

# U.S. Cellular Community Park Sports Fields



## Operational Policies & Fees Rental Application Tournament Director Manual

Rates effective Jan. 1, 2010

**Primary Contact:**  
Rich Rosenthal  
Recreation Superintendent  
(541) 774-2483  
[richard.rosenthal@cityofmedford.org](mailto:richard.rosenthal@cityofmedford.org)



## Rental Application Procedure

1. All teams, leagues, and tournament directors wishing to use the U.S. Cellular Community Park softball/baseball facility must fill out a Rental Application Form and submit it to the Medford Parks and Recreation Department within 30 to 365 days of the proposed event.
2. Submit the completed application form with a \$25 application fee and a \$150 refundable deposit. Make checks payable to "City of Medford." **A debit or credit card number will be kept on file as a means to guarantee final payment.**
3. Applicant will be contacted by Parks and Recreation Department staff within 10 working days.
4. Upon receiving rental approval, the requesting party will have five business days to provide the Medford Parks and Recreation Department with insurance documentation.
5. The City of Medford notify the renter of remaining rental fees and charges upon conclusion of the event. **Final payment is due within 7 days after notification.**

Cash, personal checks, cashier checks, Visa, MasterCard or debit cards are accepted forms of payment.

Submit payments to:  
Medford Parks and Recreation  
701 N. Columbus Ave.  
Medford OR 97501

Pay via phone by calling (541) 774-2400  
Or pay in person to: Rich Rosenthal, Recreation Supt., (541) 774-2483

6. Security deposit will be returned under the following conditions:
  - Cancellation occurs a minimum of 30 days prior to the scheduled event.
  - Application and operational policies and procedures were met.
7. The City of Medford reserves the right to cancel a reservation due to extenuating circumstances.
8. Forfeited games count as a game slot.



## **U.S. Cellular Community Park Softball/Baseball Complex Usage Fees**

### **Medford Parks and Recreation Leagues or Affiliates**

Games	\$20/team per season*
Practice	\$10/hour per field

\* Proceeds generated go to field depreciation/replacement fund

### **Non-Profit Organization Tournament Rental**

Tournaments up to 16 teams	\$22/game
17-20 teams	\$20/game
21-24 teams	\$18/game
Over 24 teams	\$17/game

### **Commercial Tournament Rental**

Tournaments up to 16 teams	\$25/game
17-20 teams	\$23/game
21-24 teams	\$21/game
Over 24 teams	\$20/game

### **Non-MPRD League Rental**

Youth Games	\$20/game
Youth Practice	\$15/hour per field
Adult Games	\$25/game
Adult Practice	\$15/hour per field

### **Non-League Public Rental**

Games	\$15/hour per field
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### **School District Usage**

Games	\$10/game
Practice	\$5/hour per field

### **Miscellaneous Fees**

Application processing fee	\$25
Security deposit	\$150 (refundable if conditions are met)
Lights	\$10/hour per field
Special field lining	Direct cost
Portable Fence Set-Up	\$30/field
Portable Pitching Mound	\$10/mound
Site Monitor	\$15/hour (required)

**Note:** Five percent of each rental fee will be directed into the field depreciation/replacement fund.



## U.S. Cellular Community Park Multi-Sport Field Complex Usage Fees

### Multi-Sport Fields

General Rental fee	\$30/hour
Field lighting fee	\$10/hour per field
Special field lining	Direct cost

#### Required fees for tournaments and events:

Application processing fee	\$25
Security deposit	\$150 (refundable if conditions are met)
Site Monitor	\$15/hour (required)

### Stadium Field

General Rental fee	\$40/hour
Field lighting fee	\$10/hour
Special field lining	Direct cost

#### Required fees for tournaments and events:

Application processing fee	\$25
Security deposit	\$150 (refundable if conditions are met)
Site Monitor	\$15/hour (required)

### Baseball Field

General Rental fee	\$30/hour
Field lighting fee	\$10/hour per field
Special field lining	Direct cost
Portable Fence Set-Up	\$30

#### Required fees for tournaments and events:

Application processing fee	\$25
Security deposit	\$150 (refundable if conditions are met)
Site Monitor	\$15/hour (required)

**Note:** Five percent of each rental fee will be directed into the field depreciation/replacement fund.



## **U.S. Cellular Community Park Softball/Baseball Complex Priority Usage**

1. City of Medford leagues, games and tournaments
2. Revenue-generating events
  - a. Tournaments
  - b. Leagues
  - c. Games
3. Schools
  - a. Phoenix/Talent School District
  - b. St. Mary's High School
  - c. 549C School District
  - d. Cascade Christian High School
4. Parks and Recreation partners, sponsors (per agreement)
5. General public rentals (businesses, family gatherings, etc.)
6. Medford Parks and Recreation league practices

### **Fields and Availability**

Fields are available 8 a.m. to 10 p.m. daily unless closed for maintenance or set-up

- Field 1 - Championship Field (315-foot permanent fence)
- Field 2 (300-foot permanent fence)
- Field 3 (300-foot permanent fence)
- Field 4 (300-foot permanent fence)
- Field 5 (300-foot permanent fence)

### **Harry & David Field**

Contact Gary Miller at (541) 261-7089 for availability.

