

MEDFORD PARKS & RECREATION FACILITIES MANAGEMENT

HEALTHY LIVES | HAPPY PEOPLE | STRONG COMMUNITY



Prescott Park Trail System Event Management Guide



About the Park



Constable George J. Prescott

Acquired by the City of Medford in 1930-31 and named for Constable George Prescott, who was killed in the line of duty in 1937, the 1,700-acre park is the second largest municipal park holding in the State of Oregon. The primary geographical feature is Roxy Ann Peak, a landmark protruding 3,571 feet above sea level – about 2,000 feet above the valley floor. With incredible vistas, Prescott Park is a popular spot for hikers and mountain bikers.

One of the most spectacular aspects of the Prescott Park Trail System is a 360-degree panorama of the Rogue Valley and surrounding mountains. Mt. Shasta can be seen looking south from the top of Roxy Ann Peak, with Mt. Ashland, the city of Medford, Table Rocks, the Three Sisters, and Mt. McLoughlin visible as one rotates clockwise.



View of Mt. McLoughlin from Prescott Park

Phase one of the Prescott Park Trails Master Plan will be completed in May 2017. The trail system will feature 6.3 miles of newly constructed trails with about 1,000-foot elevation change from the highest end of the new trail loop to the lowest, from the Roxy Anne Peak to the park entry parking entry.

A trail user will experience an array of Southern Oregon ecosystems hiking the loop road, including a conifer forest on the shaded northeasterly face of Roxy Ann Peak, oak trees, deer brush, ponderosa pine and madrone in multiple locations, and grassy slopes to the south and west.

Procedures and Guidelines

All trail/park special event require a **PRESCOTT PARK EVENT APPLICATION**, including the nature of the event and all items listed below. After review by Parks and Recreation staff, additional City of Medford approvals may be required. If approved, the special event will be required to occur on the specified trail area.

1. All event requests require the following:

- a) \$1,000,000 liability insurance policy adding the City of Medford, (411 West 8th Street, Medford, OR 97501) as an additional insured (See EXHIBIT A)
- b) Details of the event and all areas of the trail/park that will be used
- c) Map showing route and layout of items/equipment including, but not limited to, starting area, ending area, aid stations, spectator areas, and any additional staging areas
- d) Time, location, and manner of set up/tear down and access needed
- e) Details on parking and traffic control
- f) One portable restroom unit for every 125 people estimated to be in attendance. Placement of restrooms should be arranged with the Parks Maintenance Division, 541-774-2691.
- g) One 3-yard drop box for every 250 people estimated attendance. Placement of the drop box should be arranged with the Department



- h) Private security required for events involving serving alcohol
- i) Event signage must comply with City of Medford ordinances and be pre-approved by staff

2. Requests for Trail Special Events must be submitted 8 weeks in advance
3. Contracts are required for all events with attendance in excess of 300, and / or for competitive biking events, and other events with extensive set up, safety concerns, or other reasons deemed necessary by Parks and Recreation staff
4. On trail vehicular access will require an escort. Additional fees for staff overtime may be charged.
5. No permanent markings may be placed on or near the trail. Any markings must be of a temporary nature and must be approved prior to use.
6. A [Special Events Permit](#) is required upon approval of the **PRESCOTT PARK EVENT APPLICATION**. The following departments may have additional requirements: Police, Public Works, Fire, City Manager, and Human Resources. Information on these additional requirements will be provided through the Special Events Permit process. A coordination meeting is required prior to all events
7. A Medford Parks, Recreation and Facilities Management representative will meet you at the specified trail area on the date and time of your reservation to ensure the availability of the area. The representative is not used for security at the event. The event area is to be cleaned immediately following the event. Park staff will evaluate the area on the first business day after the event and inspect for loss, damage and cleanliness. If the area is not cleaned or park property is damaged during use, the Parks, Recreation and Facilities Management will deduct actual costs from your deposit. If costs exceed the deposit, a bill will be mailed for the balance due

Trail Rental Rates, Fees and Policies

Number of People at Event	Rate per hour
1-250	\$ 60
250+	\$ 90

*Number includes spectators, staff, volunteers and event attendees.



1. All **PRESCOTT PARK EVENT APPLICATION** require a minimum \$50 non-refundable cleaning/repair fee at the time of the request. Additional fees will be required for events with attendance larger than 250 and/or for events longer than five hours. Attendance is defined as event participants, spectators, volunteers, and staff.
2. Any fees for additional parks and recreation personnel requirements outside of normal working hours will be based on current overtime rates.
3. Refunds for fees are granted only under the following conditions:
 - a. Cancellation due to adverse weather conditions.
 - b. Cancellation notice is given to the Outdoor Recreation Office two-calendar weeks before the Event.



