



Upper Dublin Township
Dept. of Parks & Recreation
(215) 643-1600 x3443

Upper Dublin Sports Park "THE SPARK"

Permit, Fee & Use Information

SPARK: 725 Susquehanna Road, Ambler, PA 19002
Alternate access to the SPARK & additional parking is from Loch Alsh Ave. @ SPARK Drive across from the Twp. Bldg.

Upper Dublin Township opened "The SPARK" for public use in May 2008. This \$3 million facility features two synthetic turf fields, lights and permanent lines for 5 sports and a nearly 1/2-mile macadam walking trail. Project funding was from Upper Dublin Township, Upper Dublin School District, several grant programs offered through the Commonwealth of Pennsylvania (RACP and DCED), the Upper Dublin Junior Athletic Association (UDJAA) and the Upper Dublin Youth Football & Cheer (UDYFC) booster organization.

UDP&R schedules and oversees all use of The SPARK. Primary users throughout the year are recognized Upper Dublin youth sports organizations (YSOs), Upper Dublin High School athletic teams and UDP&R. Fees are charged according to the printed schedule approved by the Upper Dublin Township Board of Commissioners.

Members of the community may request permits for use of The SPARK according using the following procedure. Fees are charged according to the printed schedule approved by the Upper Dublin Township Board of Commissioners.

Please read this brochure to become familiar with fees, rules & regulations relating to use of The SPARK.

A. SECURING FIELD USE

- SEASONAL SPARK USE REQUESTS are made through established UDP&R procedures. UDP&R provides seasonal use request forms to recognized UDT Youth Sport Organizations (YSOs) and Upper Dublin High School. These uses are assigned before any other requests are considered. SPARK seasonal permit holders may use designated facilities at assigned times only. A seasonal

schedule is developed and weekly confirmations emailed to user groups.

SPARK SEASONAL PERMITS:

Winter = 12/1 to 2/28

Spring = 3/1 to 6/15

Summer = 6/16 to 7/31

Fall = 8/1 to 11/30

- NON-SEASONAL (DAILY) USE REQUESTS are made through established UDP&R procedures. To write the permit for Class 3 and Class 4 users, a guaranteed **\$200 SECURITY DEPOSIT** in the form of a credit card number is required.

- When received, **CHECK THE PERMIT** for accuracy. Call UDP&R immediately with any questions.
- SIGN** the permit and **RETURN** the **WHITE COPY** to UDP&R with payment (cash, check, credit card #).
- A **SIGNED PERMIT** indicates the permit holder agrees to abide by all UDP&R rules & regulations pertaining to use of The SPARK. Use of facilities is guaranteed only when the signed permit and fees are received by UDP&R.
- Bring the **PINK COPY** of the permit to the park on the date of assigned use.

B. FEES - SPARK permits and fees have been divided into four categories of users. Fees will be charged according to the schedule listed in the next column.

Fees, procedures and regulations for use are developed and proposed by UDP&R, and set by the UDT Board of Commissioners.

CLASS 1 – Upper Dublin Twp. Recognized Youth Sport Organizations (YSOs) (use paid by YSOs)

1A = bulk-scheduled seasonal use (pre-season and regular season)

1B = occasional, additional special use requests including tournaments, playoffs, camps – UD team(s) playing

CLASS 2 – Upper Dublin School District (UDSD team on field / playing in event)

2A = bulk-scheduled seasonal use (pre-season and regular season)

2B = occasional additional UDSD special use requests including playoff games, tournaments, camps

CLASS 3 – Other users, "pick up" activities of <25

3A = seasonal assignment (specific starting & ending dates)

3B = single or multiple use assignment; not seasonal

CLASS 4 – Other users, groups of 25+, plus organized leagues and teams including area schools

4A = seasonal assignment (specific starting & ending dates); certificate of insurance required

4B = single or multiple use assignment; not seasonal;

| | UDT-based HOURLY FEE per field | Add'l HOURLY Fees for Lights / SiteWatch | Non-UDT HOURLY FEE per field | Add'l HOURLY Fees for Lights / SiteWatch |
|----|--------------------------------|--|------------------------------|--|
| 1A | \$12.50 | Metered Use / \$18 game only | N/A | N/A |
| 1B | \$25 | \$25 combined | N/A | N/A |
| 2A | N/A | Metered Use / \$18 as needed | N/A | N/A |
| 2B | \$25 UD team competing | Metered Use / \$18 as needed | \$50 UD = host site | \$25 per field combined |
| 3A | N/A | N/A | N/A | N/A |
| 3B | \$50 | \$10 SPR* / included | \$75 | \$10 SPR* / Included |
| 4A | \$75 | \$10 SPR* / \$18 per field | \$125 | \$10 SPR* / \$18 per field |
| 4B | \$100 | \$10 SPR* / \$18 per field | \$150 | \$10 SPR* / \$18 per field |
| | ALL CLASSES | + \$18/hour for each additional assigned SiteWatch | | + \$18/hour for each additional assigned SiteWatch |
| | *SPR | = Special Permission Required | | = Special Permission Required |

