

# MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

## AGENDA

**PARKS AND RECREATION COMMISSION**  
**October 25, 2016**

**CARNEGIE BUILDING**  
**413 W. Main St.**  
**5:30 P.M.**

10. ROLL CALL
20. APPROVAL OF MINUTES
30. ORAL REQUESTS FROM THE AUDIENCE
40. NEW AND CONTINUED BUSINESS
  - 40.1 Park & Facility Use Administrative Regulation Update – Jennifer Sparacino, Tim Stevens
  - 40.2 Recreation Programming Plan Update – Jesse Nyberg
  - 40.3 Prescott Park Trail Access & Signage – Pete Young
50. COMMITTEE REPORTS
  - 50.1 Tree Committee
  - 50.2 Prescott Park
  - 50.3 Bear Creek Greenway Joint Powers Board
  - 50.4 Medford Parks & Recreation Foundation
60. STAFF REPORTS
  - 60.1 Leathers Playground Update – Tim Stevens
70. MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS
80. ADJOURNMENT



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COMMUNITY ENRICHMENT EXCELLENCE EXCEPTIONAL CUSTOMER SERVICE INNOVATION



# MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

## MINUTES

### PARKS AND RECREATION COMMISSION September 20, 2016

### CARNEGIE BUILDING 413 W. Main St. 5:30 P.M.

Meeting called to order at 5:30 pm

**10. ROLL CALL**

Members present: Marie Cabler, Julian Cordle, Rich Hansen, Frank Hooper, Preston Jernigan, Jerry MacLeod (\*arrived as noted), Phil Ortega, Dan Ratty. Staff present: Rich Rosenthal, Tim Stevens, Pete Young, Jesse Nyberg, Jennifer Sparacino. Members absent: Dr. Rizvi. Council Liaison absent: Chris Corcoran.

**20. APPROVAL OF MINUTES**

August 16, 2016 minutes were approved as submitted.

**30. ORAL REQUESTS FROM THE AUDIENCE**

None

**40. NEW AND CONTINUED BUSINESS**

**40.1 Park System Development Charge Methodology Final Report** – Mr. Rosenthal reviewed the SDC Methodology report and requested a recommendation to forward to City Council regarding a Uniform Cost Methodology vs. an Area Specific Cost Methodology. Commissioners discussed and asked questions of staff. Mr. Young was able to clarify some items for them.

Motion: Recommend the Area Specific Cost Methodology for the Parks SDC. Motion made by Ms. Cabler, seconded by Mr. Hansen. Motion passed with 6 yes and 2 no.

**40.2 Leathers Playground Next Steps** – Mr. Stevens presented information on the current status of the playground per the recent inspection by Leathers and requested that they consider either recommending budgeting for a new Leathers playground or a new traditional type playground.

Motion: Support construction of Leathers facility at Bear Creek Park. Motion made by Mr. MacLeod, seconded by Mr. Jernigan. Motion passed with 5 yes and 3 no.

Motion: Direct Tim, before the next meeting, to see if any other playground manufacturer makes something similar to Leathers before an order is placed. Motion made by Mr. Hansen, seconded by Mr. Ratty. Motion passed unanimously.

**40.3 Appointment of Tim Stevens to Bear Creek Greenway Joint Powers Board** – Mr. Rosenthal requested that Tim Stevens be appointed to the BC Greenway Joint Powers Board.



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Motion: Appoint Tim to the Committee. Motion made by Mr. MacLeod, seconded by Mr. Ratty. Motion passed unanimously.

**40.4 Parks and Recreation Commission Bylaws Update** – Mr. Rosenthal requested that Commissioners consider changing the Commission meeting days from the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday to the 2<sup>nd</sup> and 4<sup>th</sup>. He also reminded them that Commissioners previously expressed interest in placing term limits on Commission officers.

Motion: Amend Article IV, Section 1 of the Parks & Recreation Commission bylaws to reflect regular meetings of the Commission will be held on the 4<sup>th</sup> Tuesday of each month, effective October 2016. Motion made by Ms. Cabler, seconded by Mr. Ratty. Motion passed unanimously.

Motion: Place term limits on all Officers of 2 consecutive years. Motion made by Mr. Ratty, seconded by Ms. Cabler. After discussion, the motion was withdrawn by the maker, the second concurred.

Motion: Place term limits on Chair position of a maximum of 2 years with 1 year hiatus before serving again as chair. Motion made by Mr. Ratty, seconded by Mr. Cordle. Motion passed unanimously.

**50. COMMITTEE REPORTS**

**50.1 Tree Committee** - none

**50.2 Prescott Park** – Mr. Young advised ODF has shut the project down due to fire danger but is expected to pick up again next week.

**50.3 Bear Creek Greenway Joint Powers Board** – Mr. Stevens advised the next meeting is Oct 25 where they plan to discuss the management plan

**50.4 Medford Parks & Recreation Foundation** – Mr. Rosenthal advised they are looking to partner with the Medford Sports Hall of Fame with a possible inductee monument at USCCP.

**60. STAFF REPORTS**

60.1 Project Update – Mr. Young updated the Commission regarding Oregon Hills Park and Kennedy Park.

**70. MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS**

Commissioners discussed planning a dinner to honor Brian and Rene. Mr. Hansen will contact Brian regarding availability. Mr. MacLeod passed on a concern re: the dog park material at Hawthorne Park is too hot on the dogs feet in the summer. Mr. Young advised the material is wood chips.

**80. ADJOURNMENT**

Meeting adjourned at 6:56 pm.

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# PARKS & RECREATION COMMISSION AGENDA ITEM COMMENTARY

Item No: 40.1

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**DIVISION:** Administration  
**STAFF CONTACT:** Jennifer Sparacino  
**STAFF PHONE:** 541-774-2402

**AGENDA SECTION:** New & Continued Business  
**MEETING DATE:** October 25, 2016

## ISSUE STATEMENT & SUMMARY:

Each year the Parks and Recreation Commission reviews the Park & Recreation Facility Use Administrative Regulation, a primary City policy document that stipulates use of parks and recreation facilities, park rental rates and service fees. The role of the Commission is to review the document and to consider proposed changes. The document will then go all City Department Heads for their review and input. Traditionally, the City Manager signs the final version.

## BACKGROUND:

### A. Commission Action History

The Commission reviews and recommends changes to the Park & Recreation Facility Use Administrative Regulations on an annual basis.

### B. Analysis

Staff is requesting Commission consideration of the following recommended changes to the Regulations:

- **Page 1:** Added Park Hours as outlined in the Municipal Code.
- **Page 7-8:** Added Slacklining rules due to increased participation in our parks, the potential for injury and concern about tree damage.
- **Page 10 & 13:** Revised Vending Policy by removing Jackson Park and Union Park as approved vending locations. Use of these locations could potentially be disruptive to the surrounding neighborhoods and would be permitted through the Special Event Permit process instead. Added Pear Blossom Park as an approved location. Clarified use of only one parking space and added cancellation policy.
- **Page 26:** Simplified USCCP field usage fees by creating a General Rental Fee of \$15/hour per field, increased lighting fee from \$10/hr to \$15/hr.
- **Page 27:** Added usage fees for Stadium Field (field 10).
- **Page 28:** Clarified permanent and portable fence information and field markings.
- **Page 29:** Added BBQ grills to list of prohibited items at USCCP.
- Minor housekeeping changes.

### C. Financial and/or Resource Considerations

None

### D. Timing Issues

Staff is requesting approval of the recommended changes in order to make them effective November 1, 2016 and/or when the City Manager signs the document.

## STRATEGIC PLAN:

Theme: Quality Public Services

Goal 8: Provide recreational activities and opportunities to improve the lives of Medford residents



# **PARKS & RECREATION COMMISSION AGENDA ITEM COMMENTARY**

Item No: **40.1**

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## **COMMISSION OPTIONS:**

- Option A: Approve the proposed changes.
- Option B: Amend and approve the proposed changes.
- Option C: Deny the proposed change(s).

## **STAFF RECOMMENDATIONS:**

Staff recommends approval of the proposed changes.

## **SUGGESTED MOTION:**

Move to approve the Park & Recreation Facility Use Administrative Regulations as submitted.

## **EXHIBITS:**

Park & Recreation Facility Use Administrative Regulations, 2016-17 (Draft)

City of Medford  
Administrative Regulation

Regulation No.: 00-7-R11  
Page: 1 of 34  
Subject Area: Use Of City Property  
Date of Issue: 2/25/16  
Supersedes: 00-7-R10 dated 10/1/12

Title: PARK & RECREATION FACILITY USE REGULATIONS

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**PURPOSE**

The City of Medford's parks and recreation facilities are established and maintained as areas of recreation, relaxation and enjoyment for the citizens of Medford. It is the intent of the City to maximize the usage of these facilities within the limits of space, design and accommodations available at each park site. The highest priority for park use will be given to recreation and educational uses by Medford residents.

The Mission of the Parks and Recreation Department is to provide opportunities for a full range of recreational facilities, activities and programs to meet the demands of all ages within our expanding population. The Department's mission statement is "*Parks and Recreation: Creating Healthy Lives, Happy People and a Strong Community.*"

The purpose of these rules and regulations are:

- A. To facilitate maximum use of park and recreation facilities by the general public.
- B. To coordinate the use of park and recreation facilities, thus assuring maximum opportunity for use through the convenience of advance reservations.
- C. To provide facilities at minimal cost to the general public; but where exclusive use takes place or special handling is required, to assess the appropriate fee.
- D. To coordinate the public use of park and recreation facilities with maintenance, construction and other activities.
- E. To fairly allocate the use of available park space, so all parks receive fair and equal usage, commensurate with their size, Park Tier Classification and Leisure Services Plan Classification.

These purposes would be achieved less effectively absent this regulation.

To the extent it restricts speech or other expressive conduct, this regulation is intended to be content neutral and otherwise impose only reasonable time, place, and manner restrictions on any such speech or conduct. Any restriction imposed under these rules is intended to be narrowly tailored to serve a legitimate governmental interest and leave open ample alternative opportunities for speech or expression.

**AUTHORITY**

Section 2.185 - 2.190 Medford City Code

**PARK HOURS**

City public park use hours are 6:00am to 10:30 pm. Exceptions apply to:

- a) Participants or spectators of an athletic contest in park areas lit by park lights for those contests;
- b) Persons attending a scheduled event in a park or park facility designated for community recreation or instruction;

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c) City employees or other government employees during the course of official activities.

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## **RESERVATION REQUEST**

### A. How Made –

1. Reservations may be made in person at the Parks and Recreation office at the Santo Community Center, 701 N. Columbus Ave, Medford Oregon; or by calling the Parks and Recreation office at 541-774-2400. COMPLETE PAYMENT MUST BE RECEIVED BEFORE A RESERVATION IS VALID. Payment for phone reservations must be made with a debit or credit card.
2. The appropriate paperwork must be completed and filed with the Parks and Recreation Department and all fees paid prior to a reservation becoming final. If booths, equipment, etc. are part of the event, the request must be submitted at least thirty (30) days prior to the event.
3. Reservations may be refused if the amount of time before the reservation does not allow sufficient time to alert the Park Maintenance crew of the reservation.
4. Reservations may be made up to one year in advance of the date of the scheduled event.
5. The Parks and Recreation Department reserves the right to cancel any reservation due to circumstances beyond their control. This would include acts of nature and other such events which make use of the facility unsafe for the users or would be detrimental to the facility. If a group has reserved an area on an “on-going” basis for a period of time, and another event desires to use the facility, the Department may need to make some adjustments to the on-going reservation to accommodate other members of the community.

### B. Insurance and Indemnity

1. A signed Indemnity Agreement and evidence of liability insurance may be required for a person or entity to conduct a Special Event on City owned property or in a public right-of-way within Medford that includes alcohol use and/or an invitation open to the public-at-large for the event and/or an event that includes certain recreational equipment such as a Jump House, Dunk Tank, or similar equipment at an event on City property.
2. When Insurance and Indemnity is deemed necessary for the event, activity or facility reservation, the person or entity is required to indemnify, defend and hold harmless the City, its elected officials, officers, employees and agents for any and all claims and associated expenses for losses including but not limited to personal injury or property damage arising out of event held at the reserved City-owned property. An Indemnity Statement Form signed by the individual or an authorized representative of an entity reserving City of Medford facility or park space must be submitted to City of Medford prior to the facility use event.

