



# UPPER DUBLIN TOWNSHIP PARKS & RECREATION

## MONDAUK COMMON 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) [LINK TO MONDAUK COMMON IN GOOGLE MAPS](#)  
**Please read this brochure prior to your visit** to become familiar with UDP&R policies, procedures and the park.



### PAVILIONS

- **CENTRAL PAVILION** – enter on Dillon Road, 12 picnic tables, 2 grills, near playground, restrooms, access to spigot and electricity, assigned to Field 2 if available
- **PAVILION in the WOODS** – enter on Broad Street, 9 picnic tables, 3 grills, more private, 750-foot path to restrooms and playground, no access to water or electricity, assigned to Field 4 if available

### MAKING RESERVATIONS/SECURING YOUR DATE

**Reservations for the current year are available beginning March 1.**

**Saturday rentals between Labor Day and Thanksgiving cannot occur before 3pm.**

1. Set up an account (if you do not already have one) at [www.upperdublinrec.net](http://www.upperdublinrec.net), all permits, required signatures, invoices, payments, and receipts will be accessible through your account.
2. Return the **Application/Request form**. There is no need to print, simply fill in and email back to Linda Brink [lbrink@upperdublin.net](mailto:lbrink@upperdublin.net) **please do not email a picture of it.**
3. UDP&R will review your request and if available, issue a **PERMIT** for guaranteed use of Mondauk Common facilities.
  - **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 DETERMINES THE COST OF THE PERMIT.**
  - Please email [lbrink@upperdublin.net](mailto:lbrink@upperdublin.net) or call 215-643-1600 x3238 to make corrections or to request changes. Additional pre-payment for any increases or additions is required no later than the 5 business days prior to your group's use of the park. Once payment is received in the UDP&R office, refunds are not made if the "max. # in group" number is **reduced**.

**SECURITY FEES and PAYMENT**

- Permits and invoices are emailed.
- A **200.00 SECURITY FEE\*** is required of all groups.
- Security Fees are charged at the time the rental is booked and refunded once your event is completed and property is inspected to ensure there have been no damages or penalties. This fee assures that you will abide by the rules set forth on these pages as well as park regulations.
- Security Fees are not retained *unless* a violation has been reported. UDP&R staff will notify you by telephone prior to any assessed penalty.
- **Full payment of rental fees and \$200.00 security fee\* is required at the time of issue.**
- ***If the rental and security fees are unpaid in 10 days, your date will be released and become available to the public for rental.***
- NO reservation is secured unless it is paid in full.
  - Please log on to your account at [www.upperdublinrec.net](http://www.upperdublinrec.net), “sign” the contract agreement and pay your invoice,
  - call 215-643-1600 x3238 to pay by phone with a credit card
  - mail a check immediately. Checks are payable to Upper Dublin Township and mailed to 370 Commerce Drive, Fort Washington, PA 19034.

**YOU WILL NEED A CERTIFICATE OF INSURANCE IF:**

1. You are a business or organization
2. You are hiring an on-site caterer/food truck (prior approval necessary)
3. You are hiring any kind of entertainment (prior approval necessary)
  - Please note this on your permit application. Feel free to use the \*NOTES section on the application form to communicate any plans.

**The certificate holder should be written as:**

**Upper Dublin Township  
370 Commerce Drive  
Fort Washington, PA 19034**

*PLEASE MAKE SURE THE POLICY DATE LISTED IS VALID*

**LARGE GROUP USE (100+)**

- 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 [Large Event Application](#)
- *For the purposes of Mondauk Common rentals, sponsors of groups of 100 or more people are also required to submit a [LARGE GROUP USE APPLICATION FOR MONDAUK COMMON](#). Forms are available at our web site, [www.upperdublin.net](http://www.upperdublin.net) under Documents & Forms/Parks & Rec/Parks & Facilities/Mondauk Common*
- **Rental of Mondauk Common is limited to groups of not more than 200 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.
- Large groups may incur an additional SiteWatch fee. This will be discussed with you and the additional amount shown on your permit.

**RENTAL PERIODS & FEES**

- **BASE RENTAL PERIOD – 4 HOURS each, 10am-2pm or 3pm to 7pm. A maximum of 2 additional hours may be requested for an additional fee.**
- **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. If you need extra hours, you may indicate that on your application.
- **\*FALL RENTALS: There are no rentals on Saturdays until 3pm beginning the Saturday after Labor Day until the Saturday after Thanksgiving** Rentals are until Dusk. **Dusk is defined seasonally,** please consider this when you plan a Saturday event. **There are no lights at the park.**

**FEE SCHEDULE** based on expected attendance, count individuals over the age of 3. Please add \$200.00 Security Fee\*

PERSONAL/PRIVATE RENTALS					
Expected Number in Attendance	Residents of U.D. Twp.	Non-Residents of U.D. Twp.	Extra Time Fee/Hour R/NR	Alcohol Beverage Permit	Extra time for Alc. Bev. Permit Fee/Hour
0-25	\$50	\$75	\$10/\$15	\$25	\$5
26-50	\$100	\$150	\$20/\$25	\$50	\$10
51-75	\$175	\$250	\$30/\$35	\$75	\$15
76-100	\$225	\$325	\$40/\$45	\$100	\$20
101-125	\$275	\$400	\$50/\$55	\$125	\$25
126-150	\$325	\$475	\$60/\$65	\$150	\$30
151-175	\$375	\$550	\$70/\$75	\$175	\$35
176-200	\$425	\$625	\$80/\$85	\$200	\$40

