



## APPLICATION FORM for USE OF SPARK

### Camps, Private Rentals, Special Events and Tournaments

#### PERMIT INSTRUCTIONS

- Please refer to the *Upper Dublin Township SPARK Rules for Use and Fees*
- [Please complete this form and submit to Linda Brink](#)
- You will receive an email that confirms your assigned SPARK field use
- For questions about field conditions and field maintenance or your light schedule, contact:  
Linda Brink 215-643-1600 x3238  
[lbrink@upperdublin.net](mailto:lbrink@upperdublin.net)  
[www.upperdublinrec.net](http://www.upperdublinrec.net)  
Mon-Fri 8:30a-4:30p

*\*Groups are required to submit a Certificate of Insurance listing Upper Dublin Township as the Certificate Holder / Additional Insured. Follow instructions on line #10.*

#### PLEASE READ THE SPARK RULES for USE and FEES

1. Use is not guaranteed until confirmed with you by email from UDP&R.
2. Please be aware of current fees and \$200 refundable security fee requirements (if required) for use of the facility.
3. You are required to pre-pay for your use. Occasionally, some organizations are invoiced following the event. UDP&R makes this decision on a case-by-case basis.
4. Lights are required for evening uses of SPARK. Time-on varies by season. UDP&R adheres to a strict 10pm "lights out" policy.
5. Snack bar/concession sales are restricted to the concession stand.
6. Permit Holder/Organization is required to patrol the park area for litter and trash following your activity.
7. No tents or tarps are permitted on the turf or setup in adjacent grass areas EXCEPT by special permission of UDP&R.
8. SPARK fields are open except in extreme weather conditions or when field maintenance (e.g., snow removal) cannot be performed in time for your use. In cases where UDP&R cancels the use of the field, you will receive a full refund or credit for another use date. ***There is no refund of fees if you choose to not use the field for any part of all of your scheduled, confirmed use.***
9. UDP&R will discuss with you other rules, special arrangements and/or additional fees specific to your use of SPARK. Please use the area on page 2 of this form to communicate any special needs.
10. **\*A certificate of insurance is required for all group uses.** The certificate of insurance must name Upper Dublin Township as an additional insured and as the Certificate Holder. The address of the Certificate Holder should be listed as:  
**Upper Dublin Township  
370 Commerce Drive  
Fort Washington, PA 19034**
11. Please ensure that SPARK rules are followed including, but not limited to:
  - a. WATER ONLY INSIDE FENCE.
  - b. No smoking on site.
  - c. No dogs on site.
  - d. No seeds or gum.
  - e. ***Park in designated areas only. NO PARKING along the driveway or in Staff/Coach parking, please utilize the gravel lot.***
  - f. Please pick up and properly dispose of trash and litter in and around field areas
  - g. Only athletes, coaches & officials inside fence; all others should remain outside.
  - h. No hanging on nets or improper use of goals and cages on fields.

#### ADDRESS:

UPPER DUBLIN SPORTS PARK (SPARK)  
725 Susquehanna Road,  
Ambler, PA 19002

- Easily accessible from Susquehanna Road – turn at SPARK Drive (traffic light)
- Easily accessible from Upper Dublin High School – from Loch Alsh Ave. turn at SPARK Drive

#### SPARK 1 (Lower) Field

Football  
Field Hockey  
Boys Lacrosse  
Soccer (7v7)

#### SPARK 2 (Upper) Field

Football  
Girls Lacrosse  
Soccer  
Boys Lacrosse

**PLEASE FILL IN ALL SHADED AREAS & SUBMIT to LINDA BRINK:**

Group or Organization:	
Contact Person:	
Best Phone # to reach you:	
E-mail Address:	
Mailing Address:	
City/State/Zip:	
Today's Date:	

**HOW THIS RESERVATION SHOULD BE LISTED ON YOUR PERMIT**

**BLOCKS OF USE AT SPARK ARE IN 2-HOUR INCREMENTS.** You may request one or more scheduled blocks per use. You may also customize your request (see rule #9) and write-in below **SPECIAL SCHEDULING REQUESTS, SW DUTIES & OTHER IMPORTANT DETAILS**

- To reduce parking issues, your participants should arrive on site *no earlier* than the start of your block and should be off-site by the ending time. *Please take into consideration that other user groups may be on the fields before and after your scheduled time.*
- **SITEWATCH ASSISTANCE:** You may request staff for general assistance or traffic control/parking at an *additional \$25/hr.*
  - *UDP&R reserves the right to assign dedicated staff to your event, at your expense, based on the size and/or nature of your usage. SiteWatch staff would only be assigned once agreed to by you, the permit holder*

SPARK 1 (Lower)							DATE(S)		TIME ON FIELD				LIGHTS		SW ASSISTANCE?	
Closer to Susquehanna Rd.							Start	End	Set-Up Arrival	Event Start	Event End	Clean-up Depart	Time On	Time Off	Shift Start	Shift End
Day	9-11	11-1	1-3	3-5	5-7	7-9										
M																
T																
W																
Th																
F																
Sa																
Sn																

SPARK 2 (Upper)							DATE(S)		TIME ON FIELD				LIGHTS		SW ASSISTANCE?	
Closer to UDHS							Start	End	Set-Up Arrival	Event Start	Event End	Clean-up Depart	Time On	Time Off	Shift Start	Shift End
Day	9-11	11-1	1-3	3-5	5-7	7-9										
M																
T																
W																
Th																
F																
Sa																
Sn																

**SPECIAL SCHEDULING REQUESTS, SW DUTIES & OTHER IMPORTANT DETAILS**

**Please answer all questions below:**

Will there be Referees/Whistles?	
Do you need use of the Scoreboard?	
Are you selling concessions?	
*Did you provide a Certificate of Insurance?	

*If you have any questions, please email [lbrink@upperdublin.net](mailto:lbrink@upperdublin.net) or call 215-643-1600x3238 Monay-Friday 8:30-4:30*