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PRD-10-01

Parks & Recreation Department Standard Operating Procedure

Policy Number: PRD-10-01
Pages: 1 of 3
Subject Area: Policy
Date of Issue: October, 2010
Revised: April 13, 2016
Author: Tim Stevens
CAPRA 7.7 Agency Owned Equipment, Materials, Tools, and Supplies

Title: Agency Owned Equipment and Property

Authorization and Review

Director Parks & Recreation — Date: 4/21/16

Superintendent — Date: 4-21-2016

Purpose:

This policy outlines departmental responsibilities and procedures required for the control, use, care, maintenance, and inventory of equipment, materials, tools, and supplies acquired with Medford Parks and Recreation Department (MPRD) funds.

Applicability:

This policy applies to all full-time, temporary/part-time employees and volunteers.

Policy:

Employees who are issued MPRD equipment or property shall be responsible for the safekeeping, serviceable condition, proper care, and use of such equipment and/or property assigned or entrusted to them.

MPRD equipment and/or property shall only be used by those to whom it was assigned. Use is limited to official purposes and in the capacity for which it was assigned, except when otherwise directed by appropriate supervisor. Personal use of the agencies equipment, materials and property is generally prohibited except as noted below;

A. Exception for On-call personnel: The City may allow employees to use City owned vehicles to commute to and from their residence upon determination by the City Manager, or designee, that the use of the City provided vehicle will provide a more efficient use of staff time, provide a faster delivery of services to citizens, first responders, or as a business necessity.

B. Exception is made for use of City Communication and Information systems as described in Administrative Regulation AR-00-1 which address cell phones, computers, fax's, etc.

Damaged or unserviceable equipment and/or property shall not be sold, traded, donated, thrown away or otherwise disposed of without proper authority. Such equipment and/or property must be promptly reported to the proper division supervisor.

An employee's intentional or negligent abuse of MPRD equipment and/or property may lead to disciplinary action.

A comprehensive inventory and condition report must be completed annually on all MPRD equipment and/or property valued at $5,000 or less. Equipment/property valued at over $5,000 is inventoried by the City of Medford Finance Department. Completed inventory and condition reports are stored on the department's P-drive.

Staff training on the use and operation of MPRD equipment and/or property is the responsibility of the division supervisor. Training is completed prior use and operation of all equipment.

Definitions:

MPRD property/equipment- property in the possession of, or directly acquired by the City of Medford Parks and Recreation Department.

Procedures:

1. Acquisitions:

Acquisition of equipment and property are made in accordance with the biennial budget. Capital budgets are developed in conjunction with the operating budget for review and approval by the City of Medford Council. Estimations of anticipated acquisitions for the coming budget cycle are made based on division equipment/property needs and are either funded thru the MPRD operating budget or capital budget.

2. Distribution:

Distribution and assignment of equipment and property is the responsibility of the division supervisor.

3. Training:

It is the responsibility of the division supervisor to safely and productively train staff on equipment and property. When available, training manuals are used prior to operation.

4. Storage and Security:

Storage and security of equipment and property is the responsibility of the staff member that it is assigned to.

5. Maintenance:

Maintenance of the equipment and property valued at less than $5,000 dollars is the responsibility of the staff member that it is assigned. If repairs are needed beyond department expertise, equipment and property can be repaired by a qualified repair company with division supervisor approval. Equipment and property valued at greater than $5,000 is maintained by the City of Medford fleet services department and facilities management department.

6. Replacement:

Equipment and property replacement recommendations are the responsibility of the staff member assigned the equipment/property. Recommendations are approved by the division supervisor.

Item

PRD-13-01R

Parks & Recreation Department Standard Operating Procedure

Policy Number: PRD-13-01R
Pages: 1
Subject Area: Health/Safety
Date of Issue: 11/5/13
Revised: 1/5/16

Title: Air Quality Standards for Recreation Programs / Events

Authorization:

Parks & Recreation Director — Date: 1-5-16

Asst. Parks & Recreation Director — Date: 1-5-16

OBJECTIVE

This policy guides full-time recreation program supervisors and coordinators when outdoor air quality is impacted. It is the purpose of this policy to: (I) identify action levels based on AQI readings posted at www.airnow.gov, (II) outline procedures aimed at reducing program participants' exposures to unhealthy outdoor air and (III) establish a protocol to cancel or reschedule department programs / events when appropriate.