certificate of insurance required

C. USE TIMES, PAYMENTS & SECURITY DEPOSITS

1. SPARK facilities are available daily from 9am until 10pm. Certain limitations and restrictions to use will be applied to requests for use by non-residents and non-UDT-based organizations. UDT's ordinance establishing a "10pm recreational lights out" policy is strictly enforced.
2. It will be an exception for any non-Upper Dublin-based individual, team or organization to be granted use of lights.
3. When submitting requests for use, consider time needed for set-up, pre-game warm-ups, the game, clean-up and post-game meetings. Assigned SPARK uses begin with "arrival time" (*not the expected game starting time*) and end with "departure time" (*not the expected game ending time*). 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. If using lights, lights will be turned on and off at the scheduled times.
4. 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.
5. A guaranteed **\$200 SECURITY DEPOSIT** (credit card # held on file) is required of Class 3 and Class 4 users. This fee assures that you will abide by all rules (published in this document, posted on site, verbal directives). Security Deposits are not charged *unless* a violation has been reported. UDP&R staff will notify you by telephone prior to any assessed penalty.

D. CHANGES & CANCELLATIONS

1. REQUESTS FOR CHANGES to SPARK assignments must be made with authorized office staff ahead of the scheduled use – a min. of 3 business days is requested.
2. The SPARK fields remain open in all but severe or unsafe weather conditions (e.g. lightning). UDP&R retains the right to cancel scheduled uses within 12 hours of start time if higher priority UDT maintenance assignments pre-empt SPARK field maintenance (e.g. field cannot be cleared of snow due to Township-wide snow emergency operations).
3. A full refund is issued if UDP&R cancels an event (except if penalty). Fees for other cancellation are determined on a case by case basis; however, no refund is given for "no-shows."

E. LARGE GROUP USE

1. Upper Dublin Township Ordinance No. 977 requires organizers of large events to gain pre-approval from the UD Police Dept. Forms are available from UD Police or at our web site, www.upperdublin.net under Documents & Forms/Police.
2. Rental of SPARK for events that are expected to draw large crowds requires at least one planning meeting between event organizers and UDP&R staff. SPARK use will not be scheduled or confirmed until UDPD approval and has determined there will be adequate parking, supervision, security, and no negative collateral impact on other planned events in nearby venues.
3. As noted, certain events may incur an additional SiteWatch fee. This will be discussed with event organizers at the planning meeting.

F. ENFORCEMENT OF RULES

SiteWatch staff are UDP&R's representatives at The SPARK. Compliance is expected with any directives issued by SiteWatch, UDP&R staff and/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 any rule may result in loss of all or part of the Security Deposit and/or immediate cancellation of the permit.

SPARK-SPECIFIC RULES

1. Please restrict use of fields to assigned times and designated fields. SiteWatch will enforce as necessary.
2. Park in designated areas and spots only.
3. Access to fields is through designated paths, steps and open gates only -- please avoid restricted areas (observe locked gates, barricades, signage, &/or temporary fencing). Please do not allow players or others to jump over fences to gain access to fields.
4. PLEASE BE A GOOD NEIGHBOR and stay off ACTS property (Ft. Washington Estates).
5. Athletes, coaches & officials only are permitted inside fenced areas. Spectators are not permitted inside the fenced areas.
6. NO SMOKING anywhere on the grounds.
7. WATER ONLY inside fenced areas. Sports drinks are permitted outside fenced areas.
8. NO GUM OR SEEDS inside fenced areas.
9. NO METAL CLEATS.
10. Please patrol area and remove/discard trash, used athletic tape, water bottles, equipment, gear and clothing.
11. NO NOISE MAKERS, including air horns, are permitted except for those used by officials.

G. STANDARD PARK REGULATION INFRACTION PENALTIES

It is the responsibility of the permit holder to know and understand the rules and regulations for use of the permitted facility. Please disseminate information to other members of your group and/or league.

Rules and regulations accompany every issued permit in at least two of three formats:

- (1) specific information written on the front of the permit
- (2) information mailed/distributed with the permit
- and/or (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 or the Upper Dublin Police

| Infraction | Penalty |
|---|---|
| 1. Smoking | \$ 25 - 1 st notification to group \$ 50 - 2 nd notification 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. Number in group exceeds number on permit; group arrives early or stays beyond scheduled time | penalty assessed on a case-by-case basis \$200 - if Police intervention needed jeopardize future permits |
| 4. Improper language | penalty assessed on a case-by-case basis \$200 if Police intervention needed jeopardize future permits |
| 5. 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 |
| 6. Spectators are inside fenced areas; chairs with non-sled bottoms are on turf | penalty assessed on a case-by-case basis \$200 if Police intervention needed jeopardize future permits |
| 7. Illegal parking | Warning - if moved on 1 st request \$ 50 - need 2 nd request \$200 - if Police intervention needed |
| 8. Alcohol on site | \$ 50 - if removed on 1 st request \$100 - need 2 nd request \$200 - if Police intervention needed |
| 9. Illegal substances or underage drinking | Loss of \$200 Security Deposit plus Police intervention |
| 10. Vandalism, Theft, Damage | Group assessed cost of repairs or replacement – full cost of repairs will be required even if in excess of \$200; use may be terminated immediately |
| 11. Other infractions | Handled on a case-by-case basis |

NOTE: In the event of serious misuse of the facility or inappropriate action or activity, UDP&R retains the right to immediately terminate access to SPARK as well as require any individual or group to leave the premises. Failure to do so may result in UDPD action and further penalty.