dusk\*** from May through September and **on weekends from 9 a.m. to dusk\*** from mid-April through October. \*Dusk is determined seasonally.

**I. EQUIPMENT ON LOAN**

1. **When a Park Attendant is on duty**, the following RECREATION EQUIPMENT is available at *no added cost* to rental groups:
  - softball bases
  - basketballs
  - volleyballs
  - rubber horseshoes
  - Frisbees
  - playground balls
2. **Bases, basketballs and volleyballs** are available from the Park Attendant when a security deposit is left on file (keys, license).
3. You may bring your own **horseshoes or quoits** and use them in a **base path** of your assigned ballfield.
4. Groups must supply their **own bats, balls, gloves and helmets** for softball or baseball.
5. If you request a rental time when a Park Attendant is not usually on duty, there is LIMITED ACCESS to equipment & utilities. (This is discussed with you when your permit is written and is noted on your permit.)

**J. USE OF PARK FACILITIES, GRILLS & UTILITIES**

1. You are entitled to **EXCLUSIVE USE** of a pavilion, ballfield and grills during your rental. You will have **SHARED USE** of the volleyball and basketball courts and the horseshoe pit.

**All other facilities in the park will remain OPEN TO THE GENERAL PUBLIC.**

2. **CHARCOAL GRILLS** are located at both pavilions. Please provide your own **charcoal, lighter fluid and cooking utensils.** We suggest you cover the grates with heavy-duty aluminum foil prior to cooking. When you have finished cooking, clear the grates of food and foil and **then leave the coals in the grill to burn out and cool.** Place debris in trash receptacles.

**DO NOT THROW FOOD SCRAPS ON THE GROUND OR INTO THE WOODS** - it attracts animals and insects.

You may bring additional charcoal or gas grills to the park with special permission and if authorized on the permit.

**For safety, any additional grills must be placed next to park grills!** Grills and/or tables may NOT be placed near ballfields, volleyball courts, basketball courts or under a pavilion.

3. **ELECTRICITY** is available to groups using the Central Pavilion to power items such as crock pots, coffee urns and small portable radios. **You must provide your own heavy duty OUTDOOR EXTENSION CORD.** Please do not use outlets in the rest rooms. Appliances such as hot-dog grillers, popcorn or cotton candy machines require special permission and payment of an additional fee.
4. Access to **large quantities of WATER** from the Central Pavilion spigot is limited.

**K. PARK USE REGULATIONS**

**READ CAREFULLY TO AVOID PENALTIES AGAINST YOUR SECURITY DEPOSIT...**

1. **The following are strictly enforced:**
  - a. **\*\*\* NO SMOKING \*\*\* (new Township ordinance)**
  - b. **NO GLASS BOTTLES or CONTAINERS**
  - c. **NO DOGS**
  - d. **NO NAILS OR TACKS ON PAVILION POLES**
  - e. **NO WATER BALLOONS OR GUNS**

- f. **NO BIKES, SCOOTERS, SKATEBOARDS or ROLLER BLADES**
- 2. **ALCOHOLIC BEVERAGE** consumption is limited to people in your group who are 21 years of age and older and only when an alcoholic beverage permit has been secured by UDP&R (as indicated on the permit).
  - a. **ONLY BEER, WINE and WINE COOLERS** in **CANS** or **CARTONS** are permitted
  - b. **NO GLASS BOTTLES**
  - c. **NO HARD LIQUOR** is permitted in the park
  - d. **NO KEGS or BEER BALLS – beer or soda**
  - e. alcohol must be stored in **covered coolers** under the pavilion
  - f. coolers at ball fields must be **at least 25' from track**
  - g. **alternate non-alcoholic beverages** must be available (again, no glass bottles)
- 3. **SPECIAL PERMISSION MUST BE GRANTED BY UDP&R TO HAVE or USE ANY OF THE FOLLOWING** -permission will be noted on the permit and may require proof of insurance and/or incur an additional fee:

- fund raising activities; items for sale
- grills for cooking fires, open fires
- food vendors or caterers
- amusement vendors (i.e. moon bounce, rock wall)
- hot-dog cookers or grillers, popcorn or cotton candy machines, or similar
- pets or other domestic animals
- fireworks, bottle rockets
- signs in ground
- tarps, tents, canopies or banners erected on site
- activity before 9 a.m. or after dusk
- dunk tanks or baby pools
- vehicles on the track, fields or maintenance road

**L. ENFORCEMENT OF RULES**

**Park Attendants** and **SiteWatch** staff are UDP&R's representatives at Mondauk Common. Compliance is expected with any directives issued by the Park Attendant, SiteWatch, UDP&R staff or the Upper Dublin Police.

**SiteWatch** employees provide supervision of Township and School District field and facility use under the direction of the Department of Parks & Recreation. **SiteWatch** employees have the full authorization of the Township and School District to check compliance with permits as well as inform group users and the general public of Township and School District regulations regarding use.