PRD will take steps to limit participant exposure to one hour or less when air-quality status reaches the orange-labeled "Unhealthy for Sensitive Groups" category. Every effort will be made to move, postpone or cancel youth programs and outdoor special events exceeding one hour in duration.

If air quality reaches the red-labeled "Unhealthy" category for a prolonged period of time, all outdoor programs will be moved indoors, postponed or canceled. Adult league games in process may be allowed to conclude, depending on the severity of conditions and visibility at the venue.

Because air-quality readings can rapidly fluctuate, vary from one part of the city to another, or can go offline for extended periods, REC staff, in consultation with PRD management, are authorized to use discretion when evaluating air quality conditions at recreation venues based on factors such as visibility, smell, duration of exposure, and wind patterns.

When programs are canceled ahead of the scheduled start time, registered participants are to be contacted via phone or email. When PRD sponsored events are canceled and recreation facilities are closed, notifications will be posted on playmedford.com, sportsmedford.com, the PRD Facebook site, and signs will be posted at event locations. REC supervisors and coordinators or his/her designee are responsible for these notifications, as well as informing affected PRD staff.

This policy is not applicable to tournaments or events PRD is contractually operating on behalf of another entity, such as ASA.

PRD = Parks & Recreation Department
REC = Recreation Division
PRK = Parks Division

REC-05-01

Parks & Recreation Department
Standard Operating Procedure

Policy Number: REC-05-01
Pages: 1 of 2
Subject Area: Customer Service
Date of Issue: 10/27/05
Revised: 8/31/16

Title: Customer Service Satisfaction and Refund Guidelines

Authorization:

Director Parks & Recreation — Date: 10/10/16

Superintendent — Date: 10/10/16

BACKGROUND

Medford Parks and Recreation works to bring residents and visitors quality programs at affordable prices. Staff are empowered to make informed decisions and provide creative solutions for our customers.

We do not discriminate based on religion, race, color, national origin, sexual orientation, age or ability and strive to meet the needs of all citizens. If an accommodation is needed we request advance notice to ensure customer needs are met. These requests should be directed to the program manager for the activity and/or facility.

REFUND GUIDELINES

Refund requests can be submitted to the department via phone, mail or email (parks@cityofmedford.org) based on the following:

Adult League Sports: Team fees are refundable if request is made prior to schedules being developed by the program manager.

General Use Park Reservations: Fees are fully refundable if requested any day Mon-Fri 8a-5p prior to use of the park. Fees may also be refunded if requested after a reservation date if inclement weather interfered with park use.

Special Event Use Park Reservations: Fees are refundable, minus staff fees, if requested 72 hours before scheduled set up and/or event; whichever was scheduled to occur first. This is subject to change based on specifics of some large events and those ancillary agreements.

Pool Private Use Reservations: Customers will receive a full refund if requested by noon a full 5 days prior to the date of the reservation. If a customer does not show up for a reservation, personnel policies dictate staff be paid in full for their shift and no refunds will be issued for a reservation no show.

Swim Lessons: Customers will be assessed a $5 refund fee if canceling a swim lesson registration. If we cancel a class due to lack of enrollment, or other necessary reason, the customer will be offered another class of equal ability or given a full refund.

Special Interest Classes:

1) Full refunds will be granted if transferring or withdrawing from an activity in a timely manner that allows waitlist customers to be contacted.

2) If a customer transfers to another activity of less cost the balance will be refunded.

3) If we cancel an activity we will issue a full refund or a transfer into another activity.

Summer Youth Camps: Participants will receive a full refund if request is made via email or other written form by 5pm Monday, a full week before the start of the camp.