3. Liability Insurance is required to provide the financial means by which an entity or person reserving the space and conducting the activity can respond to the liability and indemnity responsibility for their facility use or event. The amount of liability insurance required has been set in consideration of Oregon Revised Statutes (ORS 30.260 to 30.300).
4. Liability Insurance with a limit of at least \$1,000,000 per occurrence and annual aggregate that names the City of Medford as additional insured by endorsement to the policy is required. It shall be understood that City of Medford, as additional insured, includes its elected officials, officers, employees, and agents while acting within their duties as such.
5. If alcohol will be served, the liability insurance must show specifically that it includes liquor liability coverage, and the event sponsor must have any required OLCC permits or licenses that apply.
6. Certificate of Liability Insurance with the additional insured endorsement attached must be provided to the City of Medford prior to the event. Certificate Holder and Additional Insured shall be shown as: City of Medford, 411 W. 8<sup>th</sup> Street, Medford OR 97501.
7. Liability Insurance may be provided under a Commercial General Liability Policy, a Homeowner’s Policy with Umbrella Liability Coverage, or an individual Event Liability Insurance Policy. It must be an “occurrence based” policy form. The limits of insurance may be provided under a single policy or a combination of primary and excess umbrella insurance policies. It must cover claims for bodily injury, property damage, and the Indemnity obligations noted above.

Notwithstanding the above, Special Event permittees shall not be liable for the cost of public safety personnel who are present to protect event attendees from potential hostile members of the public or counter-demonstrators or for general law enforcement in the vicinity of the event; and permittees shall not be liable to City for damages or injuries caused by third party reaction to the content of permittee expression, unless the content of permittee expression is actionable or allows for prosecution under Oregon or Federal law (examples including but not limited to: fighting words, obscenity, libel, slander, sedition, incitement, fraud).

**CLASSIFICATION OF GROUPS AND PRIORITY OF USE**

- A. The following classification system is developed in order to help provide for a systematic approval of facility use by different community groups and to assist in the charging of fees:

Group	Priority	Description
A	First	City sponsored or co-sponsored programs and meetings. <ul style="list-style-type: none"> <li>• City of Medford programs and classes</li> </ul>
B	Second	Non-profit organizations and service groups affiliated with the Medford Parks and Recreation Department
C	Third	Non-profit organizations and service groups not affiliated with the Medford Parks and Recreation Department <ul style="list-style-type: none"> <li>• General public</li> </ul>
D	Fourth	Commercial usage <ul style="list-style-type: none"> <li>• For-profit groups and events</li> </ul>

		<ul style="list-style-type: none"> <li>• Groups charging event fees</li> </ul>
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**B. Fees**

Permit fees herein reserve to the permittee exclusive use of a particular park facility on a particular date for a specified time. These fees estimate the costs to Parks and Recreation Department staff time to process the applications and otherwise administer the reservation of using a particular park facility on a particular date for a particular time, including but not limited to reviewing applications, reviewing schedules, considering competing use inquiries, remote and on-site administration of reserved use on the date, time and facility specified in the permit application.

The primary benefit to a group in applying for and paying a fee for a permit is that they thereby have the area reserved and are entitled to exclusive use of that area. If no specific reservation is requested, and providing that groups comply with all general laws and regulations - for example traffic laws, requirement of permits for use of amplifiers, ability to regulate competing uses, hours of operation, etc. - groups and individuals may assemble in a City park without applying or paying a fee for a permit to do so.

		<u>Gen</u>	<u>Commercial</u>
1.	General Permit Fee		
	Per <u>Three Hour</u> Time Slot	\$ 50	\$ 85
	All Day Fee (6 am - 10:00 pm)	\$200	\$340
		<u>Gen</u>	<u>Commercial</u>
2.	Special Event Area Fee		
	i. e. Pear Blossom Blocks and Bear Creek Amphitheater		
	Per 3 - Hour Time Slot	\$ 83	\$166
	All Day Fee (6 am - 10:00 pm)	\$324	\$664
3.	Special Use Permit		
	In addition to General Permit or Special Event Area Permit fees these may apply to events which require services such as: staff walk through at site, maintenance impacts and tracking of insurance and other documents required from user.		
		<u>3 hr</u>	<u>All Day</u>
	a. 76-150 attendance	\$20/3hr	\$180
	b. 150 and over attendance	\$30/3hr	\$360
	c. Amplification (music or voice)	\$20/flat fee	
	d. Staff walk through at site	\$20/flat fee	
	e. Staff at event	\$20/hr	\$240

**SPECIAL EVENT PERMIT**

A Special Event Permit will be mandated for any reservation that is:

- a) Amplifying sound (voice or music) regardless of number of anticipated attendees
- b) Requesting alcohol consumption or distribution
- c) 50 or more attendees
- d) Open public invited events (i.e., Walk-a-Thons, Running Events), regardless of number of anticipated attendees
- e) Any event the Parks and Recreation Department believes would benefit the city or customer by such a review

Please visit <http://www.ci.medford.or.us/Page.asp?NavID=1876> to review the Special Event Permit requirements and to obtain an application.

Any event required to complete a Special Event Permit may have their reservation canceled and fees refunded (less direct staff costs) if not completed and processed in a timely manner.

Waiver of fees: A Special Event Permittee may request park use fees be waived as part of that process however; direct staff costs (including Special Use Permit fees) may still be charged for the event.

4. Jackson Aquatic Center Rental  
Per Two Hour Time Slot

Private		During Open Swim
1 – 80 people	\$285.00	1-20 people \$100.00
81 – 120 people	\$325.00	21+ people add'l \$2.00
121 – 160 people	\$350.00	per person
161 – 200 people	\$395.00	
5. Commercial Photography – See Requirements and Fees for Commercial Photography Activities.
6. Special Preparation Fee – Actual costs incurred by the Department to prepare a site before an activity will be assessed to the event (i.e., cost of mowing an undeveloped area, etc.).
7. No fee will be charged for Group A. However, the Medford Parks and Recreation Department reserves the right to charge a full or reduced fee in the event of unplanned costs associated with the event/rental.
8. A permittee shall not be required to provide for or pay for the cost of public safety personnel who are present to protect event attendees from hostile members of the public or counter-demonstrators for general law enforcement in the vicinity of the event, unless the content of permittee expression is actionable or allows for prosecution under Oregon or Federal law (Examples including but not limited to: fighting words, obscenity, libel, slander, sedition, incitement, fraud).

**AMPLIFICATION**

No person shall use any device to amplify sound in any park unless the required permits have been approved.

The Parks and Recreation Department may issue an amplification permit for a designated park area and time. The Parks and Recreation Department may also include conditions in the permit, which they deem reasonable, and may revoke a permit to a person or group of persons who have violated the terms of a permit within the previous year. No person who holds a valid amplification permit shall amplify sound within a park in violation of any conditions stated in that permit.

Maximum amount of time that amplified sound will be allowed during an event is three hours. This provision may be waived if the event is part of a City-sponsored or partnership event.

No person shall use any device to amplify sound between the hours of 10:00 p.m. and 8:00 a.m. on public property or on public right-of-way.

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Due to safety concerns, the Parks and Recreation Department will not issue a park use permit or amplification permit for events adjacent to the Jackson Aquatic Center during the Center's hours of operation.

**NON-PROFIT FUND RAISING**

A non-profit corporation, organization, or group whose income from the activity is used for the benefit of Medford residents, and no part of which is distributed to members, directors, or officers, is permitted to sell in the parks if the following conditions are met:

- a) They are selling as part of a special activity or event;
- b) They are raising money either for activities they sponsor in Medford or for a local non-profit organization that serves Medford;
- c) They hold the City harmless for their activity;
- d) They limit their fund raising by any one nonprofit organization to two events in one calendar year; and
- e) They apply for a permit and abide by conditions contained therein.

**DISTRIBUTION OF FOOD AND SERVICES**

Groups and/or individuals wishing to distribute food and/or services at no cost to the public must obtain a permit to distribute in a City park or facility. There is no charge for the issuance of a permit. The permit will be limited to no more than six months in duration. After the completion of the permitted time period, a new permit must be obtained.

Distribution Permit Rules and Regulations:

- 1. Groups must clean-up and remove all garbage from the areas outlined in their permit.
  - a. Permit will outline where groups are allowed to dump garbage after removal from the permitted site.
  - b. Failure to comply with trash clean-up and removal will be grounds for revoking or not renewing a permit.
- 2. Permit will outline facility/area where distribution is allowed.
  - a. Distribution in areas not outlined in the permit will be grounds for revoking or not renewing a permit.

**ALCOHOL**

Alcohol is permitted in the following parks and facilities when in compliance with Medford City Ordinance 2.185 and 5.310 and if all permit "conditions of use" have been approved, including liability insurance and indemnity agreement (see Insurance and Indemnity section).

- Alba Park
- Bear Creek Park
- Carnegie Building
- Hawthorne Park
- Pear Blossom Park
- Santo Community Center – Gym only
- US Cellular Community Park
- Vogel Plaza

**CONTROL OF DOGS**

Per Medford City Ordinance 5.600-5.603, no person shall permit a dog to run at large (be off leash) in any City park, other than a designated "dog park". No dog may be left unattended or allowed to defecate in a City park unless the person immediately removes the feces from the area. No person shall permit a dangerous dog to intentionally, recklessly or with criminal

negligence inflict physical injury on another person or animal or permit a dangerous dog to engage in conduct that places a person in fear of imminent physical injury.

### **TOBACCO POLICY**

Tobacco & Smoke Free Facilities. Per Medford City Ordinance 5.265, all Parks and Recreation Department managed properties are designated as tobacco and smoke free, which includes any device that simulates the smoking of tobacco that produces a smoke or vapor. These facilities include the pedestrian rights-of-way that surround each property, with the exception of the following area:

- U.S. Cellular Community Park – Designated area within the northeast section of the parking lot between the baseball/softball complex and the dog park.

### **VEHICLES AND REMOTE VEHICLES**

- Only areas designated by the Parks and Recreation Department will be available for shows requiring vehicle access. Normally, vehicle shows, boat shows or car shows will use non-irrigated turf areas. Any approved event which requires vehicle access on irrigated turf may require a Parks and Recreation Department staff person to be present to help prevent damage to turf and irrigation systems. The direct cost for providing event supervision and marking of irrigation systems will be passed on to the event organizers.
- The Parks and Recreation Department may require adequate protection be provided so that oil leaks do not pollute or kill turf areas (i.e., drip pans, tarps, plywood sheets).
- Vehicles necessary to the setup, take down, and operation of a special event may be allowed in some parks. Permission to have vehicles in the park during the activity must be approved prior to the event.
- The Parks and Recreation Department reserves the right to limit the size and number of vehicles within park boundaries at any park and/or event.
- The use of remote control vehicles or radio control devices in park areas, unless otherwise designated, is prohibited such as:
  - Radio control cars
  - Radio control aircraft/model rockets
  - Radio control drones

### **SLACKLINING**

- Slacklining is permitted in certain parks, in designated areas only, where slackline posts are installed, sunrise to sunset.
- The following rules apply to slacklining in designated areas:
  - Strap can be anchored up to 5 feet above ground.
  - Maximum length of slackline can be no longer than 100 feet.
  - Slacklines and hammocks may not be left unattended.
  - For visibility, mark the slackline with bright ribbons and use a spotter at all times to ensure public and slackline participant safety.
  - Ensure slacklines do not obstruct vehicle or foot traffic in the park and do not block trails, walk-ways, roads or parking areas.
  - Anchor strap must be a minimum of 4 inches wide.
  - Padding is required and must be a minimum of 14 inches wide. Padding can be blankets or carpet and should be placed between the post and the anchor line.

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- h. This recreational activity involves risk of fall and injury. Slacklining participants and spectators assume any and all risk associated with this activity including, but not limited to: death, paralysis and serious injury.
  - i. Adult supervision is required at all times.
  - ii. Make sure all equipment is installed correctly and check for wear before using.
  - iii. One person at a time. Wear close fitting clothing
  - iv. Never use slackline when it is wet or there is rain or lightning in the area.
- i. Participants and spectators are responsible for any damage to City property that occurs as a result.

