

U.S. Cellular Community Park Sports Fields



Operational Policies & Fees Rental Application Tournament Director Manual

Rates effective Jan. 1, 2011

Primary Contact:
Rich Rosenthal
Recreation Superintendent
(541) 774-2483
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

Tournament Rental Fees

Tournaments up to 16 teams \$25/game

17-20 teams \$23/game

21-24 teams \$21/game

Over 24 teams \$20/game

General Rental Fees

Youth Games \$20/game

Youth Practice \$15/hour per field

Adult Games \$25/game

Adult Practice \$15/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 \$60/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)

Charter Field (full-size baseball field previously known as Field 9)

General Rental fee	\$20/hour
Field lighting fee	\$10/hour per field
Special field lining	Direct cost
Portable Fence Set-Up	\$60

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 (contractual agreements)
 - a. Phoenix/Talent School District
 - b. St. Mary's High School
 - c. 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)

Charter Field (375 feet to center field)

Fields 10-14 (multi-sport fields permanently lined soccer and football)

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 is 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 "additional 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 USCCP 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. 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: _____