

**MONDAUK COMMON
2012 SCHOOL GROUP USE**

**Read carefully to avoid penalties
against your \$200 Security Deposit**

A. RESERVATIONS & FEES

1. **RESERVATION REQUESTS** are made through the UDP&R office:
 - a. for use from **September– November**, reservations are taken beginning **Sept. 1st**
 - b. for use from **April – August**, reservations are taken beginning **March 1 at 12:01 a.m.**
2. UDP&R issues **PERMITS** to authorized groups for use of Mondauk Common. **SIGN** the permit. **RETURN** the **WHITE COPY** to UDP&R with any fees and your security deposit. As the permit holder, bring the **PINK COPY** of the permit with you to the park. The white copy will be held in the UDP&R office.
3. **The permit indicates the facilities that have been scheduled for your use.** Please check this information for **accuracy - especially the day, date and time.** Please call UDP&R to make corrections or to request changes.
4. Groups may reserve the **Central Pavilion for one date and time only.** Rain dates may be booked in the **Pavilion in the Woods** only.
5. Groups assigned to the **Pavilion in the Woods** will have access only to the pavilion, ballfield #4 and rest rooms. Plan activities accordingly.
6. Groups may use only facilities assigned to them that are noted on the permit.
7. Pavilion use is limited to a max. of **150 students** at one time. **Adult supervision** must be provided at a minimum ratio of **1:25.**
8. **UD school groups** (public and non-public) may reserve facilities at a cost of \$40 for any 4-hour period between the hours of 9am-2pm Monday to Friday.
9. The times listed on the permit include **SET UP AND CLEAN UP.**
10. Each group, **excluding UDSD groups**, is required to post a **\$200 refundable security deposit** (in the form of a credit card #) This deposit 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. **This # is required to write the permit.**

11. Security Deposits are meant to ensure the group will follow all rules, leave the park in a neat, clean & orderly fashion and not exceed the number paid for.

B. CANCELLATIONS

1. Due to **INCLEMENT OR THREATENING WEATHER**, a UDP&R staff member will attempt to reach you at the telephone number(s) listed on your permit to discuss park availability.
2. If a fee has been charged, cancellations received 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

3. Events will be rescheduled based on availability.

C. UDP&R STAFF MEMBER ON SITE

A **UDP&R STAFF MEMBER** will be on site to assist your group during your use of the park.

IT IS NOT UDP&R'S RESPONSIBILITY TO CLEAN UP FOR YOUR GROUP DURING OR AFTER THE EVENT.

D. REC. EQUIPMENT & FACILITIES

1. School groups must provide their own recreation equipment. No township equipment will be loaned out. This includes basketballs, volleyballs, frisbees, playground balls, bats, gloves for softball or baseball, soccer balls, bases, etc.
2. On-site facilities may be used only as intended:
 - a. Age appropriate use of play equipment
Playground equipment: No children over grade 5
Tot Lot equipment: No children beyond pre-school
 - b. Lacrosse and street hockey may **not** be played on color coated hard surfaces.
 - c. Group leaders/chaperones should use their discretion in other questionable circumstances not listed here (i.e. golf.)
3. **Children must be actively monitored by adults in use of site amenities, picnic tables, rest rooms, water fountains, spigots and electric.**

E. ELECTRIC, WATER & GRILLS

Requests for use of these items must be made at the time permit is written. Staff will provide access.

1. **ELECTRIC in the Central Pavilion may be used to power crock pots, coffee urns and small portable radios/CD players.** You must provide your own heavy duty **OUTDOOR EXTENSION CORDS.**

Do Not Use Power Outlets in the Rest Rooms

An additional fee of **\$5 per hour per item**, groups may request electric for a max. 2 items such as a hotdog cooker, commercial popcorn popper, cotton candy machine and audio-visual equipment.

2. Any need for **on-site WATER** must be pre-approved by UDP&R and marked on the permit.
3. **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 to burn out and cool.** Place debris in trash receptacles.

**** PLEASE DO NOT THROW SCRAPS OF FOOD 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, your grills must be placed next to park grills!** Grills of any size and/or tables may **NOT** be placed near ballfields, volleyball or basketball courts or under a pavilion.

F. CLEAN-UP

1. Trash must be picked/swept-up. Areas include, but not limited to, hard/sand courts, on/under tables, fields, playground, rest rooms & concrete patio.
2. Make every attempt to clean or wash down spills.
3. Brooms, dust pans and hoses will be made available for use by your group.

G. PARK USE REGULATIONS

1. **The following are strictly enforced in the park:**
 - a. **NO SMOKING**
 - b. **NO GLASS BOTTLES or CONTAINERS**
 - c. **NO DOGS**
 - d. **NO NAILS OR TACKS ON PAVILION POLES**
 - e. **NO WATER SCOOTERS OR WATER GUNS**
 - f. **NO BIKES, SCOOTERS, SKATEBOARDS or ROLLER BLADES**
2. **SPECIAL PERMISSION MUST BE GRANTED BY UDP&R TO HAVE or USE ANY OF THE FOLLOWING AT MONDAUK COMMON**
-permission will be noted on the permit and may require proof of insurance or 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

H. STANDARD INFRACTION PENALTIES

When Upper Dublin Township staff* becomes involved in enforcing regulations, penalty fees are assessed against the Security Deposit. 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 the 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

Standard Infraction Penalties List

Infraction	Penalty (Single Use Permit)
1. Smoking	\$ 25 1 st notice to group \$ 50 2 nd notice to group \$200 if Police intervention needed
2. Dog in park with group	\$ 25 if removed on 1 st request \$ 50 need 2 nd request \$200 if Police intervention needed
3. Glass jars / bottles brought in by group	\$ 25 if removed on 1 st request \$ 50 need 2 nd request \$200 if Police intervention needed
4. Keg or Ball with tap (beer or soda)	\$ 25 if removed on 1 st request \$100 need 2 nd request \$200 if Police intervention needed
5. Alcohol w/o permit or hard liquor	\$ 25 if removed on 1 st request \$100 need 2 nd 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 # on permit	Assessed 2X the cost of the additional people. \$200 if Police intervention needed
8. Arrive early or stay beyond time listed on permit	Assessed 2X the cost of the additional people. \$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 st request \$ 50 need 2 nd 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

- 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 2nd 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 2nd lot on right.
- 3. FROM RT. 73/BLEU 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 2nd lot on right.