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#### **SITE PLAN**

- A. Special Event and Special Use Permit holders who plan to bring band or sound equipment, tents, booths, and other amenities into a park must provide the Parks and Recreation Department with a site plan a minimum of thirty (30) days prior to the event. The site plan should include layout of all pieces and show total amperage of any equipment being plugged into park outlets. These site plans will be reviewed by the Department prior to the final application approval.
- B. Special Event and Special Use Permit holders with events requiring a site plan must schedule an on-site meeting with a Parks Department representative a minimum of twenty (20) days prior to the event. The Department reserves the right to change locations if, in the opinion of a Parks and Recreation Department representative, the conditions of the park cannot support the event.
- C. All site plans must not contain modifications or constraints to current electrical systems within the park site. All site plans must not modify current park configurations.

#### **REQUIREMENTS AND FEES FOR COMMERCIAL PHOTOGRAPHY ACTIVITIES**

This is defined as still or motion picture filming within public parks and open spaces for the purpose of making a feature film, TV series, commercials, advertisements, etc., for commercial use.

All requests for motion picture filming activities need to be initiated through the City Manager's Office – 541-774-2000 (see Film Permit/Production in City of Medford Administrative Regulation).

If still photography or video taping for commercials or advertisements is requested within the boundaries of a park, the following fees will be charged:

Still Photography	\$42/day, plus hourly park reservation fees
Video Taping	\$80/day, plus hourly park reservation fees

Any shoot over two (2) days will be reviewed by the Parks and Recreation Department.

#### **HOT AIR BALLOONS**

On a normal basis, hot air balloons for commercial or private use will not be permitted to launch or land in parks, due to inherent liability and noise, except in an emergency situation. However, with prior approval of the Parks and Recreation Director, they may be allowed at the US Cellular Community Park.

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**FENCING / STAKING**

Fencing, staking, and placement of booths in Medford City Parks should be self-supporting. If stakes are put into the ground, the Parks and Recreation Department must approve stake location. The permittee will be responsible for all damages caused to underground utilities. Events shall not block the public's access to a park by putting fencing or other barriers across public walkways, or restrict movement from one side of the park to the other on public sidewalks.

**RESTROOMS**

While many Medford Parks are equipped with restroom facilities, these are generally inadequate for large events. If Medford Parks and Recreation Staff deem that the permanent facilities in any given park are not adequate for an event, the applicant may be required to provide one (1) portable restroom unit for every 125 people estimated to be in attendance. Placement of restrooms should be arranged with the Parks Maintenance Division at 541-774-2691. Pear Blossom Park restrooms may be subject to other rules governed by the Parking District.

**GARBAGE**

Garbage and general clean-up is the responsibility of the permittee. If the permittee anticipates more than 500 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 the Parks Maintenance Division.

**DAMAGE**

If any damage is done to the facility during the course of the reservation, or the permittee leaves the premises in a messy condition, the Parks and Recreation Department may assess an additional fee to cover the costs of any repairs or cleanup.

**APPEAL**

If a permit is rejected by the Parks and Recreation Department, the applicant shall have the right to appeal to the City Council. The Parks and Recreation Commission shall review the appeal and make a recommendation to the Council.

**VENDING POLICY**

**Objective:**

The objective of awarding vendor privileges in parks is to provide the public with access to food, beverage, and other park related products or services where such otherwise would not be conveniently available.

Vendor privileges will be granted only when Recreation Division management has determined that the products or services offered will provide an enhancement to the park.

Vendor privileges herein may be subject to ORS 346.511 to ORS 346.570 and rules promulgated there under.

**Scope:**

These specifications are intended for application to park vendors other than those permitted and controlled by Special Events, City of Medford Permits, Contracts or Agreements.

**Permit Period:**

Unless specified otherwise, the permit period is from date of agreement through December 31, of the year issued and is subject to season and hours of operation as specified on the permit.

**Approved Locations:**

The Medford Parks and Recreation Department will determine the parks and the location within the parks vending will be allowed. Following is a list of Parks and locations where vending is allowed:

- a) Alba Park – Center of park on pathway near the fountains
- b) Bear Creek Little League Fields – Parking area east of restrooms
- c) Fichtner-Mainwaring Park – Parking lots
- d) Hawthorne Park – Parking lots
- e) ~~Pear Blossom Park – Blocks 1 & 2~~
- f) ~~Jackson Park – South side of pool building on hardscape~~
- g) ~~Union Park – Off street parking area~~
- g) Vogel Plaza – East side of park next to building

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**Requirements:**

**Vendor Indemnity Agreement**

Vendor shall agree to indemnify, defend, and hold harmless the City of Medford, its officers, representatives, employees, and agents, for any and all claims and associated expenses for losses including but not limited to personal injury or property damage arising out of the operation of their Vending Services. Vendor shall submit a signed Indemnity Agreement with their vendor permit application.

**Vendor Insurance**

Liability Insurance is required during the life of the Permit to provide the financial means by which an entity or person can respond to the liability and indemnity responsibility associated with providing their vending services in a City of Medford park. The amount of liability insurance required has been set in consideration of Oregon Revised Statutes (ORS 30.260 to 30.300). Coverage must meet at least the following minimum limits:

1. General Liability Insurance with a limit of at least \$1,000,000 per occurrence and \$2,000,000 annual aggregate that names the City of Medford as additional insured by endorsement to the policy. It shall be understood that City of Medford includes its elected officials, officers, employees, and agents while acting within their duties as such.
2. Auto Liability Insurance covering operation of applicable vehicles operated by Vendor in transit to and from park, and in any part of the park, including parking lots of City of Medford parks. Such insurance shall provide a combined single limit per accident of at least \$1,000,000.
3. Liability Insurance (General and Auto) as listed above shall be provided under a Commercial Liability Policy(ies), or comparable coverage policy type for the Vendor's business operation. They must be an "occurrence based" policy form. The limits of insurance may be provided under a single policy or a combination of primary and excess umbrella insurance policies. It must cover claims for bodily injury and property damage and the Indemnity obligations noted above.
4. Workers Compensation Insurance that meets statutory requirements of Oregon Workers Compensation Law must be provided by Vendor for any subject workers, as well as an Employers Liability Insurance component of the policy with limit of at least \$500,000. If Vendor is exempt under Oregon law from the requirement to provide Workers Compensation Insurance, Vendor shall complete, sign, and submit the City's form for Declaration of Exemption from Oregon Statutory Workers Compensation in lieu of Workers Compensations Insurance Certificate.
5. Vendor shall submit to City Certificates of Insurance for all policies listed above before vending services may begin. Vending Permit shall not be considered valid until proper evidence of insurance has been submitted. Certificate of Insurance must include

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Additional Insured Endorsement for the General Liability Insurance portion. Certificate Holder shall be shown as: City of Medford, 411 West 8th Street, Medford, OR 97501.

**Compliance with Laws and Regulations**

Vendor shall at all times observe and comply with all federal and state laws and local ordinances and regulations, in any manner affecting the conduct of the work.

**Independent Contract Status**

It is agreed that vendor shall perform the work as an independent contractor and is not an employee of the City. Vendor maintains his or her own place of business, uses his or her own equipment, and shall perform the work specified independent of the City's supervision and control, being responsible only for satisfactory performance and completion of the work.

**Licenses:**

The vendor shall obtain all necessary licenses and permits and pay all fees required to operate such concession and shall comply with all Federal, State, and Local laws and regulations applicable to such operation.

Licenses include but are not necessarily limited to:

City of Medford Business License  
County Health Permit

**Conditions of Operation:**

1. Vendor accepts full and complete responsibility for any and all loss of or damage to any item of vendors property from any cause whatsoever and expressly releases the City of Medford, its officers, agents, and employees, from any liability therefore.
2. The vendor contract or privilege therein provided may not be assigned or transferred. Failure to comply with this provision will result in termination of the contract.
3. The vendor shall not subcontract its work under this Agreement, in whole or in part.
4. Vendor shall be responsible for cleanup of all park area within 100 feet from each concession outlet. Vendor shall be responsible for removing all such litter and shall be responsible for removing all refuse and waste generated by vendor's operation. All such litter, refuse, and waste shall be removed from City property for proper disposal at vendors expense. Vendor shall provide refuse containers suitable for placement of litter generated by customers or other persons. Refuse shall be removed from park by the vendor at vendors expense. The City shall charge for the costs of special cleanup necessary should the vendor fail to reasonably perform. The charge will be the actual costs incurred by the Department including employee wages including benefits, equipment costs and refuse disposal.
5. The vendor is confined to the areas specified or subsequently determined to be satisfactory by the Parks and Recreation Department. Such areas may vary from time to time and may be extended or restricted as the need arises.
6. The City shall be under no obligation to furnish shelter, utilities, equipment, furniture, or fixtures.
7. Vendors shall supply their own power source.
8. The vendor shall not place any signage in the park or adjacent right-of-way except which is directly affixed to the vending unit.

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9. Pushcarts, trailers, and mobile units must be removed from Park property on days when not open for business and at time other than the season and hours of operation as specified.

10. Prices of items and/or services sold or offered shall be visibly posted.

11. Vendor shall not sell or distribute alcoholic beverages under the privileges provided herein.

12. Vendor shall eliminate any unsafe condition or public hazard resulting from or associated with vendor activities without delay as directed by the Parks and Recreation Department.

13. Vendor shall be responsible for cost of repair or replacement for any damage to park property from vendor's activities.

14. Vendor shall not use any amplified device to attract customer's attention.

15. No competing vendors will be permitted in any one park (vendors selling similar products)

**Rights Reserved:**

1. The City reserves the right to reject any and/or all vendor permit requests, in whole or in part.

2. In the event that vendor fails to comply with any of the requirements or conditions of the agreement, which is based upon and includes these specifications, the City reserves the right to suspend or terminate immediately the vending permit by mailing written notice to the vendor at the address on file with the City.

3. The Parks and Recreation Department reserves the right to terminate a concession contract or portion thereof should the service prove unsatisfactory in the opinion of the Department.

4. The Parks and Recreation Department reserves the right to determine the exact location or route within each park or right-of-way area adjacent to each park where the vendor may conduct operations under the terms of the vendor agreement.

5. The Parks and Recreation Department, on 10 days written notice to the vendor, may terminate the concession contract for any reason deemed appropriate in its sole discretion.

6. If the vendor voluntarily terminates the agreement, or if the agreement is terminated by the City for any cause, vendor shall forfeit all amounts paid to the City.

7. The Parks and Recreation Department reserves the right to exclude the vendor from the agreed location for up to five (5) days per month for any reason. The vendor may be excluded at additional times specified.

8. The Parks and Recreation Department reserves the right to review for approval all items and services offered and all prices of items and services provided to the public.

9. The Parks and Recreation Department reserves the right to add or withdraw park locations from the list of approved locations without notice.

**Permit Process and Instructions to Vendors:**

1. Complete permit application.

2. Submit completed permit application along with a \$25.00 application fee to the Medford Parks and Recreation Department with attached copies of the required Certificates of Insurance, signed Indemnity Agreement, City of Medford business license, County Health Permit, and any

other licenses or permits that may apply. The fee will be waived for non profit groups and organizations providing the Parks and Recreation Department with a non profit number.

3. The City reserves the right to reject any or all application requests in whole or in part.
4. Approved permits will be issued within 10 working days from the time the application is approved by the Departments Parks and Recreation Department.
5. A rate of \$30.00 per day will be charged to commercial vendors. Fees must be paid for the length of the contract at the time permit is issued.
6. A rate of \$15.00 per day will be charged to groups who provide the Parks and Recreation Department with a non-profit number.
7. Payments may be paid by cash, ~~or~~ check or credit card at the Santo Community Center Medford Parks & Recreation Office located at 701 N. Columbus Ave, Medford Oregon 97501.
8. Park within one parking space only. Do not take up multiple spots.
9. Cancellation Policy: Fee may be returned if permit is cancelled by the end of the business day prior to vending start date.