Discovery Preschool:

Fall Program: Customers will receive a full refund for each month that has not begun minus any application fee and minus any field trip/party fee.

Summer Program: Customers will receive a full refund for each month that has not bun minus any field trip/party fees.

Requests for refunds outside the scope of these guidelines will be considered on a per case basis and may be referred to the program director, supervisor or customer service specialist.

PRD = Parks & Recreation Department
REC = Recreation Division
PRK = Parks Division
BMD = Building Maintenance Division

PRD-12-03

Parks & Recreation Department Standard Operating Procedure

Policy Number: PRD-12-03
Pages: 1 of 2
Subject Area: Administration
Date of Issue: 12/03/12
Revised: 8/31/16

Title: Duty to Report Child Abuse

Authorization:

Director Parks & Recreation — Date: 10/10/16

Superintendent — Date: 10/10/16

Oregon State Law (ORS 419B.005 et seq.) requires certain employees to report to local law enforcement agencies when there is reasonable cause to believe that a child has been abused or that any person with whom the employee comes into contact has abused a child.

Under provision ORS 418.205 employees of a public organization providing child-related services or activities are mandatory reporters. Because the Department provides such services, all employees are mandatory child abuse reporters.

If an employee has reasonable cause to believe that *any* child has suffered abuse or if any person which the employee comes into contact with has abused a child, the employee shall immediately report the abuse in a manner required under ORS 419B.015. The employee shall also immediately notify their supervisor of the abuse report. This requirement will apply regardless of where the abuse occurred or where the employee learned of the abuse.

Abuse

Abuse as defined under ORS 419B.005(1) includes:

- Any assault as defined in ORS chapter 163 of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury;
- Any mental injury to a child which shall include only observable and substantial impairment of the child's mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child;
- Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest, as those acts are described in ORS chapter 163;
- Sexual abuse as described in ORS chapter 163;
- Sexual exploitation;

- Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter, or medical care that is likely to endanger the health or welfare of the child; or

- Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child's health or welfare.

Reporting Procedure

1) When a Department employee comes into contact and has reasonable cause to believe that any child has suffered abuse that employee shall report such abuse immediately by telephone to the designated Child Abuse Hotline in the County where the incident occurred. Jackson County: 866-840-2741.

2) When a Department employee witnesses first-hand or comes into contact with an individual who has subjected a child to abuse, the employee will immediately contact local law enforcement authorities by calling 9-1-1.

3) The Department employee must then immediately inform his/her supervisor in person or orally and complete a Suspicion of Child Abuse Report that will be submitted to the direct supervisor. The Report is deemed complete after the employee has provided the responding officer's name, case number and the date and time that the employee met with the local law enforcement agency. If the incident occurs outside of work or away from Department property, the employee will notify his/her supervisor as soon as reasonably possible.

Failure to Comply

Any Department employee who fails to report suspected child abuse as provided by this policy and as required under state law, commits a violation of the law. This obligation is personal to the individual, making it critical for each individual employee to understand their obligations and to report suspected child abuse.

Immunity from Liability and Confidentiality

Department employees who, in good faith, and on the basis of reasonable grounds, make a child abuse report are protected from any civil or criminal liability in connection with such a report. Reporting suspected child abuse will not adversely affect any terms or conditions of employment or the work environment of the reporting employee. However, employees are subject to the confidentiality provisions concerning child abuse under state law – records, reports, and documents compiled by District employees pursuant to reports made under ORS 419B.005 et seq. - are confidential and are not accessible for public inspection.

PRD = Parks & Recreation Department
REC = Recreation Division
PRK = Parks Division

PRD-06-01

Parks & Recreation Department
Standard Operating Procedure

Policy Number: PRD-06-01
Pages: 1 of 1
Subject Area: Clothing
Date of Issue: 5/16/06
Revised: 12/20/16

Title: Employee Clothing Policy

Authorization:

Rich Rosade
Director Parks & Recreation — Date: 12/28/16

Superintendent — Date: 1/3/17

EMPLOYEE CLOTHING POLICY

PARK & FACILITY MAINTENANCE DIVISIONS

In an effort to provide full-time and seasonal staff with clothing that identifies them to the public as Parks and Recreation Department employees, management shall issue clothing on an as-needed basis and in accordance to bargaining unit guidelines.

