



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 ALL INFORMATION BELOW PRIOR TO BOOKING to become familiar with UDP&R policies, procedures and the park.



SUBMITTING AN APPLICATION

Reservations for the current year are not accepted prior to March 1.
 Pavilions are open for reservations beginning March. Ball fields are not available until April 1.
 Please log on, email or call for availability. There are no holds or rain dates. Contracts are issued on a first come, first serve basis and must be paid immediately upon booking.

FALL RENTALS

SATURDAY – There are NO rentals beginning the Saturday after Labor Day. Rentals resume the Saturday after Thanksgiving..

SUNDAY- Ball field availability is restricted

ALL RENTALS END AT DUSK. Dusk is defined seasonally, please consider this when you plan a Fall event. There are no lights at the park.

PAVILIONS

- **Pavilion #1 (Central Pavilion)** – enter on Dillon Road, 12 picnic tables, 2 grills, near playground, restrooms, access to spigot and electricity (*with possible additional charges), assigned to Field 2 *if available*. *The public area*, small tables by Pavilion 1 and the playground, are not to be moved or taken over by your event.
- **Pavilion #2 (Pavilion in the Woods)** – enter on Broad Street, 9 picnic tables, 3 grills, more private, more shade, more room to spread out, 750-foot path to restrooms and playground, no access to water or electricity, assigned to Field 4 *if available*

FEE SCHEDULE based on expected attendance, count individuals over the age of 3.

Rental Options are 9a-1p, 10a-2p or 9a-2p (paying for an extra hour OR 3p-7p, 4p-8p or 3p-8p (paying for an extra hour)

PERSONAL/PRIVATE RENTALS						BUSINESS/NON-PROFIT ORGANIZATION-SPONSORED RENTALS					
Expected Number in Attendance	4 Hour Base Rental			Added Time (max 2hrs)		Expected Number in Attendance	4 Hour Base Rental			Added Time (max 2hrs)	
	Residents of U.D. Twp.	Non-Residents of U.D. Twp.	Alcohol Beverage Permit	Extra Time Fee/Hour R/NR	Extra time for Alc. Bev. Fee/Hour		Located in U.D. Twp.	Located outside U.D. Twp.	Alcohol Beverage Permit	Extra Time Fee/Hour R/NR	Extra time for Alc. Bev. Fee/Hour
0-25	\$50	\$75	\$25	\$10/\$15	\$5	0-25	\$75	\$100	\$25	\$20/\$25	\$5
26-50	\$100	\$150	\$50	\$20/\$25	\$10	26-50	\$150	\$200	\$50	\$40/\$45	\$10
51-75	\$175	\$250	\$75	\$30/\$35	\$15	51-75	\$250	\$325	\$75	\$60/\$65	\$15
76-100	\$225	\$325	\$100	\$40/\$45	\$20	76-100	\$325	\$425	\$100	\$80/\$85	\$20
101-125	\$275	\$400	\$125	\$50/\$55	\$25	101-125	\$400	\$525	\$125	\$100/\$105	\$25
126-150	\$325	\$475	\$150	\$60/\$65	\$30	126-150	\$475	\$625	\$150	\$120/\$125	\$30
151-175	\$375	\$550	\$175	\$70/\$75	\$35	151-175	\$550	\$725	\$175	\$140/\$145	\$35
176-200	\$425	\$625	\$200	\$80/\$85	\$40	176-200	\$625	\$825	\$200	\$160/\$165	\$40

For FIELD or COURT ONLY rentals and 5K or Walk events, please contact [UDP&R](#) directly.

MAKING RESERVATIONS/SECURING YOUR DATE

1. Visit www.upperdublinrec.net, log in to **My Account** or set up a new account
 - a. A credit card **MUST** be on file in order to reserve the facility.
 - b. To view date availability on your **Dashboard**, go to the **Calendar**, drop down to the **Location** (Mondauk Common), enter the **Start Date** and **End Date** you are interested in and the **Event Type** (Rentals)
 - c. Intent to rent: Go to **Rentals**, **Location**, **Start Date**, **End Date** (only 30 days at a time), **Day of the Week**, **Search**, **View More**, **Select Day** and **Time**, fill out the **Booking Summary**, **Submit Request**. You will be contacted by UDP&R.
 - d. **OR** fill out the [Rental Request](#) and email it back [Linda Brink](mailto:Linda.Brink@upperdublinrec.net), *You must have or create an account at www.upperdublinrec.net*
2. **After you submit the Rental Request**
 - a. UDP&R will review and if available, issue a CONTRACT indicating the facility has been *scheduled* for your use
 - i. Your approved request will be charged in full
 - b. Check this information for accuracy - especially the day, date, time and "max. # in group" and any special notes that apply to your event.
 - i. Email lbrink@upperdublin.net or call 215-643-1600 x3238 to make corrections or to request changes immediately.