## **SANTO COMMUNITY CENTER**

### **Booking Guidelines:**

1. Space is reserved only when the booking is processed and approved by Medford Parks and Recreation staff and full payment is made. Reservations are accepted at the Santo Community Center, 701 N. Columbus Ave, Medford Oregon or by calling 541-774-2400.
2. RENTAL FEES ARE DUE WHEN SPACE IS BOOKED. Cash, check, credit card, purchase order or money orders are accepted. All checks and/or money orders should be payable to the "City of Medford."
3. Fees are refundable only with 14 days notice of cancellation.
4. A security deposit may be required for all Main Hall and Gym rentals. A debit or credit card number will be required when the initial reservation is made. Direct cleaning costs and/or equipment repair or replacement costs are processed within one week upon conclusion of the rental if the facility is damaged or not left in acceptable condition, as determined by Medford Parks and Recreation Department.
5. If available, rental space may be reserved on a continuous basis for groups needing consistent meeting space. The maximum amount of time for this type of rental is three months, unless otherwise negotiated with a representative of the Medford Parks and Recreation Department. Rental permits will only be provided to those that are 18 years of age and above.
6. The City of Medford retains the right to cancel a reservation due to unforeseen circumstances or to revoke permission for use of the facility at any time.

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7. The Medford Parks and Recreation Department may terminate any rental activity when it is necessary for the safety and enjoyment of the public, if the renters violate any rules and regulations of the City of Medford, or if cancellation is deemed necessary in the public interest. The City will not issue any refunds for fees, rents, or deposits due to the termination of a rental through the violation of rules for the facility.

8. Renters will not assign or sublease any portion of the premises, or any rights under the permit without prior approval of the Medford Parks and Recreation Department. Any such assignment or sublease shall be void and the City shall have the right to exclude any and all persons from the facility attempting to exercise any right or privilege under such assignment or sublease.

9. Request from promoters or contractors involving performance by organizations or individuals with whom separate contracts are made, will require that copies of such contracts shall be made available to the Medford Parks and Recreation Department for inspection upon request. If the event involves any type of performance such as music, poetry reading, etc., the applicant warrants and represents to the City of Medford, its officers and employees from every expense, liability, or payment including attorney fees by reason of any claimed infringement of any rights protected under Title 17 of the United States Code.

10. Publicity of any type may not be released or used relating to any event until approval is granted for the application. All publicity may be subject to approval by the Medford Parks and Recreation Department prior to release.

11. Events that include sales of merchandise or goods on public facilities may require City Council approval.

12. The Medford Parks and Recreation Department, when deemed in the best interest of the City or community, may make exceptions to the established policies, rules and fees.

**Facility Use Guidelines:**

1. Scheduled use of rooms must include preparation and clean-up time. Entrance to the facility is allowed at the time specified on the approved rental contract. Renters are required to exit the building by the specified end time for the rental on the approved contract.

2. Community Center patrons must set-up and remove any chairs, tables, and equipment used in the rented area. Rented areas must be returned to their original condition and equipment arrangement. Check with staff if special assistance is needed.

3. All equipment and supplies must be removed at the completion of the rental. Additional equipment, tables, chairs or Audio/Visual equipment provided by the Department must be placed back into their proper classroom or storage area. Please see our Center staff for assistance.

4. Attendance is limited to the occupant load of the facility as established by the City Fire Marshal or as determined by the Medford Parks and Recreation Department.

5. Renters are to adhere to the following rules:

- a. **No smoking or tobacco use in the building, on the property or on the surrounding pedestrian right-of-way.**
- b. Alcohol is permitted when in compliance with Medford City Ordinance 2.185 and 5.310 including but not limited to meeting all Special Event Permit requirements.

- c. No bicycles, skateboards, scooters or roller skates in the building or in the breezeway.
- d. No open flames, candles or incense.
- e. Close windows and turn off lights as you leave your area.

6. Renter shall leave all facilities in a clean and orderly condition. If the facility or area is not clean and orderly upon your arrival, a Parks and Recreation staff member should be contacted to assist in the preparation of the event.

7. No use of nails, screws, tacks, pins or other objects on the floors, walls, ceilings, partitions, doors and/or window casings. Drafting tape or art gum may be used to affix decorations. If damage is caused to the facility by using any product, repairs will be charged against the deposit. If the deposit is not sufficient to cover repair costs the responsible party will be billed for time and materials.

8. No structure or sets are to be built unless specifically provided for herein, and no shrubbery or trees are to be cut, trimmed or injured.

9. Sound amplification must be requested when applying for application to rent the facility.

10. At no time shall exits or electrical panels or fire extinguishers be covered or obstructed.

11. No equipment, tables, chairs or any other items that cause obstruction may be placed in hallways.

12. Authorized representatives of the City shall have the right to enter the facility and all parts thereof at any time during a scheduled event.

13. If any damage is done to the facility during the course of the reservation, or the permittee leaves the premises in a messy condition, the Parks and Recreation Department may assess an additional fee to cover the costs of any repairs or cleanup.

**Santo Community Center – Rental Fee Rates**

LOCATION			FEE		
Area	Max	Max W/Tables	Groups A & B	Group C	Group D
Room	Varied		N/C	\$18/hr	\$30/hr
Main Hall*	50	50	N/C	\$25/hr	\$40/hr
Main Hall**	180	140	N/C	\$35/hr	\$50/hr
Gym	TBA	TBA	N/C	\$45/hr	\$60/hr

\* groups of 50 or less

\*\* groups with more than 50 participants, up to the maximum amount of capacity allowed.

**Tot Birthday Parties**

Tot Birthday Parties may be scheduled at the Santo Community Center with a minimum of 14 days notice (if a holiday, rental would only be possible if staff is available to work on the holiday). There is a minimum two (2) hour rental for Tot Birthday Parties. Following is the fee schedule:

\$99.00 for first two (2) hours  
\$39.00 for each additional hour

## **CARNEGIE BUILDING**

### **Booking Guidelines:**

1. Space is reserved when the booking is processed and approved by the Parks and Recreation Department staff and full payment is made. Reservations are accepted at the Santo Community Center, 701 N. Columbus Ave, Medford Oregon or by calling 541-774-2400.
2. Rental fees are due when space is booked. Cash, check, Visa, Master Card, purchase order or money orders are accepted. All checks and/or money orders should be made payable to the "City of Medford."
3. A security deposit is required to be paid via MasterCard or Visa. If the facility is damaged or not left in acceptable condition, you will be notified. If no damage is detected the deposit will be refunded after the event.
4. Rental permits will only be provided to those 18 years and older. A meeting at the site with staff may be required at least 2 weeks prior to your scheduled event. At that meeting you will be asked to review the site with a staff person and sign an agreement outlining the facility use guidelines.
5. The Parks and Recreation Department reserves the right to cancel a reservation due to unforeseen circumstances or to revoke permission for use of the facility at any time.
6. The Parks and Recreation Department may terminate any rental activity when it is necessary for the safety and enjoyment of the public, if the renters violate rules and regulations of the City, or if cancellation is deemed in the public interest. No fees, rents, or deposits will be refunded if the termination of a rental is due to violation of rules of the facility or agreement.
7. Renters may not assign or sublease any portion of the premises or any rights under the permit without approval of the Parks and Recreation Department City of Medford. Any such assignment or sublease shall be void and the City shall have the right to exclude any and all persons from the facility attempting to exercise any right or privilege under such circumstances.
8. Requests from renters who have separate contracts with vendors, performers or others to be at the event, may require that copies of such contracts be made available to the City of Medford for inspection. Other requests may be made by the City.
9. Publicity of events at the site may be subject to approval by the City of Medford prior to publication.
10. Events that include the sale of merchandise or entry fees may require additional City of Medford approval.
11. When scheduling use, be sure to include set up and clean up time.
12. Tables and chairs at the facility are intended for meetings only. Weddings/receptions and other uses should be prepared to rent tables and chairs from the Department or another source. Audio/Visual equipment is available for meeting use.

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**Facility Use Guidelines:**

1. Renters are required to enter and exit the building in accordance with the time stated on the contract.
2. If using the facility tables, chairs and/or Audio/Visual equipment, please put them away in a neat and orderly fashion. Renters set up and remove chairs, tables and equipment used in the rented area(s) and will be assessed replacement costs for damaged or missing items.
3. Maximum capacity at this facility is **250 persons**, as established by the City Building Department. Renter is responsible for ensuring that attendance does not exceed capacity.
4. No smoking or tobacco use on City property or the pedestrian rights-of-way surrounding the property. No open flames, candles, cooking appliances or incense. Fireplace is NOT useable.
5. No use of nails, screws, tacks, pins or other objects on the floors, walls, ceilings, partitions, doors and/or window casings. Drafting tape or art gum may be used to affix decorations. If damage is caused to the facility by using any product, repairs will be charged against the deposit. If the deposit is not sufficient to cover repair costs the responsible party will be billed for time and materials.
6. Sound amplification must be requested when applying to rent the facility. This will apply to all amplified music or voice over a system other than a small non-commercial device.
7. You are renting an area inside the building on the first floor. The basement houses restrooms, private offices and entrance/exit for those requiring use of the elevator. Access to other areas in the basement is prohibited. Renter is responsible for ensuring attendees at their event do not wander or loiter in the basement.
8. Do not block, cover or rope off stairways or any exits which must always be in clear view and accessible during event/use.
9. City of Medford representatives have the right to enter the facility and all parts thereof at any time during a scheduled event.
10. Alcohol is permitted when in compliance with Medford City Ordinance 2.185 and 5.310 including but not limited to meeting all Special Event Permit requirements.
11. Do not block or obstruct access to electrical panels or store equipment, tables, chairs or other items in hallways or in such a manner that they block elevator access or any exits.
12. Food may be set up and served from the area outlined in the Use Agreement.
13. The windows do not open, they just look like they do. Do not attempt to open windows as it may result in damage.
14. Assistance animals are welcome, but no others.
15. Renters may use the grounds for photography during an event.

**Use Fees:**

Group B	No use fee, but additional fees as warranted may be applied
Group C/D	\$22.50 per hour, 4 hour minimum

**Additional Fees**

Deposit	Group B/C/D	\$200/ Visa or Master Card
Staff (if necessary)	Group B/C/D	\$12/hr
Extra Cleaning	Group B/C/D	\$32/hr will be deducted from deposit

**Events** (meetings typically include use of tables/chairs)

Tables	Group C/D	\$3 each (max 20)
Chairs	Group C/D	\$.50 each (max 80)

**Maximum occupancy is 250**

**HOURS**

The facility is generally available for rent Sunday-Saturday between the hours of 9am—10pm. Failure to be out of the building by the time stated on your agreement may result in additional fees being applied.

**PARKING**

Parking on weekdays is limited to street parking, which can be reserved. There is a public parking lot at Holly and 8th Streets that may be available evenings and weekends. To reserve street parking, or the Holly Street parking lot, contact the City Manager's Office at 541-774-2000. On evenings and weekends there is a small lot adjacent to the Carnegie building off Ivy Street, and City Hall parking as well. Please refer to map of the facility for access points.

**INSURANCE**

**Refer to Facility Use, Reserved Park Space, and Special Event Insurance and Indemnity Requirements.**

**WALK THROUGH**

You may be required to walk the site with staff at least 2 weeks prior to the event. If so, you will be responsible for contacting the Department at 541-774-2400 to schedule. At that time the facility use requirements will be reviewed and you will be asked to sign an agreement of facility use guidelines which MAY include additional use policies. Failure to schedule a walk through may result in cancellation of rental contract and full refunds will be processed.

**KEYS**

You will be provided instructions on how to access the building for set up/take down, and how to lock and unlock the front doors and the disabled access at your walk through.

**USE**

The Department tries to make facilities available to as many individuals/groups as possible. Recurring requests for use may be restricted to 2 rentals per month per group/individual.