### **Umpires**

Tournament Director is responsible for obtaining, scheduling and paying umpires for services. All umpires must be 18 years of age.

Rogue Valley Softball Umpires – local association  
John Graham, Umpire in Chief, (541) 776-3493



## **U.S. Cellular Community Park Operational Policies**

### **1. Facility Management**

U.S. Cellular Community Park Softball/Baseball Complex will be managed in a manner that maximizes facility use, efficiency and revenue generation. All USCCP facility users must secure a facility use permit or contractual agreement and abide by operational policies.

### **2. Insurance Requirements**

Comprehensive commercial general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage is required. Minimum limits:

Aggregate - \$1,000,000

Products - \$1,000,000

Personal & Advertising Injury - \$1,000,000 and Each Occurrence - \$500,000

The City of Medford (its officers, employees and agents while acting within the scope of their duties as such) must be named as second insured.

### **3. Prohibited Items**

The following items are prohibited at U.S. Cellular Community Park facilities:

- a. Any item or substance that may damage, stain or permanently alter facilities, structures or playing surfaces
- b. Sunflower seeds
- c. Chewing gum
- d. Coolers and ice chests
- e. Soda cans and glass bottles
- f. Animals and pets (except service animals)
- g. Fireworks
- h. Skateboarding and rollerblading
- i. Balloons
- j. Artificial noisemakers, including (but not limited to) megaphones, air horns, bells, whistles, clickers or other items as determined by Parks and Recreation staff
- k. Tobacco products of any kind within 50 feet of any playing field, playground, picnic area or building

### **6. Tournament Information**

Tournament Directors or primary contacts are required to provide the Recreation Superintendent with tournament brackets and/or schedules within 72 hours of the event.

### **7. Code of Conduct**

For the safety and health of participants, spectators and visitors, unsportsmanlike conduct will not be tolerated and may result in disciplinary action or ejection from the facility. City of Medford employees have the right to ask anyone to leave the park if behavior, language or clothing is deemed unacceptable. Inappropriate behavior includes:

- a. Physically or verbally threatening the well-being of an umpire, competitor, spectator or City of Medford employee
- b. Fighting and/or aggressive behavior
- c. Addressing an umpire, competitor, spectator or City of Medford employee in a disrespectful manner
- d. Use of vulgar language
- e. Endangering actions (e.g. throwing bats or other equipment)
- f. Inappropriate gestures
- g. Intoxication
- h. Vandalism

## **8. Facility Supervisor**

A Medford Parks and Recreation-selected Facility Supervisor will be present for the duration of most rentals. The cost of staff supervision (\$15/hour) is added to the overall rental fee. If a Medford Parks and Recreation Department scorekeeper is being used, he or she will serve as the Facility Supervisor.

Parks & Recreation scorekeepers are also available for hire. Use of own scorekeepers is permitted and will be the responsibility of the Tournament Director to recruit, schedule and pay.

## **9. Concessions**

Subway is the sole authorized operator of USSCP concession stands. Additional food and beverage sales are prohibited without express written consent of the Recreation Superintendent.

## **10. Award/Souvenir Content Stipulations**

The City of Medford reserves the right to require the U.S. Cellular Community Park logo to be placed on clothing or other items distributed by softball/baseball complex renters.

Image color, quality, design and content must be approved prior to production by the Recreation Superintendent in order to ensure items meet specifications required by the Parks and Recreation Department.

## **11. Equipment/Souvenir Sales and Vending Permits**

All vending and commercial sales require pre-approval from the Recreation Superintendent. If approved, a vending permit requires a City of Medford business license. The City of Medford will retain 15 percent of the gross revenue of any vending operations unless other arrangements are negotiated. Fees may be waived if the renter is affiliated with a non-profit or school organization.

## **12. Accident Reporting**

In the event of an accident or injury, the Tournament or League Director is required to fill out an Accident Report Form and submit it to the City of Medford Parks and Recreation Department as soon as possible.

## **13. Public Admission Charge**

Proposed gate fees must be approved by the Recreation Superintendent. If gate fees are charged, the City of Medford will be reimbursed 15 percent of the cumulative revenue. The percentage may be waived for non-profit or school groups. The City of Medford reserves the right to staff entry areas and to monitor cash handling.

#### **14. Facility Clean-Up**

The Tournament Director or person(s) reserving the field(s) will be responsible for clean-up of the field(s), team areas and spectator areas after each game. Trash cans are placed throughout the park for your convenience. If additional trash bags are needed, contact the Facility Supervisor. Cleanliness is judged by Parks and Recreation staff in regard to refundable deposits.