CLOTHING GUIDELINES

- Only clothing that identifies each staff as a member of the department and is issued by the department is acceptable for wear while on-duty.
- Department issued clothing is not to be worn while off-duty.
- Identification name tags are not required, but suggested.
- All personnel are required to return all clothing, identification badges, and keys upon leaving employment with the department.
- Clothing must be cleaned, unaltered and undamaged. If clothing is damaged during work, employees must notify supervisor, in order for the item to be replaced.
- Baggy and saggy clothing are generally not appropriate.
- Undergarments should not be visible.
- Flat-brimmed caps are prohibited. Do not wear hats backwards or askew.
- Do not wear open-toed shoes.
- Acceptable appearance is determined by your direct supervisor or by Department Administration, who have the authority to ask employees to make immediate adjustments.

RECREATION DIVISION

In an effort to provide full-time and seasonal staff with clothing that identifies them to the public as Parks and Recreation Department employees, the Recreation Superintendent and Recreation Supervisors shall issue such clothing on an as-needed basis.

CLOTHING GUIDELINES

- Only clothing that identifies each staff as a member of the department and is issued by the department is acceptable for wear while on-duty.
- Department issued clothing is not to be worn while off-duty.
- Clothing must be cleaned, unaltered and undamaged. If clothing is damaged during work, employees must notify supervisor, in order for the item to be replaced.
- Baggy and saggy clothing are generally not appropriate.

- Undergarments should not be visible.
- Flat-brimmed caps are prohibited. Do not wear hats backwards or askew.
- Do not wear open-toed shoes.
- Acceptable appearance is determined by your direct supervisor or by Department Administration, who have the authority to ask employees to make immediate adjustments.
- Program managers and softball site supervisors are required to wear their name tags while working.
- All personnel are required to return all clothing, identification badges, and keys upon leaving employment with the department.

PRD-16-03

Parks & Recreation Department Standard Operating Procedure

Policy Number: PRD-16-03
Pages: 1 of 3
Subject Area: Policy
Date of Issue: April 19, 2016
Revised:
Author: Tim Stevens/Adam Airoldi
CAPRA Standard 7.8

Title: Environmental Sustainability Policy

Authorization and Review

Director Parks & Recreation — Date: 4/21/16

Superintendent — Date: 4/21/16

The City of Medford Comprehensive Plan and Medford Parks and Recreation Leisure Services Plan include environmental sustainability as a core value in the maintenance and preservation of natural and developed resources. Further, these plans recognize that integrating and continuously improving sustainable best practices in all phases of management is an integral part of operational excellence. This policy defines the initiatives, standards, and responsibilities Medford Park and Recreation Department (MPRD) employees are to follow, and permanent steps to integrate sustainable practices in the planning, design, development, use, and management of MPRD parks and facilities where financially feasible. MPRD employees are encouraged to integrate sustainable practices in their daily duties and activities

Key sustainability initiatives identified by Medford Parks and Recreation include:

Integration of Sustainable Practices

MPRD staff should be educated and trained on awareness and implementation processes related to creating and maintaining a sustainable park system. The intention is to develop and integrate sustainable best practices in MPRD culture and in decision making processes. This integration process includes the design and development of new properties, the maintenance of existing parks and facilities, the procurement of sustainable materials/supplies and the activities of occupants of such properties.

Water Quality and Consumption

Parks and recreational facilities require significant amounts of water to support recreation programming and green space. The accompanying discharge of waste water and storm water runoff also contributes to the MPRD impact on the environment. Staff should look to design, maintain, and make improvements that minimize water use and waste whenever possible in a manner that provides safety, sanitation, and health of MPRD staff, patrons and assets.