**Medford Parks & Recreation Department  
 Park Classifications**

Park Name	Tier 1	Tier 2	Tier 3	Tier 4	Tier 5
Alba Park			•		
Bear Creek Amphitheater			•		
Bear Creek BMX	•		•		
Bear Creek Dog Park			•		
Bear Creek Greenway				•	•
Bear Creek Little League Fields	•		•		

Bear Creek Park	•		•		
Bear Creek Skate Park	•		•		
Biddle Road Bike Path					•
Carnegie Building			•		
Cedar Links Park					•
Chrissy Park					•
Donahue-Frohnmayr Park			•		
Earhart Park				•	
Eastwood Cemetery					•
Fichtner-Mainwaring Park	•		•		
Hawthorne Park	•		•		
Holmes Park			•		
Howard School Park		•		•	
Jackson Park	•		•		
Jackson Pool	•		•		
Jefferson School Park		•		•	
Kennedy School Park		•		•	
Lazy Creek Greenway					•
Lewis Street Park		•			
Larson Creek Greenway					•
Liberty Park			•		•
Lone Pine Park		•		•	
Navigator's Landing Greenway					•
U.S.CellularCommunity Park/Sports Park	•		•		•
Midway Park	•		•		•
Orchard Hill Elementary		•		•	
Oregon Hills Park			•		•
Pear Blossom Park			•		•
Preschool			•		
Prescott Park					•
Railroad Park			•		
Ruhl Park			•		
Santo Community Center			•		
Summerfield Park				•	
Union Park			•		
Veterans Memorial Park			•		
Vogel Plaza			•		

Tier 1

Park facilities that are suitable for sporting activities and organized sports leagues. Facilities do not border two or more rows of housing and provide sufficient number of parking spaces for events. Or, provide at least 25 feet of buffer space between homes and playing fields. These facilities will be scheduled to full capacity for organized sports leagues for games and practices before Tier 2 facilities are scheduled.

Tier 2

School/Park facilities that are suitable for sporting activities, organized sports leagues and practices. These facilities border one to two rows of homes, or have at least 25 feet of buffer space between homes and playing facilities. These facilities may not have the amount of parking or access that Tier 1 facilities may provide.

Tier 3

Special Event Facilities – Parks and facilities that are able to hold small to large special events. These events may include: concerts, plays, amplified sound, community celebrations, weddings, and company and family picnics, family reunions. These parks may also be classified as another Tier park as well, but may not be suitable for organized sports league play. Please note, that any Tier 3 park may be used for events that are classified in Tier 4 facilities as well.

Tier 4

School/Park facilities that are suitable for Small Community Gatherings. These facilities border one to two rows of homes, or have at least 25 feet of buffer space between homes and playing facilities.

Tier 5

Parks that are designed for open space use and/or are undeveloped or future sites for park facilities. This classification is also for Bear Creek Greenway and Riparian areas.

## ***FIELD ALLOCATION PROCEDURES***

### **Purpose**

The purpose of this policy is to outline the procedures by which youth and adult sport organizations request facilities and services from the City of Medford. Allocation of City controlled facilities, payment of fees and procedures to apply for such facility use are outlined in this procedure.

### **Eligibility**

Youth sport groups, organizations, teams, clubs are eligible to apply if they:

- A. Provide services to Medford residents
- B. Provide services targeted toward children, age 17 or under
- C. Are eligible for non-profit status as defined by the Internal Revenue code
- D. Can demonstrate benefits to the citizens of Medford

Groups from the Phoenix/Talent School District may be deemed eligible to apply because the City maintains facilities within District boundaries.

Adult sports groups or organizations receive secondary consideration in field allocations. These groups are eligible to apply if they:

- A. Provide services that include Medford residents
- B. Are associated with an organization that provides insurance coverage to facilities and City of Medford

### **Guidelines**

The primary consideration of this policy is how to maximize facility use and how to best serve the community. The Recreation Division will make every effort to accommodate all requests.

**It is possible that a group may not receive all the field time it requests due to other groups requesting the same times and spaces. It may be necessary for groups to adjust game and practice scheduling based on facility availability.**

The following criteria are used to evaluate each request:

- Youth serving organizations (listed in no particular order)
  - Medford Parks & Recreation programs
  - Rogue Valley Timbers
  - Medford American Little League
  - Medford National Little League
  - Pop Warner Football
  - ASA Softball
  - St. Mary's School
  - Cascade Christian High School
  - YMCA
  - Phoenix/Talent Soccer Club
  - Medford School District
  - Phoenix/Talent School District
- Groups and organizations serving Medford residents
- Organizational need, i.e., the number of participants served and number of games and practices scheduled
- History of compliance with Parks & Recreation procedures
- Past performance in helping maintain or upgrade facilities

If multiple groups or organizations request the same facility, the Recreation Superintendent will evaluate the information submitted by the applicants and will attempt to negotiate a mutually beneficial arrangement and/or make a final allocation decision.

#### **Application Procedure**

Eligibility of the group, availability of facilities, or feasibility of any improvement project is determined by the ~~Recreation Superintendent~~ [Recreation Management](#).

**To be eligible for field allocation, all information requested on the attached application form must be filled out completely.** This information is vital for staff to provide important information to the public, make responsible decisions on field allocation and improvement projects, settle conflicts, and also help justify further facility development.

A. All groups or organizations must:

1. Fill out the application form and develop the required organizational information for the type of service requested.
2. Submit the application form and all requested information to ~~Recreation Superintendent~~ [Recreation Management](#), Santo Community Center, 701 N. Columbus Ave., Medford, Oregon 97501

B. In addition to the above, **sports leagues and groups** must submit (at least 30 days prior to the start of the season):

1. Team roster(s) listing names and addresses of each player.
2. Season practice and game schedules.

C. **Individual teams** not served by eligible groups or organizations are considered for field space after permits have been issued if they:

1. Submit a roster listing names and addresses of each player.
2. Reserve a facility by paying park rental fees.

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**Fees**

Fees are based on a price per player in youth or adult categories. Fees are also based on a season. March-July and August-November schedules are treated as different seasons; fees are assessed each season.

**Youth Fees:**

\$5.20 per player  
\$9.40 per player (out of district/non-resident)

**Adult Fees:**

\$8.30 per player  
\$15.60 per player (out of district/non-resident)

Fees are due prior to the first game of the season or at the time of the request.

Make payments to:  
City of Medford  
Parks & Recreation Department  
701 N. Columbus Ave.  
Medford OR 97501

**Usage Permits**

Once facility use is determined, a facility use permit is issued to the group for one season only. Groups are required to re-apply for each season.

<b>Season</b>	<b>Permits Issued</b>
March-July	February 1
August-November	July 15

**In order to settle potential field-use disputes, users should keep a copy of usage permits on hand at all practices and events.**

There will be a rental fee charged for using facilities associated with individual teams. A Medford Parks and Recreation Facility Rental form will need to be completed and fees paid before a requesting team will be issued facilities.

Most fields are closed for annual maintenance from November 15 to March 1.

**Responsibilities of Facility Users**

- Groups shall clean and maintain the field and spectator areas assigned to them by picking up trash after day and evening use.
- The group shall have the responsibility to maintain control over the conduct of participants and spectators while using assigned facilities.
- Groups must be good neighbors and keep sound levels to a minimum.

**City Services**

The City may provide the following services:

- Provide athletic facilities for a reduced fee for youth organizations.
- Coordinate field maintenance projects in order to reduce the impact of organizations that use athletic facilities.
- Provide basic field maintenance of all City park facilities, i.e., mowing, watering, fertilizing, general park repair.
- Coordinate special maintenance and other facility use needs.

- Serve as a clearinghouse of information for the public concerning all youth and adult sports leagues operating for Medford residents.

**Partnership Funding**

Partnership funding is a process in which groups can waive user-fee assessments in exchange for improvements or maintenance upon the facilities that they use during their particular season. Many current youth groups make improvements to facilities that are beyond the scope of services provided by the City of Medford.

- Partnership funding requests must show an improvement to the fields or facility and are not part of the regular maintenance that is performed by the Parks and Recreation Department.
- Applicants must submit the Partnership Funding form to be considered. Requests must be made prior to work beginning on proposed fields or facilities.
- The Parks and Recreation Director and Parks Superintendent will review all partnership funding applications for field and facility improvements.
- If the partnership agreement is approved, groups will work with City staff to coordinate all aspects of the project.

# U.S. Cellular Community Park Sports Fields



## Operational Policies & Fees Rental Application Tournament Director Manual

Rates effective Jan. 1, 2011  
Manual revised Sept. 2016

**Recreation Management Contact:**  
Rich Rosenthal  
(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 will 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 at the Santo Community Center, 701 N. Columbus Ave., Medford OR

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 Usage Fees (Fields 1-9)

#### ~~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 Fee \$15/hour per field**

~~Youth Games \_\_\_\_\_ \$20/game~~

~~Youth Practice \_\_\_\_\_ \$15/hour per field~~

~~Adult Games \_\_\_\_\_ \$25/game~~

~~Adult Practice \_\_\_\_\_ \$15/hour per field~~

#### **Charter Field 9 and Field 6 (full-size baseball fields)**

General Rental fee	\$20/hour
Field lighting fee	\$15/hour per field
Special field lining	Direct cost
Portable Fence Set-Up	\$60

#### **Miscellaneous Fees**

Application processing fee	\$25
Security deposit	\$150 (refundable if conditions are met)
Lights	\$15/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 Complex Usage Fees (Fields 9-14)

#### Multi-Sport Fields

General Rental fee	\$30/hour
Field lighting fee	\$15/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 (Field 10)

Event with spectators rental fee	\$40/hour
Team practice rental fee	\$30/hour
Field lighting fee	\$15/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 and Field 6 (full-size baseball fields)

General Rental fee	\$20/hour
Field lighting fee	\$15/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, tournaments and events
2. Schools (contractual agreements)
  - a. Phoenix/Talent School District
  - b. St. Mary's High School
  - c. Cascade Christian High School
3. Revenue-generating events coordinated by local organizations
  - a. Tournaments
  - b. Leagues
  - c. Games
4. Parks and Recreation partners, sponsors (per agreement)
5. General public rentals, including tournaments coordinated by non-local individuals or organizations

The City of Medford reserves the right to decline USCCP usage requests.

#### **Fields and Availability**

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

- Field 1 (315-foot permanent fence; portable fence available)
- Field 2 (300-foot permanent fence; portable fence available)
- Field 3 (300-foot permanent fence; portable fence available)
- Field 4 (300-foot permanent fence; portable fence available)
- Field 5 (300-foot permanent fence; portable fence available)
- Field 6 (370 feet to center field; portable fence)
- Field 7 (275-foot portable fence)
- Field 8 (275-foot portable fence)
- Charter Field (375 feet to center field)
- Fields 10-14 (fields lined for soccer; partial football markings)

#### **Harry & David Field**

Contact **Medford Rogues** at (541) 973-2883 for availability.

#### **Umpires**

Tournament Director is responsible for obtaining, scheduling and paying umpires for services.



## 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 - \$2,000,000

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", [including cross-reference on an endorsement page](#).

### 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. Large 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
- l. [BBQ grills](#)

### 4. Tournament Information

Tournament Directors or primary contacts are required to provide [recreation management](#) with tournament brackets and/or schedules within 72 hours of the event.

### 5. 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

#### **6. 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.

#### **7. Concessions**

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

#### **8. 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.

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

All vending and commercial sales require pre-approval from **recreation management**. 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.

#### **10. 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.

### **11. Public Admission Charge**

Proposed gate fees must be approved by **recreation management**. 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.

### **12. 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.

### **13. 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.

### **14. 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.

### **15. Banners and Signs**

Any signage intended to be affixed to fencing, structures or staked in the ground must be pre-approved by **recreation management**. 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.**

### **16. Weather Cancellations or Delays**

Renters will not be charged for games or practices that are canceled due to lightning or unsafe conditions. The local National Weather Service hotline is 541-773-1067.

### **17. Alcohol**

Alcohol is prohibited at any City of Medford park or facility without a City of Medford Special Event Permit and OLCC permits.

### **18. Parking**

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

### **19. Amplification**

Amplification systems are prohibited.

### **20. 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 **recreation management** for specifics prior to setting up these structures.

**21. Footwear/Metal Spikes**

Metal spikes are expressly prohibited.