The City of Medford welcomes Prescott Park Trail events that will provide opportunities to showcase the beauty and uniqueness of the park, while delivering enriching experiences to citizens and visitors to the Medford area.

General Conditions and Obligations for Trail Events

- Organization must notify event participants to yield to all trail users with signage.
- Organization shall not block the entrance to any City park, trail, facility, or other property.
- Organization shall keep the trail and Event areas in a clean condition, free of litter, and will ensure the area is clean at the conclusion of the Event.
- Organization will provide one portable restroom unit for every 125 people estimated to be in attendance.
- Garbage and general clean-up is the responsibility of the organization. If the permittee anticipates more than 250 people, they should be prepared to provide one 3-yard drop box for every 250 people estimated attendance. Placement of the drop box should be arranged with Parks, Recreation and Facilities Management.
- Organization shall provide extra toilet paper and trash can liners. Estimated quantities will be determined by Parks and Recreation staff.
- Organization may not store or leave their equipment on trails or park areas. City is not responsible for lost or stolen items.
- Organization is solely responsible to determine if weather conditions are safe for the trail use and if weather conditions are safe for use by the Organization, participants, and spectators.
- Organization shall immediately report any damage to City property to City Parks and Recreation staff.



- Recreation items, such as inflatables, tents, stages, DJ/sound systems, etc. require advance written approval from the Recreation Superintendent.
- Organization shall ensure that all vendors provide the City of Medford with a \$1,000,000 liability policy, naming the City as an additional insured, as well as have a city business license and proper permits.
- Concession sales must be coordinated with City of Medford and shall comply with all the requirements of the Oregon Revised Statute.

Parks and Recreation – Code of Conduct

City of Medford Parks, Recreation and Facilities Management has established a policy to ensure that all patrons have the opportunity to safely enjoy parks, programs, and facilities without infringement from those who fail to follow established rules and regulations.

All staff is authorized to address any violation of the Code of Conduct by informing the patron that they must stop the behavior or they will be asked to leave the program, park, or facility.

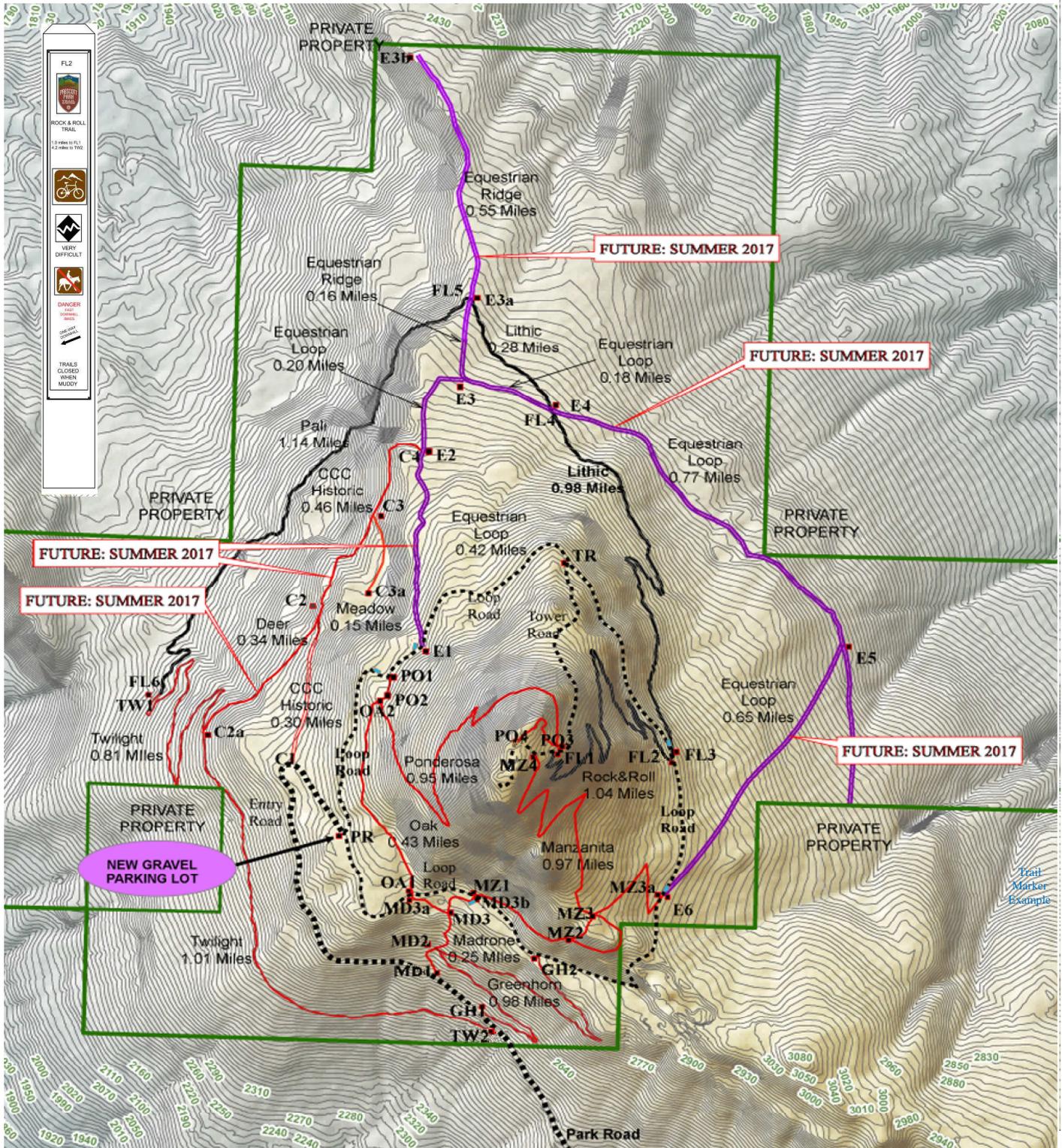
Violations of the Department's Code of Conduct include, but are not limited to, the following:

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



PRESCOTT PARK TRAILS SYSTEM

BIKE. HIKE & EQUESTRIAN





MEDFORD PARKS & RECREATION FACILITIES MANAGEMENT

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PRESCOTT PARK EVENT APPLICATION

Name: _____ Organization: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Cell Phone: _____

Email: _____ Number of attendees: _____

Trail Areas Requested: _____

Event Title: _____ Date(s) Requested: _____

Event Type: Bike Run Equestrian Other _____ Time(from): _____ Time (to): _____

ALCOHOLIC BEVERAGES REQUIRE A PERMIT. Do you need an alcohol permit? Yes: No:

Will you be using any of the following?

Inflatable Generator Caterer Tents Sound System

Other: _____

- Please Note - The City of Medford does not provide power for any reservation.
- NO STAKES ARE TO BE USED AT ANY TIME. Sandbags may be used to secure the inflatable.
- 8 WEEK MINIMUM ADVANCE REQUIREMENT TO OBTAIN TRAIL RESERVATION.

ACKNOWLEDGMENT

1. I certify that I am duly appointed and authorized to make the above request in the name of the organization and that I shall abide by the terms under which use of the requested trail/park area is made.
2. I have read and understand the General Conditions for Parks and Trails and the Patron Code of Conduct pertaining to the rental of this trail/ area.
3. I further agree to make payment to the "City of Medford" at the Santo Community Center for the total fees listed below. These fees must be paid in full at the time of reservation.
4. Deposit – Credit Cards will be charged the deposit fee in the event of damage or violation of park policy, rules or ordinances per established guidelines. Any actual damage costs in excess of deposit amount will be billed separately and future use of the reservation system may be affected.

Sign here for deposit charges: _____ Date: _____

TO BE COMPLETED BY OFFICE STAFF

Trail Event Rental Fee: _____ Permit No. _____
 Trail Event Damage/Cleanup Deposit: _____ Receipt No. _____
 TOTAL DUE: _____

TO BE COMPLETED BY CUSTOMER

Signature/Authorization: _____ Date: _____
 Method of Payment: Cash Check Credit Card
 (circle one) Visa / MasterCard Card Number: _____ Exp. Date: _____
 Name as it Appears on Card: _____
 Billing Address: _____

*continued on the next page

TO BE COMPLETED BY CUSTOMER

Event Proposal / Description

(e.g., trails and park areas involved, event purpose, vehicle access plan, special arrangements)

Large empty rectangular area for the event proposal description.

Received By: _____ Date: _____

Reviewed By: _____ Date: _____

Approved

Rejected

Date: _____

Comments:

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