BUSINESS/NON-PROFIT ORGANIZATION-SPONSORED RENTALS					
Expected Number in Attendance	Located in U.D. Twp.	Located outside U.D. Twp.	Extra Time Fee/Hour R/NR	Alcohol Beverage Permit	Extra time for Alc. Bev. Permit Fee/Hour
0-25	\$75	\$100	\$20/\$25	\$25	\$5
26-50	\$150	\$200	\$40/\$45	\$50	\$10
51-75	\$250	\$325	\$60/\$65	\$75	\$15
76-100	\$325	\$425	\$80/\$85	\$100	\$20
101-125	\$400	\$525	\$100/\$105	\$125	\$25
126-150	\$475	\$625	\$120/\$125	\$150	\$30
151-175	\$550	\$725	\$140/\$145	\$175	\$35
176-200	\$625	\$825	\$160/\$165	\$200	\$40

**There is a penalty for:**

- Groups using pavilions/grills *before or after* times listed on permit
- Exceeding the number of guests listed on the permit

No refund issued if number of guests is less than expected

**CANCELLATIONS**

- 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.
- 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 permi

To cancel a permit, the permit holder must email [lbrink@upperdublin.net](mailto:lbrink@upperdublin.net) and call the person on-call. A contact name and phone number will be provided in advance of your rental. You may reschedule your canceled outings to another available date or request a full refund.

- 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 business days of the permit date.
- No refunds given for no-shows.
- CANCELLATIONS FOR REASONS OTHER THAN INCLEMENT OR THREATENING WEATHER:
  - 5 business days or less
    - 50% of total fee + \$10 administrative fee
  - 6 to 10 business days
    - 25% of total fee + \$10 administrative fee
  - 11 or more business days
    - \$10 administrative fee

#### USE OF PARK FACILITIES, GRILLS & UTILITIES

- You are entitled to **EXCLUSIVE USE** of a pavilion, grills (if permitted) and a ballfield, if available during your rental. You will have **SHARED USE** of the playground, volleyball and basketball courts and the horseshoe pit unless otherwise discussed.
- **All other facilities in the park will remain OPEN TO THE GENERAL PUBLIC.**
- **CHARCOAL GRILLS** are located at both pavilions. You may bring additional charcoal or gas grills to the park with prior authorization. **ALL 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.
- Please provide your own **charcoal, lighter fluid and cooking utensils**. We suggest you cover the grates with heavy-duty aluminum foil prior to cooking.
- DISPOSAL - 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.
- **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.*
- Access to **large quantities of WATER** from the Central Pavilion spigot is limited and *requires special permission and payment of an additional fee.*

#### SPORTS EQUIPMENT

- Bases are available upon request when making permit arrangements
- You may bring your own **horseshoes or quoits** and use them in a **base path** of your assigned ballfield.
- Groups must supply their **own basketballs, volleyballs, bats, balls, gloves and helmets.**

#### **SPECIAL PERMISSION MUST BE GRANTED BY UDP&R TO HAVE or USE ANY OF THE FOLLOWING IN ALL UPPER DUBLIN PARKS:**

##### COI-Certificate of Insurance

##### FEE-For excess electricity or water

*(Permission will be noted on the permit and may require proof of insurance and/or incur an additional fee)*

- COI-food vendors or caterers on site
- COI-amusement vendors (i.e., moon bounce w/generator (no water slides), magicians, characters...)
- COI/FEE-dunk tanks or baby pools
- FEE-hot-dog cookers or grillers, popcorn or cotton candy machines, or similar
- Fundraising activities; items for sale
- Additional propane or charcoal grills, propane burners, sterno
- Certified service animals
- Fireworks, bottle rockets
- Signs in ground
- Tarps, tents, canopies or banners erected on site
- Activity before 9 a.m. or after dusk
- Vehicles on the track, fields or maintenance road

#### **PARK USE REGULATIONS - READ CAREFULLY TO AVOID PENALTIES AGAINST YOUR SECURITY FEE!**

The following are strictly enforced:

- **NO SMOKING (#1)**
- **NO PETS (#2)**
- **ALCOHOLIC BEVERAGE** consumption requires an addition permit and fee and is *limited to people in your group who are 21 years of age and older*
  - **ONLY BEER, WINE and COCKTAILS** in **CANS or CARTONS** are permitted
  - **NO GLASS BOTTLES**
  - **NO HARD LIQUOR** is permitted in the park
  - **NO KEGS or BEER BALLS – beer or soda**
  - Alcohol must be stored in **covered coolers** under the pavilion
  - Coolers at ball fields (for field rentals only) must be **at least 25' from track**
  - **Alternate non-alcoholic beverages** must be available (*again, no glass bottles*)
- **NO MUSIC/DJ'S, LIVE BANDS, a personal speaker may be considered if volume is controlled.**
- **NO NAILS OR TACKS ON PAVILION POLES**
- **NO WATER BALLOONS OR WATER GUNS**
- **NO BIKES, SCOOTERS, SKATEBOARDS, HOVERBOARDS or ROLLER BLADES**
- **NO FRYERS**

### 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 Staff; Mondauk Common Park Attendants; Robbins Park Site Supervisors or the Upper Dublin Police*

**Violation of rules or directives results in a penalty of up to \$250.00**

### ENFORCEMENT OF RULES

- **Park Attendants** and **SiteWatch** staff are UDP&R's Representatives at Upper Dublin Parks. 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.