**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: \_\_\_\_\_

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

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

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

**Approved:**

---

**City Manager**

---

**Date**



# PARKS & RECREATION COMMISSION AGENDA ITEM COMMENTARY

Item No: 40.2

www.playmedford.com

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**DIVISION:** Administration  
**STAFF CONTACT:** Jesse Nyberg  
**STAFF PHONE:** 541-774-2482

**AGENDA SECTION:** New & Continued Business  
**MEETING DATE:** October 25, 2016

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## ISSUE STATEMENT & SUMMARY:

The Commission periodically examines the methodology pertaining to administration of recreation programs and services provided by the Medford Parks and Recreation Department. The Recreation Program Plan contains guiding principles, program objectives, general implementation strategies and the general pricing policy. Recreation staff seeks approval of the 2016 update to the Recreation Program Plan.

## BACKGROUND:

### A. Commission Action History

On March 17, 2015, the Commission approved the 2015 update to the Recreation Program Plan.

On Oct. 19, 2010 the Commission approved the original Recreation Program Plan. Because CAPRA requires examination of the Plan every three years, the Commission re-examined and approved an updated policy on March 19, 2013.

The original pricing and cost recovery policy guidelines were originally adopted by the Commission in 2004.

### B. Analysis

Recreation Division staff coordinate 151 unique programs and services each year resulting in a total of over 300 classes, sports leagues and events. The Recreation Program Plan, which has been reviewed and approved twice by the Commission since 2010, is a fundamental CAPRA standard requiring Commission review at least once every three years.

Staff reviewed the pricing and cost recovery policy to assure current recreation programs and services are properly categorized.

### C. Financial and/or Resource Considerations

Recreation-related revenues are projected to be approximately \$1 million per fiscal year.

### D. Timing Issues

None.

## STRATEGIC PLAN:

Theme: Quality Public Services

Goal 8: Provide recreational activities and opportunities to improve the lives of Medford residents

## COMMISSION OPTIONS:

Approve the Plan.



**PARKS & RECREATION COMMISSION  
AGENDA ITEM COMMENTARY**

Item No: **40.2**

[www.playmedford.com](http://www.playmedford.com)

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Reject the Plan.

Direct staff to modify the Plan.

**STAFF RECOMMENDATIONS:**

Staff recommends approval of the Plan.

**SUGGESTED MOTION:**

I move to approve the Recreation Program Plan.

**EXHIBITS:**

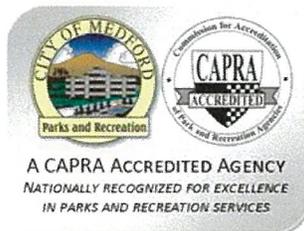
Recreation Program Plan

# MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.



## Recreation Programming Plan



## Medford Parks and Recreation Department Recreation Programming Plan

Table of Contents	Page	CAPRA Reference
<b>Statement of Purpose</b>	<b>2</b>	<b>6.1 / 6.1.1</b>
Department Summary	2	
Philosophy	2	
Mission Statement	2	
Vision Statement	2-3	
<b>Core Values</b>	<b>3</b>	
<b>2016-25 Parks, Recreation and Leisure Services Plan</b>	<b>4-5</b>	<b>10.5.1</b>
<b>2015-20 City of Medford Strategic Plan</b>	<b>6</b>	
<b>Program Objectives for Specific Populations</b>	<b>6-8</b>	<b>6.1.1 / 6.2 / 6.3.1</b>
Children	7	
Teens	7-8	
Adults	8	
Older Adults	8-9	
Persons with Special Needs	9	
<b>General Implementation Strategy</b>	<b>10</b>	<b>6.3</b>
<b>Program and Service Development</b>	<b>10</b>	<b>6.1.1 / 10.5</b>
Evaluation Procedures	11	10.1
<b>Pricing Policy</b>	<b>11-19</b>	
Primary Considerations	11-12	
Terms and Definitions	12	
Pyramid Pricing Model	12-15	
Criteria for Establishing Fees and Charges	15-16	
Pricing Categorization	17	
Non-Resident Fee	17	
Customer Service Guidelines	17	
Refund Guidelines	18	
Scholarship Funding Policy	18-19	
Implementation of Pricing Policy Guidelines	19	
2016 Implementation Goals	20	
<b>Appendix A and B</b>		
Community Inventory		10.5.2

## Statement of Purpose

The management and staff of Medford Parks and Recreation are committed to the successful implementation of a focused and coordinated plan of action.

This document was developed in direct response to the opportunities, challenges and key issues that the Department has identified as priorities, including the process of national accreditation. The plan is to be used as the basis for which all marketing efforts are to be conducted and measured, but is subject to natural updates and revisions as circumstances change and goals are achieved.

### *Purpose of Recreation Services*

- Meet customer demand for specific recreational activities and services.
- Improve mental, physical and moral life of residents.
- Facilitate and coordinate public and private resources to maximize recreational opportunities.
- Maximize use of City-maintained recreation facilities.

### **Department Summary**

The Medford Parks and Recreation Department (MPRD) is Southern Oregon's largest provider of recreation services and is a nationally accredited agency through the National Recreation and Parks Association. The City currently provides over 2,500 acres of public parkland and recreation facilities distributed among 36 park sites and numerous open space parcels. This system of parks supports a range of active and passive recreation experiences. The Department is responsible for the maintenance and programming of the U.S. Cellular Community Park and the Santo Community Center, and its staff coordinates over 300 programs, services and events each year.

### **Medford Parks and Recreation Department Philosophy**

The Medford Parks and Recreation Department offers diversified recreational services to its citizens, recognizing municipal government's responsibility to provide public recreational facilities and leisure opportunities. The Department strives to improve quality of life and to offer the most efficient and professional services by:

- Providing and maintaining parks and recreation facilities for use by the general public.
- Providing equal opportunity for all residents to participate in recreational programs and to fully use the facilities of the department.
- Providing trained and qualified personnel for supervision and instruction in recreation programs, and for facility maintenance.
- Welcoming public input into planning and evaluation of recreation programs, facilities, and services.

### **Mission Statement**

*City of Medford:* Continuous Improvement -- Customer Service.

*Parks and Recreation:* Creating Healthy Lives, Happy People and a Strong Community.

## Recreation Vision Statement

Together with our community partners, we strive to improve the quality of life through people, parks and programs. We offer high-quality programs and services that meet and adapt to the ever-changing needs of the community.

## Core Values

The Department's Core Values constitute the fundamental beliefs of the organization. As a primary parks and recreation program and service provider in the Rogue Valley, the Medford Parks and Recreation Department makes every effort to adhere to the following core values:

- I – Innovation
- C – Community Enrichment
- E – Excellence
- E – Exceptional Customer Service

***Innovation*** – The Department encourages an organizational culture that values new ideas and is not afraid of change or a different way of doing things. We're nimble enough to move resources to meet the changing needs of our customers, community and staff.

***Community Enrichment*** – We provide opportunities for activities, life-long learning and stewardship of quality public spaces that enhance the lives of the community we serve. We work, so many can play.

***Excellence*** – We're laser focused and consistently challenge ourselves to perform every task at the highest level capable by each team member, inspired to do better and be better. We enlist national accreditation standards, which enable the department to implement best practices in all functions of the organization.

***Exceptional Customer Service*** – Our staff is empowered to make informed decisions and provide creative solutions for our customers. Many of these decisions are gained through experiences and creating a culture based on listening and balancing needs in order to exceed our customer's expectations.

## 2016-25 Parks, Recreation and Leisure Services Plan Findings and Goals

Public comment and the community needs assessment compiled for the 2016 Parks, Recreation and Leisure Services Plan revealed the following key conclusions regarding recreation programming:

- Interest and participation in the City's recreation programs are increasing annually.
- The City of Medford Parks and Recreation Department (MPRD) is Southern Oregon's largest provider of recreation services. The number and types of activities the City can offer in its facilities are limited by a lack of facility capacity and staffing.

- To meet the strong demand for aquatics and indoor recreation programming, the Plan recommends the construction of and staffing for a new, multi-use aquatic and recreation center.
- Survey respondents stated a desire to expand programming by expanding preschool programs, the need for teen center/teen space, for farmer's markets and additional movies in the park/concerts. Also prominent in the Plan was the desire for additional or more varied programs, senior programs, arts and crafts, outdoor adventure recreation/camps, and walking/hiking programs.

Based on these conclusions, the 2016 Parks, Recreation and Leisure Services Plan listed the following goals and policies related to recreation programs and services:

***Goal 1: To provide for a full range of recreational activities and opportunities to meet the needs of all residents of Medford.***

**Policy 1-B:** The City of Medford shall recognize the social and economic value of other providers in the City and nearby county, state and national recreation resources that provide recreation for Medford residents, create tourist expenditures within the City of Medford, and attract businesses and industries to the City.

- **Implementation 1-B (1):** Provide park and recreation programs that complement nearby county, state and national recreation resources.

**Policy 1-C:** The City of Medford shall be a primary provider of recreation programs and services community-wide.

- **Implementation 1-C (1):** Provide park and recreation facilities to support community programming needs.
- **Implementation 1-C (2):** Provide program services to all ages, abilities, and economic and cultural backgrounds.
- **Implementation 1-C (3):** Expand the City's role as a primary provider of recreation programs and services and increase programming to meet changing demographics and growing community needs.

**Policy 1-D:** The City of Medford shall provide park land and facilities conveniently located and economically accessible to all members of the community.

- **Implementation 1-D (2):** Provide program services to all ages, abilities, and economic and cultural backgrounds.
- **Implementation 1-D (3):** Offer programs at a range of costs (free, low-cost, full price) and implement other strategies to ensure program affordability, while meeting city financial goals.

## 2015-20 City of Medford Strategic Plan

In Feb. 2015, the Medford City Council updated its Strategic Plan, which helps develop budgeting priorities. The following objectives pertain to recreation programming and service delivery:

### ***Objective 1.5: Enhance community partnerships to address crime and emerging crime trends.***

- **Action 1.5e:** Develop partnership between Police, Fire and Parks and Recreation departments to increase recreational programming opportunities to reduce drug use and gang activity.

### ***Objective 8.2: Adjust recreation programs and services to meet changing demographics and growing community trends.***

- **Action 8.2a:** Annually complete a city-wide needs assessment to determine changes in programming focus and expansion.

### ***Objective 8.3: Establish more revenue-generating programs to help fund or subsidize other programs and services.***

- **Action 8.3a:** Review cost recovery and pricing models for programming with the Parks and Recreation Commission to establish recovery levels.
- **Action 8.3b:** Increase the amount of sponsorships for programs and advertising opportunities with business partners by 3 percent annually.

## Program Objectives for Specific Populations

Acting on the goals and policies set forth in the 2016 Parks, Recreation and Leisure Services Plan, the Medford Parks and Recreation Department established a specific set of programmatic objectives and priorities for serving various age groups.

Different stages and ages of life dictates the type and goals of community recreation services. The Department groups programs and services around four stages of life and persons with disabilities:

- Youth (up to age 12)
- Teens (age 13-18)
- Adults (age 19-64)
- Older Adults (age 65-up)
- Persons with Disabilities (all ages)

The following sections define the Department's specific objectives and roles in serving these populations.

## Youth Programming

*The Department's role is to:*

- Provide adequate resources to expand and diversify its popular youth programs to meet the growing need for engaging, affordable, safe options for children and teens.
- Continue to work with the school district, community partners, recreation providers, and sports organizations to offer both drop-in and structured programs in sports; art, music and dance; and educational and environmental activities for youth.

*The benefits of recreation for Youth are to:*

- Youth programs provide opportunities for recreation, socialization, community involvement, leadership development and education.

*Examples of City-sponsored recreation for Youth are:*

- Tot indoor playground
- Tot basketball league
- Tot sports samplers
- Youth indoor soccer leagues
- Junior Giants t-ball and baseball
- NFL flag football league
- Discovery Preschool
- Youth enrichment classes
- Day camps
- Dance classes
- Park & Play mobile recreation
- Outdoor Adventure Club
- Sports camps and clinics
- Swimming lessons
- Daddy Daughter Dinner Dance
- Parent's Night Out



## Teens

*The Department's role is to:*

- Continue to explore opportunities for expanded indoor program space to accommodate teen program expansion.
- Expanding teen programming to include additional individual athletics, fitness, and alternative sports programs provided additional staff resources are available.