Chemical Use

Parks and recreational facilities also require chemicals to operate, clean, maintain, and protect persons and properties. The use of cleaners, lubricants, fertilizers, pesticides, pool water sanitizers and many other chemicals have an impact on the environment. MPRD employees who utilize such products are expected to be knowledgeable, responsible and maintain appropriate licensing associated in their use. Publicly licensed pesticide applicators are required follow procedures lined out in department policy PAR-10-01, Integrated Pest Management. Reduction in chemical use or conversion to less toxic chemicals that minimize environmental impact without compromising health and safety is encouraged. Chemical use should be addressed during the design phase of renovations, replacements, and new construction in a manner that minimizes or eliminates their use where financially feasible and practical.

Energy Conservation

Controlling and minimizing electrical and natural gas/fossil fuel consumption is a fundamental characteristic of a sustainable organization. Consumption measures that reduce dependency on traditional energy sources should be investigated and implemented by staff and design professionals when operating existing systems and designing new properties where economically feasible. Employees are expected to take actions that minimize energy use such as turning lights out, closing exterior doors and windows when appropriate, minimizing vehicle usage, etc. Alternative energy generation systems that replace grid-sourced power should be investigated and integrated when feasible and practical. City of Medford construction and planning staff should remain knowledgeable of new energy efficiency technologies appropriate for MPRD properties as they evolve.

Climate Protection/Air quality

Reducing carbon emissions and overall carbon footprint is a fundamental characteristic of a sustainable organization. MPRD has a commitment to reduce carbon footprint through reductions in fuel consumption and procurement of efficient vehicles and equipment. To offset carbon footprint, MPRD will add additional trees to parks and right-of-way areas and track tree loss while striving to ensure a net gain in tree density.

Public Health & Nutrition

When possible, MPRD shall incorporate strategies that promote public health and nutrition. Promoting community gardens and locally grown foods/organic foods is essential in a sustainable community. MPRD has a commitment to increase community gardens in City of Medford Parks and city owned properties thus increasing the opportunities for public education on gardening and nutrition.

Waste Reduction

The volume and toxicity of waste generated by an organization is a primary contributor to environmental degradation, and improvements made to minimize waste are a critical component of sustainability. MPRD operations are to maximize recycling opportunities where possible, including engaging patrons by making recycling options convenient. Also, new construction and renovations should include designs that promote and improve the convenience of trash and recycling separation. The purchasing and stocking of disposable materials and supplies that unnecessarily contribute to the waste stream should be avoided when possible.

Purchasing

Purchases of goods such as materials and supplies should consider the use of products produced from recycled materials, products that are considered recyclable, or are procured locally in a manner that minimizes transportation while adhering to the City of Medford purchasing and contracting rules.

Ecosystem Management

MPRD manages several properties which are classified as natural areas, either as stand-alone properties or adjacent to developed park lands. These properties differ in location, vegetation type, wildlife habitat, fire fuel loads, user impact, etc., and therefore require varying strategies to maintain or

improve health, diversity, and sustainability. Two of these properties have separate management plans that address management strategies and sustainability; Prescott Park and IOOF Cemetery. MPRD maintenance activities shall follow regulatory ordinances, rules, statutes and management plans when managing these lands. Sustainable improvement projects and ongoing management practices should focus on improving water quality, biodiversity of native species, habitat, site health and safety. Dead matter fire fuels should be managed in a manner that reduces catastrophic fire risk while maintaining site soil qualities. Vegetation and forest stand health should be optimized, with various age classes and appropriate species diversity strengthened. Wildlife habitat should be accommodated and improved to provide a diversity of species within the native food chain. Invasive and noxious plant species should be managed to favor the establishment of native species. Disturbed areas of park construction sites should be managed to eradicate invasive and noxious weed species during and following construction activities.