#### **15. Damage or Vandalism**

Damage to the facility, structures or playing surface determined to stem from the rental activity will be billed to the renter or to the Tournament Director. Damage and replacement costs are determined by Parks and Recreation staff. Major damage will be reported to the Police Department and to the City Attorney.

#### **16. Lost and Found**

Items left behind will be retained for two weeks in the clubhouse. Contact Parks and Recreation main office at (541) 774-2400 for more information.

#### **17. Banners and Signs**

Any signage intended to be affixed to fencing, structures or staked in the ground must be pre-approved by the Recreation Superintendent. Signs with inappropriate content are subject to removal at the discretion of the Facility Supervisor.

Signs may not block the view of the public, cause a distraction or obscure any facility sponsor signage. All signs must be taken down upon conclusion of the rental.

#### **18. Weather Cancellations or Delays**

Renters will not be charged for games or practices that are canceled due to lightning or unsafe conditions.

#### **19. Alcohol**

Alcohol is prohibited at any City of Medford park or facility.

#### **20. Parking**

Parking is allowed in designated parking areas only. Overnight parking is prohibited.

#### **21. Amplification**

Amplification systems are prohibited.

#### **22. Temporary Structures**

Tents, canopies or other temporary structures are permitted in designated areas only. These areas may vary based on the type of event or activity. Check with the Recreation Superintendent or with the Facility Supervisor for specifics prior to setting up these structures.

#### **23. Footwear/Metal Spikes**

Metal spikes are expressly prohibited. Rubber-tipped cleats are discouraged.



## U.S. Cellular Community Park Rental Application

Event Name or Purpose: \_\_\_\_\_

Primary Rental Contact: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Weekend/evening phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

E-mail: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Sponsor Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Tournament Director: \_\_\_\_\_ Phone: \_\_\_\_\_

Umpire In Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

### Dates Requested

First choice: \_\_\_\_\_ Second choice: \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

### Usage Details

Is this a tournament? Yes  No

Tournament type: Slowpitch  Fastpitch  Other (specify): \_\_\_\_\_

Youth participant age range: \_\_\_\_\_

Adult participants (check all that apply): Men  Women  Co-Ed

Number of teams: \_\_\_\_\_

Total number of games planned: \_\_\_\_\_

Games planned per day/per field: \_\_\_\_\_

Number of fields requested: \_\_\_\_\_

Average length of game (measured in hours and minutes): \_\_\_\_\_

### Special Needs (check all that apply)

Portable outfield fencing:  Desired distance from home plate: \_\_\_\_\_

Portable youth pitching mounds:

Fields lights for night games: Yes  No

Admission/Entrance Fees: Yes  No

### Insurance Carrier\*

Agency, Contact Information:

\_\_\_\_\_  
\_\_\_\_\_

- This data is informational and does not satisfy City of Medford insurance requirements.

**Release of Liability Agreement**

I certify that the above statements are true to the best of my knowledge and I agree to be bound by the rental regulations and policies. I understand that violation of any of these regulations and policies may result in immediate termination of the event, forfeiture of deposit, legal responsibility for damages in excess of the deposit and will jeopardize future use of the facility.

I shall indemnify and hold City of Medford, its officers, agents, and employees harmless from any and all claims, actions, liabilities, costs, including attorney fees and other costs of defense, arising out of or related to the activities of myself and the other participants during the use of the facility under this application.

I agree that during the use of the athletic facility, I will not exclude anyone from participation in, deny anyone the benefits of, or otherwise subject anyone to discrimination because of the person's race, color, national origin, age or disability.

I further understand the City of Medford makes no warranties or guarantees as to the conditions of the facilities or equipment covered by this application and that I and other participants will be using the facilities at our own risk.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*\*\*\* For Department Use Only \*\*\*\*\***

Application Approved: Yes \_\_\_ No \_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Proof of Insurance Received: Yes \_\_\_ No \_\_\_ Waived \_\_\_

Application Fee Received: \_\_\_\_\_

Deposit Received: \_\_\_\_\_

Final Payment Invoiced: \_\_\_\_\_

Final Payment Received: \_\_\_\_\_

Final Payment CC# or Check Received: \_\_\_\_\_

Approved Dates: \_\_\_\_\_

Approved Times: \_\_\_\_\_

Approved Fields: Championship Field \_\_\_ Field 2 \_\_\_ Field 3 \_\_\_ Field 4 \_\_\_ Field 5 \_\_\_

Fee Due: \_\_\_\_\_ Due By: \_\_\_\_\_

Final Fee Due: \_\_\_\_\_ Due By: \_\_\_\_\_

Fee Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Reservation Number: \_\_\_\_\_