*The benefits of recreation for Teens are to:*

- Develop teens' abilities to build advanced skills in competition and physical conditioning.
- Provide safe, fun and inviting facilities.
- Develop interpersonal and leadership skills.
- Instill a sense of civic responsibility.

*Examples of City-sponsored recreation for Teens are:*

- Mayor's Youth Advisory Commission
- Bear Creek Skate Park
- BMX track at Bear Creek Park
- NFL Flag Football League
- Leaders in Training program
- Outdoor education classes
- Young Thespians drama classes
- Santo Community Center open gym
- Youth baseball / fastpitch tournaments
- NFL Punt, Pass and Kick competition
- Recreational open swim
- Daddy Daughter Dinner Dance



## Adults

*The Department's role is to:*

- Provide more adult recreational sports, as well as fitness, wellness (yoga, Pilates, cooking/nutrition).
- Provide more drop-in sports options for people to participate in, with a small fee for each time they wanted to play or participate.
- Partner with existing associations, such as Latinos-NW Seasonal Workers, to ensure MPRD offers needed programming/activities for the local Latino community.

*The benefits of recreation for Adults are to:*

- Promote socialization, stress reduction and access to organized activities.
- Provide preventative health maintenance.
- Increase self-confidence and mastery of chosen activities.
- Build community.
- Increase communication between people of diverse backgrounds.

*Examples of City-sponsored recreation for Adults are:*

- Sports leagues
- Enrichment classes
- Trips and tours
- Financial planning classes
- Santo Community Center drop-in programs
- Special community events



## Older Adults

*The Department's role is to:*

- Increase programming for Older Adults with a greater emphasis on the wide-ranging needs and expectations of the Baby Boomer generation.
- Increase programming in the following areas; gentle exercise, senior fitness, walks,

aquatics; listen-and-learn events, and technology classes.

- Explore opportunities for mutually-beneficial partnerships with the Medford Senior Center, RVCOG Senior & Disability Services and community organizations, colleges, and city and county agencies to provide expanded senior programs, classes, activities and services.

*The benefits of recreation for Older Adults are to:*

- Promote socialization and reduce isolation.
- Help retired adults learn new skills.
- Provide opportunities for volunteerism.
- Promote active, healthy lifestyles.

*Examples of City-sponsored recreation for Older Adults are:*

- Low-impact fitness classes (tai-chi, water aerobics)
- Trips and tours
- Language classes
- Basic computer skills classes
- Art, sewing and music classes
- Retirement planning classes
- Santo Community Center book exchange
- Santo Community Center drop-in programs (sewing club, pickleball)
- Sports Leagues (Senior Softball)



## Persons with Special Needs

*The Department's role is to:*

- Provide a robust number of programming, events and activities that are inclusive and accessible to all residents.
- Integrate City recreation programs with other inclusion service providers.
- Develop partnerships to provide ready access to specialized recreation.

*The benefits of recreation for Persons with Special Needs are to:*

- Promote socialization and reduce isolation
- Provide opportunities for physical exercise
- Offer activities that build or develop new skills
- Maintain involvement in community
- Provide respite for care-givers

*Examples of City-sponsored recreation for Persons with Special Needs are:*

- Enrichment classes at the Santo Community Center
- Easter Seals partnership
- Participation in youth sports programs and leagues



## General Implementation Strategy

To meet the goals in the previous section, the Medford Parks and Recreation Department undertakes the following implementation strategies:

- Develop programs, services and facilities that provide the widest possible range of recreational opportunities for residents of all ages.
  - Encourage healthy and active lifestyles.
  - Support programming and scheduling that increases recreational use of City-managed parks and facilities.
- Implement a pricing policy and cost recovery formula that meets reasonable revenue goals while providing affordable programs and services.
- Administer the Department marketing plan to adequately promote recreation programs, services and facilities.
- Develop agreements and partnerships with other recreation service providers to address and broaden community recreation needs.

## Program and Service Development

Recreation Division full-time staff generally meets on a weekly basis to discuss and evaluate programs and services and to make coordination adjustments as needed based on customer feedback or other variables.

Staff also makes key programming considerations based on feedback, needs assessment and priorities performance in the weeks leading up to program guide production deadlines.

Upon conclusion of the summer peak season, Recreation staff evaluates and prioritizes all programs and services and plans for the following year based on available resources and programmatic expectations in the context of how best to achieve goals set forth in the Recreation Program Plan.

Program prioritization is reflective of one, several or all of the following criteria:

- Current or potential importance for community-wide or broad individual benefit.
- Community needs or deficiencies.
- Potential for increased participation.
- Revenue potential.

### Needs Assessment and Program Development

The following methods are utilized to determine community needs for programs and services offered by the Department:

- Historical registration trends/success of current programs and services
- Surveys and questionnaires
- Focus groups
- Oregon Resident Outdoor Recreation Demand Analysis (SCORP Region 5 Summary)
- Suggestions provided by current instructors and current employees
- Suggestions submitted by prospective instructors/employees
- Analysis of successful programs in other communities (benchmarking)

### **Program Evaluation Procedures**

Programs and services offered by the Medford Parks and Recreation Department are evaluated through systematic collection of customer surveys. The primary instrument for data collection is the Recreation Program Survey that is customized by programmers based on activity type (sports leagues, enrichment programs, aquatic classes/lessons, etc.).

In order to achieve higher collection and validity rates, most surveys are administered utilizing SurveyMonkey from a link contained in a blast email to registrants.

Swim lesson surveys are distributed to parent/guardian at the Aquatics Center by Senior Lifeguards and are completed on location with confidentiality achieved through a survey drop box.

Survey results and comments are logged in a spreadsheet for review and analysis by the respective recreation programmer and the Recreation Superintendent. Results are analyzed and discussed at periodic Recreation Division meetings, and program adjustments, if needed, are made either immediately or prior to the next programming period.

### **Pricing Policy**

Addressing pricing policies for participation in programs, facility use and use of equipment establishes fair, equitable and simple fee structure and guidelines that identify which services should be fee-based. Guidelines determine the appropriate level of fee to meet goals by generating revenue to offset operating costs.

These pricing policy guidelines are intended to address pricing considerations for programs, facilities and services of the Medford Parks and Recreation Department in an attempt to establish a comprehensive operation that is financially feasible, sustainable and affordable.

Fees and charges support other resources available to the Department, and are not intended to replace them or reduce the agency's responsibility to provide public recreational facilities and leisure opportunities. They provide a means to continue, and expand as necessary, the ability to offer services to residents.

## Primary Considerations

When establishing user fees, the following questions are considered:

- Who benefits from the service: the community in general or only the individual or group receiving the service?
- Did the individual or group generate the need for providing the service?
- Will imposing the full cost fee pose a hardship on specific users?
- Do community values support taxpayer subsidy of the cost of service for individuals with special needs (e.g. people, with disabilities or low-income)?
- Will the lever of the fee affect the demand for the service?
- Is it possible and desirable to manage demand for a service by changing the level of fee?
- Are there existing providers of the service in the public or private sector?

## Terms and Definitions

*Direct Costs* – All the specific, identifiable expenses associated with providing a service. These expenses include but are not limited to wages and benefits, contracted services, rental of facilities and equipment directly related to the service, and purchased equipment and supplies.

*Indirect Costs* – Department overhead including the administrative costs and contractual services, as appropriate.

*Partial Cost Fee* – A fee that recovers less than the full cost. This could be a percentage of direct costs, all direct costs, all direct costs plus a percentage of indirect costs, etc.

*Full Cost Fee* – A fee that recovers the total cost of a service (the sum of all direct and indirect costs).

*Market Rate Fee* – A fee based on demand for a service. Once the market is defined by identifying all providers of an identical service, a market rate fee can be set. The fee is set at the highest level the market will bear.

*Resident* – A person who resides within the City limits or a property owner who pays taxes to the City.

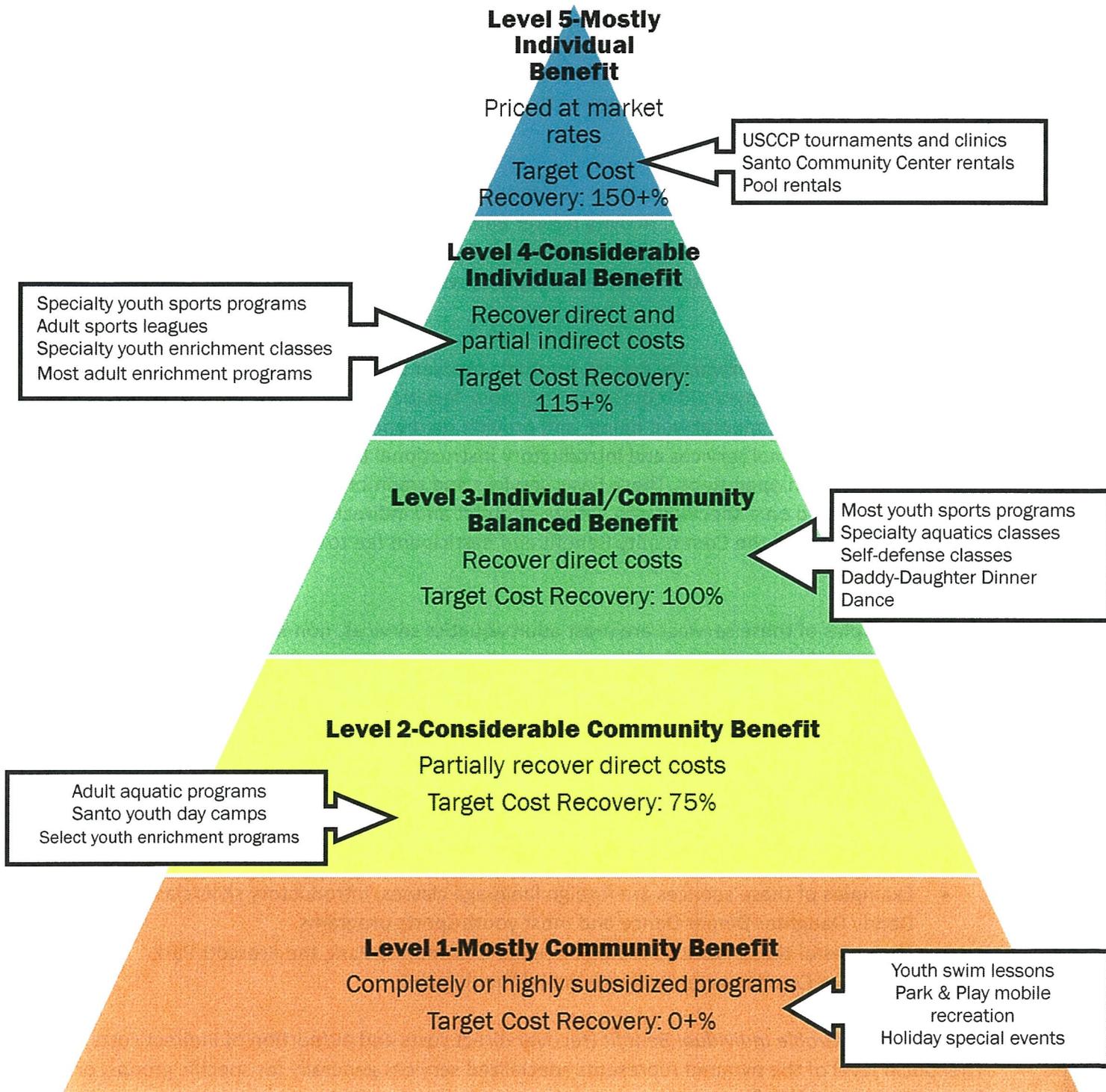
*Non-Resident* – A person living outside of the City limits who does not pay taxes to the City.

## Pyramid Pricing Model

A pyramid model illustrates the Medford Parks and Recreation pricing philosophy based on establishing fees commensurate with the benefit received.

The foundational level of the pyramid represents core programs and services. It is the largest service level and most heavily tax supported. Programs assigned to higher levels of the pyramid are offered only when the preceding levels below are full enough to provide a foundation for the next level in order to properly represent the overall Department mission while addressing

community growth and demand.



*Level 1 – Mostly Community Benefit (completely or highly subsidized)*

The foundation level of the pyramid represents programs, facilities and services that most benefit the community as a whole. These programs, facilities and services increase property values, provide safety and enhance quality of life for the residents. The community highly subsidizes these basic services and facilities. These services are offered to residents at minimal or no fee.