Violation of rules or directives results in a penalty.  
 (See **Standard Infraction Penalties** list)  
 All guests in permit holder's group must follow these rules.

**M. STANDARD INFRACTION PENALTIES**

It is the responsibility of each permit holder (*the person whose name appears on the permit as the "Contact Name"*) to know and understand the rules and regulations for use of the permitted facility. These rules and regulations accompany every issued permit in three forms: (1) specific information written on the front of the permit, (2) a brochure mailed/distributed with the permit and (3) general rules printed on the back of the permit.

**It is the responsibility of the permit holder to inform and enforce facility use regulations among those attending their event or activity or risk being penalized.**

When Upper Dublin Township staff\* becomes involved in enforcing regulations, penalty fees are assessed against the Security Deposit on file in the UDP&R Office. A list of Standard Penalties follows. There may be situations that call for an adjustment to the listed fines (more or less severe). The decision to alter the listed fine rests with the Director of Parks & Recreation after incident reports and shift reports are reviewed.

\* Upper Dublin Township Staff = UDP&R professional or maintenance staff; SiteWatch; Mondauk Common Park Attendants; Robbins Park Site Supervisors or the Upper Dublin Police

<b>Infraction</b>	<b>Penalty (Single Use Permit)</b>
1. Smoking	\$ 25 1 <sup>st</sup> notification to group \$ 50 2 <sup>nd</sup> notification to group \$200 if Police intervention needed
2. Dog in park with group	\$ 25 if removed on 1 <sup>st</sup> request \$ 50 need 2 <sup>nd</sup> request \$200 if Police intervention needed
3. Glass containers / bottles brought in by group	\$ 25 if removed on 1 <sup>st</sup> request \$ 50 need 2 <sup>nd</sup> request \$200 if Police intervention needed
4. Keg or Ball with tap (beer or soda)	\$ 50 if removed on 1 <sup>st</sup> request \$100 need 2 <sup>nd</sup> request \$200 if Police intervention needed
5. Alcohol w/o permit or hard liquor	\$ 50 if removed on 1 <sup>st</sup> request \$100 need 2 <sup>nd</sup> request \$200 if Police intervention needed
6. Illegal substances or underage drinking	Loss of \$200 Security Deposit plus Police intervention
7. Number in group exceeds number on permit	Assessed 2X the cost of the additional people. \$200 if Police intervention needed
8. Group arrives early or stays beyond time listed on permit	Assessed 2X the cost of the additional time. \$200 if Police intervention needed
9. Trash not: (a) cleaned up or (b) properly disposed of in containers provided	\$50 - \$200 assessed depending on the number of township staff and length of time needed to clean up
10. Illegal parking	Warning if moved on 1 <sup>st</sup> request \$ 50 need 2 <sup>nd</sup> request \$200 if Police intervention needed
11. Vandalism, Theft, Damage	Group assessed cost of repairs or replacement; must be paid within two weeks of invoice
12. Other infractions	Handled on a case-by-case basis

## MONDAUK COMMON PHONE

Office phone (emergency use only) (215) 646-5850

## DIRECTIONS TO MONDAUK COMMON

- 1. FROM PA TURNPIKE EAST/WEST/309 NORTH:** Exit turnpike at #339 (old #26)/FORT WASHINGTON (toll). Take 1st ramp onto 309 NORTH. Take first exit, HIGHLAND AVE. At end of ramp, bear RIGHT onto HIGHLAND AVE. LEFT at 1st traffic light onto FORT WASHINGTON AVE. Continue to 1st traffic light - turn RIGHT onto SUSQUEHANNA ROAD. Make 2nd LEFT onto DILLON ROAD. Main lot is 2<sup>nd</sup> lot on right.
- 2. FROM 309 SOUTH/MONTGOMERYVILLE:** Exit at BUTLER PIKE. At end of ramp, bear RIGHT onto BUTLER PIKE. LEFT at 1st traffic light onto SUSQUEHANNA ROAD. Cross first signalized intersection at Ft. Washington Ave.; make 2nd LEFT onto DILLON ROAD. Main lot is 2<sup>nd</sup> lot on right.
- 3. FROM RT. 73/BLUE BELL & SKIPPAK and CHESTNUT HILL/BETHLEHEM PIKE:** Rt. 73 EAST to intersection with BETHLEHEM PIKE (St. Thomas' Church). Make a HARD LEFT onto BETHLEHEM PIKE. Follow Bethlehem Pike to 1st traffic light at the gas station across from the "Beef & Ale"; RIGHT onto PENNSYLVANIA AVE. Make quick LEFT onto FORT WASHINGTON AVE. Follow Fort Washington Ave. to 2nd traffic light; RIGHT onto SUSQUEHANNA ROAD; then 2nd LEFT onto DILLON ROAD. Main lot is 2<sup>nd</sup> lot on right.