RENTAL PERIODS, CHANGES & FEES

- **BASE RENTAL PERIOD – 4 HOURS each, beginning at 9am and ending at 8pm *seasonally.**
 - A maximum of 2 additional hours may be requested for an additional fee. Any rental over 6 hours or preventing two rental slots from occurring in one day at each pavilion will be considered an *all-day rental* and charged for a minimum of 2, 4-hr rentals.
 - **The time frame listed on the contract includes SET UP AND CLEAN UP.** If you need extra hours, you may indicate that on your application but it is not guaranteed.
 - ***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.
- **CHANGES**
 - Additional pre-payment for any increases/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, there is no refund if the "**max. # in group**" number is **reduced**.
- **PAYMENTS**
 - A credit card on file is required.
 - Any request without a credit card on file will not be processed.
 - If you need to pay by cash or check, prior arrangement is necessary.
 - Checks are payable to Upper Dublin Township and may be delivered to 801 Loch Alsh Avenue, Fort Washington, PA 19034.
 - Cash in person
- **\$200.00 SECURITY FEE***
 - A SECURITY FEE may be required of any group and will be collected by cash, check or held using the credit card on file.
 - This fee assures that you will abide by the rules set forth on these pages as well as park regulations.
 - A refund/release will be issued once your event is completed and property is inspected to ensure there have been no damages or penalties.
 - Security Fees are not retained *unless* a violation has been reported. UDP&R staff will notify you by telephone prior to any assessed penalty.

CERTIFICATE OF INSURANCE REQUIRED IF:

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

The certificate holder MUST be written as:
Upper Dublin Township
801 Loch Alsh Ave
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](#)
- **Rental of Mondauk Common is limited to groups of not more than 200 people.** The park is not available for carnivals, concerts or major fund-raising activities.
- Large groups may incur an additional SiteWatch fee. This will be discussed with you and the additional amount shown on your permit.

CANCELLATION POLICY

- To cancel a permit, the permit holder must email lbrink@upperdublin.net and call the person on-call.
- On-call contact information will be provided in advance of your rental.
- You may reschedule your cancelled reservation to another available date or request a full refund.
 - In cases of INCLEMENT WEATHER, a UDP&R staff member will attempt to reach you at the telephone number(s) listed on your contract 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 permit
- 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 choose to *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 one assigned field, *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**, including the small tables around Pavilion 1 and the playground.
- **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, please remove food and foil from the grates of and **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 Pavilion #1 only, to power items such as crock pots, coffee urns and small portable speakers.
 - **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.*
- **WATER** access from the Central Pavilion spigot is limited and *requires special permission and payment of an additional fee if required.*
- **SPORTS EQUIPMENT**
 - Bases are available upon request when making reservation arrangements. Day-of requests cannot be guaranteed
 - You may bring your own **horseshoes or quoits, cornhole set** and use them in a base path of your assigned ballfield.
 - Groups must supply their **own bats, balls, gloves and helmets** and any other equipment needed to use the play areas

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, trucks, carts or caterers on-site, amusement vendors (i.e., magicians, characters, inflatable w/generator
- **COI/FEE**-Excessive Water or Electric - dunk tanks, inflatable w/o generator
- **FEE**-Excessive electric or water - hot-dog cookers or grillers, popcorn or cotton candy machines, or similar, baby pool
- Fundraising activities-items for sale, NO money exchange is allowed in our parks, *please discuss your needs in advance*
- Additional propane or charcoal grills, propane burners, sterno
- ****Certified** service animals
- Signs in ground
- Tarps, tents, canopies, tables or banners erected on site
- Activity before 9 am 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 regulations are strictly enforced:

- NO group may use pavilions/grills *before or after* times listed on permit or move their party to another area of the park
- NO group may exceed the number of guests listed on the permit
- NO SOLICITING OF ANY KIND
- NO SMOKING
- **NO PETS
- 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 WATER SLIDES
- NO BIKES, SCOOTERS, SKATEBOARDS, HOVERBOARDS or ROLLER BLADES
- NO FRYERS

STANDARD INFRACTION PENALTIES

It is the responsibility of each contract holder (*the person whose name appears on the contract 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 contract: (1) specific information written on the front of the permit, (2) [GROUP USAGE & RENTAL POLICIES](#). It is the responsibility of the CONTRACT 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. The decision to alter the 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; Park Attendants; 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 contracts as well as inform group users and the general public of Township and School District regulations regarding use.