- Examples of basic services include youth swim lessons, special community holiday events, summer the Youth Activity Center and the Park & Play mobile recreation unit.
- Examples of basic facilities are swimming pools, playgrounds, open spaces, tennis courts, informal ball fields, outdoor basketball courts, walking trails and non-exclusive use of a family picnic area.

*Level 2 – Considerable Community Benefit (partially recover direct costs)*

The second level of the pyramid represents programs, facilities and services that promote individual physical and mental well-being, and provide recreational skill development. These programs are traditional services and introductory instructional levels commonly offered by parks and recreation operations. These basic services and traditional recreational facilities are assigned fees based on a specified percentage of direct and indirect costs that represents a tax subsidy to account for the Community Benefit and participant fee to account for the Individual Benefit.

- Examples of these services are most adult aquatics services, non-specialty youth day camps and youth enrichment programs.
- Examples of facilities are picnic shelters and lighted tennis courts.

*Level 3 - Individual/Community Balanced Benefit (recover direct costs)*

The third level of the pyramid represents services that promote individual physical and mental well-being that may not be offered or readily available in the community at reasonable prices. These levels provide more Individual and less Community Benefit and fees are set to reflect this.

- Examples of these services are foreign language classes, introductory skills classes, the Daddy Daughter Dinner Dance and most youth sports programs.
- Examples of these facilities are U.S. Cellular Community Park, the Prescott Park Challenge Course, water spray parks and the dog park.

*Level 4 - Considerable Individual Benefit (recover direct costs and all/portion of indirect costs)*

The fourth level of the pyramid represents specialized services generally for specific groups, or features a competitive focus.

- Examples of these services are adult sports leagues as well as most adult and youth enrichment classes.
- Examples of these facilities are customized playing fields.

### *Level 5 - Mostly Individual Benefit (priced at market rates to generate profit)*

The fifth level of the pyramid represents activities that have the potential to generate profits that may not be central to the Department's core mission. In this level, programs and services should be priced to recover full cost plus a percentage or a set dollar amount.

- Examples of these activities are youth and adult tournaments, facility rentals, concessions and company picnics.

## **Criteria for Establishing Fees and Charges**

### *Low or No Cost Recovery/High or Full Subsidy*

- a) Applies to most of Level 1 – Mostly Community Benefit
- b) The following criteria are used to determine if a service should be included in the category, keeping in mind that a program or service may not meet every criteria:
  - The service is equally available to everyone in the community and should benefit everyone.
  - Because the service is basic, it is difficult to determine benefits received by one user.
  - The level of service attributable to a user is not known.
  - Administrative costs of imposing and collecting a fee exceed revenue expected from the fee.
  - Imposing the fee would place the agency at a major competitive disadvantage.
  - The service is primarily provided by the public sector.

### *Partial Cost Recovery/Partial Subsidy*

- a) Generally applies to Level 2 – Considerable Community Benefit
- b) User fees may recover only partial cost for those services for which the department desires to manage demand.
- c) User fees may recover only partial cost from those individuals who cannot pay full cost due to economic hardship.
- d) A user fee may recover only partial cost if competitive market conditions make a full cost fee undesirable.
- e) The following criteria are used to determine if a service should be included in this category, keeping in mind that a service does not have to meet every criteria:
  - Services benefit those who participate but the community at large also benefits.
  - The level of service use attributed to a user is known.
  - Administrative costs of imposing and collecting the fee are not excessive.
  - Imposing a full cost fee would place the agency at a competitive disadvantage.
  - The service is usually provided by the public sector, but may also be provided by the private sector.

### *Full Cost Recovery/No Subsidy*

- a) Generally applies to Level 3 - Individual/Community Balanced Benefits and Level 4 - Considerable Individual Benefit
- b) User fees recover the full cost of services that benefit specific groups or individuals and potentially all or a portion of indirect costs.
- c) User fees recover the full cost for those services provided to persons who generate the need for such services.
- d) The following criteria are used to determine if a service should be included in this category, keeping in mind that a service does not have to meet every criteria:
  - The individual or group using the service is the primary beneficiary.
  - The level of service used is directly attributed to the known user.
  - Administrative costs of imposing and collecting the fee are not excessive.
  - Imposing a full cost fee would not place the agency at a competitive disadvantage.
  - The service is usually provided by the private sector, but may also be provided by the public sector.

### *Enterprise or Profit Centers*

- a) Generally applies to Level 5 - Mostly Individual Benefit.
- b) User fees could recover more than the full cost, including indirect costs, for a service in order to subsidize other services provided to the community.
- c) The following criteria are used to determine if a service should be included in this category, keeping in mind that a service does not have to meet every criteria:
  - Individuals or groups benefit from the service and there is little community benefit.
  - The level of service use attributable to a user is known.
  - There is excess demand for the service; therefore, allocation of limited services is required.
  - Administrative costs of imposing and collecting the fee are not excessive.
  - The service is provided at market price by the private sector.

## **Pricing Categorization**

Program Type	Level 1 Mostly Community	Level 2 Considerable Community	Level 3 Individual/ Community	Level 4 Considerable Individual	Level 5 Mostly Individual
Tot Sports Programs			X		
Adult Sports Leagues				X	
Adult Sports Tournaments					X
Adult Enrichment Classes		X	X	X	
Youth Enrichment Classes		X	X		
Youth Sports Leagues			X		
Youth Sports Camps			X		
Youth Day Camps		X	X		
Youth Sports Tournaments					X
Youth Activity Center	X				
Recreational Swim		X			
Lap Swim			X		
Swim Lessons	X	X			
Concessions					X
USCCP Rentals – Youth				X	
USCCP Rentals – Adult				X	
USCCP Rentals – Tournament					X
Swimming Pool Rental			X		
Santo Room Rentals				X	X
Mobile Recreation Unit	X				
Program Guide Publications	X				

### Non-Resident Fee

Due to residents supporting City services through property taxes, non-residents pay a higher fee for programs and services provided by the Department. The non-resident fee surcharge is \$6 for each individual class, program and facility rental. Because large numbers of non-residents participate in adult league sports, the non-resident fee is factored in the overall team registration fee.

### Customer Satisfaction Guidelines

The Medford Parks and Recreation Department strives to bring residents and visitors quality programs at affordable prices. One-hundred percent customer satisfaction is our goal.

MPRD does not discriminate on the basis of religion, race, color, national origin, sexual orientation, age or ability. We strive to meet the needs of all citizens. If a customer has a special need or accommodation request, advance notice is requested. These requests should be made to the customer service specialist, program coordinator or supervisor.

### **Refund Guidelines**

The following are the refund guidelines for Medford Parks and Recreation programs, services and facilities:

#### *Adult Sports Leagues*

- Team fees are refundable only if requests are received prior to posting or distribution of league schedules.

#### *Park Reservations*

- Full refund if canceled prior to day of event.
- Full refund if a park area was unusable due to weather, vandalism or verifiable negative maintenance conditions.

#### *Pool Reservations*

- Full refund if requested by Noon on the last business day prior to the reservation.

#### *Enrichment/Special Interest Classes*

- Full refund up to, during and immediately following the first class of a session.
- No refund will be issued after the start of the second class of a session.
- Full refund if classes are canceled due to lack of enrollment.
- Full refund or transfer to another program of equal value is permitted.

#### *Youth Camps*

- Full refund up to, during and prior to departing the facility the first day of a session.
- No refund will be issued after the first day of a session.

#### *Swim Lessons*

- \$5 cancellation fee for each space reserved (due to limited class size and high demand for swim classes).
- Full refund (minus \$5 cancellation fee) if lessons do not work out for child, if requested before the start of the second day of a session.

Refund requests must be received during normal business hours. Requests for refunds beyond the scope of these guidelines will be considered on a case-by-case basis by the Recreation Superintendent or by the Parks and Recreation Director.

#### *Returned Check Fee*

Returned check fee is \$10 for each occurrence. The registration transaction is processed only if the customer submits payment via cash, cashier's check or credit card.

#### *Scholarship Funding Policy*

The Medford Parks and Recreation Department receives scholarship funding through contributions from external non-profit organizations, most notably the Medford Parks and Recreation Foundation. These funds assist the Department in lowering financial barriers for access to vital youth enrichment services, primarily swim lessons, day camps and sports programs.

Scholarship funding is typically disbursed as a pre-determined partial discount based on the following application process:

- Applicants must fill out the Financial Assistance Application and turn it into the City of Medford Parks and Recreation office when registering for a program.
- Child/Family must live within the Medford City limits or attend a Medford School District 549-C school to qualify for a scholarship.
- Scholarship amounts will vary from program to program. A list of scholarship discounts will be established each season and made available to applicants.
- By accepting a partial scholarship, the parent/guardian agrees to be responsible for the payment of any fees above the scholarship amount.
- If a scholarship recipient requests a refund, the funds allocated for that participant will be placed back in the scholarship fund.
- Out-of-city fees must be paid; they are not covered by your scholarship.
- Parents/guardians may be asked to help volunteer for a program to help offset the cost of the scholarship.

#### **Implementation of Pricing Policy Guidelines**

Fees and charges for services are reviewed annually by the Medford Parks and Recreation Commission, and adjusted as necessary to conform to Pricing Policy guidelines.

Higher-than-anticipated revenue from one program may be utilized to offset costs for other related programs or to expand programs.

## 2016 Recreation Division Program & Service Planning and Implementation Goals

Program	Category	Populations	Next steps
Swim Lessons	Aquatics	All Ages	Monitor quality of instruction, increase participation in late summer, possibly free
Youth Sports Leagues	Athletics	Teens	Implement new summertime teen kickball and softball programs; tie-in to gang prevention services
Day Camps	Enrichment	Youth	Continue diversification of summer programs; pursue Jackson School venue
Adult Softball Tournaments	Athletics	Adults	Increase participation, diversify promotion, upgrade prize packages, experiment with new formats
Outdoor Adventure Club	Enrichment	Youth	Seek grant funding, attract program instructors
Adult Softball League; Youth Tournaments	Athletics	Adults, Youth, Teens	Enhance quality of service through technology upgrades, utilize
Adult Volleyball and Basketball	Athletics	Adults	Pursue School District gym availability in order to expand program
Summer Concerts/Movies	Arts & Culture	All Ages	Secure 100% program sponsorship; maximize Pear Blossom Park venue; provide opportunities for local talent
Youth Sports Volunteers	Enrichment	Older Adults, Adults, Teens	Improve recruitment efforts; augment volunteer training
Special Interest Classes	Enrichment	Adults	Improve communication between management and instructors; upgrade marketing efforts and identify logical next steps for programming

# MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

## TREE COMMITTEE STUDY SESSION

September 13, 2016

### Spencer St. Restoration Project

The ongoing restoration project at Spencer St was discussed. Chris Van Ness, a teacher at Logos Charter School explained the role the school has played over the last few years bringing classes, field trips, and volunteers. The relocation of the Logos School will curtail this partnership, and the Tree Committee was asked for their input on how to keep progressing towards a functional, sustainable site. Logos has developed a relationship with MPD to patrol the park once each week. In spite of this it was agreed that the impact of the transient community on the site is greater than in past years. Resulting degradation of site value was discussed, including ecosystem services, tree growth and mortality, accumulation and disposal of refuse, sewage, and real estate values.

Partnership ideas were discussed to get more people involved with the site. Ideas included schools, Lomakatsi, SOLV, Oregon Stewardship, RCC, Work Source, and the NW Forest Workers. A multi-pronged approach was viewed favorably as the sustainable way forward, with opportunities for volunteer groups and environmental education.

Challenges facing the restoration of the site, along with the transient population include its location in the floodplain, inaccessibility, isolation from the greenway and through streets, budget, and invasive species.

### For the next meeting

Consider other partnership and outreach opportunities that could be incorporated in the ongoing restoration at the Spencer St site.

Also, consider possible locations for upcoming plantings with the Neighborhood Street Tree Partnership.

### Adjournment

The study session was adjourned at 6:34 PM.

Respectfully submitted,  
Adam Airoldi  
City Arborist



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