PRD-16-02

Parks & Recreation Department
Standard Operating Procedure

Policy Number: PRD-16-02
Pages: 1 of 3
Subject Area: Policy
Date of Issue: April 19, 2016
Revised:

Grants Policy

Authorization and Review

Director Parks & Recreation — Date: 4/21/16

Grants Administrator — Date: 4/21/16

GRANTS POLICY

Grants can be an appealing alternative funding source for municipalities, but are often accompanied by special regulatory compliance requirements. Specific requirements may apply to the general operations of the grant including compliance, reporting, performance, and monitoring; both internal and external. Municipalities may face negative consequences for failing to meet regulatory requirements. In addition, the grant may mandate local government to financially maintain a program or asset after expiration of the grant, as either a condition of the grant, or politically. This policy provides staff with guidance as to the associated processes and procedures necessary to maximize the benefits and minimize the risks of accepting grants. The purpose of this grant policy is:

1. To ensure proper oversight of all funds appropriated to the department;
2. To minimize the department's risk of non-compliance with grant requirements; and
3. To ensure proper administration and accounting of all grants.

Grants Identification, Application & Acceptance

The Parks and Recreation Department shall provide information to the Finance Department so effects on the department related to budget, cash flow, procurement, financial reporting and/or compliance can be reviewed, understood and prepared for before the application is submitted.

Staff will focus on applying for and accepting grants that are consistent with the overall strategic direction of the department to reduce potential budget risk resulting from matching fund requirements. This strategic direction; Grant Prioritization List, is updated each biennium and approved through the Parks and Recreation Commission. Additional caution will be taken when accounting for maintenance, operations or other spending obligations required beyond the grant period. In order to ensure any potential grant is deemed a benefit to the department, a completed grant summary statement shall be submitted to the department director to include:

1. The granting agency;
2. The grant's purpose;

3. The grant time period;
4. The grant request amount;
5. The amount and recommended source of matching funds;
6. Any other future department resource requirements;
7. Any special procurement requirements;
8. An explanation of how the grant supports the department's strategic priorities; and
9. Any significant reporting and compliance requirements.

Potential grants shall be assessed by the department director for consistency with the most current grant prioritization list and adopted budget. In some cases, prior to completing a grant application, the Medford Parks and Recreation Commission and/or the Medford Parks and Recreation Foundation must pass a resolution authorizing the department to apply.

Potential grants shall be evaluated through a multi-year cost/benefit analysis. The analysis should include the amount and source of required matching funds and any other direct costs associated with a grant; the extent to which overhead costs will be covered; in-kind contributions, audit and close-out costs; and potential costs that might need to be incurred by the department beyond the grant period.

The final decision to apply for a grant will jointly rest with the department director and with potential approval by the finance director and/or city manager.

The department's grants administrator shall obtain a detailed understanding of grant terms and conditions and how the grant will be monitored. The grant award letter and acceptance agreement; which contains the grant award, grant assurances and special conditions and the guidelines that must be followed to comply with the grant requirements, will be forwarded to the Finance Department. The grant award will then be reviewed for reporting requirements, special conditions and deadlines related to administering the grant.

The department director and grants administrator shall establish procedures related to each specific grant, such as:

a. The development of an outline that would include how new projects or programs funded by the grant would be implemented and who would be responsible for implementation.
b. How information shall be communicated to those responsible for the grant, so they can effectively carry out their roles.
c. The process that will be used to charge expenses against the grant and to obtain reimbursement. This may require technical procedures to account for time, materials and reporting; as well as informing employees on the importance and methods of charging time and materials correctly.
d. Identification of the individual or department responsible for carrying out the grant and making sure proper resources are available to successfully implement the grant as well as the associated project or program.

Grant Monitoring

The department is responsible for ensuring that all funds are expended or encumbered prior to the end of the grant period in order for funds to be used adequately and not lost in future award periods. The

department must also monitor grants for compliance with all applicable federal and/or state regulations, and ensure that expenditures are in compliance with procurement policies and procedures. The department director shall contact the Finance Department if assistance is needed with compliance issues. The department director shall notify the Finance Department if:

1. There is a subsequent alteration in the funding configuration;
2. There is a subsequent alteration in the department's financial obligation;
3. Grant funds will be carried forward into the next fiscal year; and/or
4. There is any notification that the grant will, or is at risk of termination.

Grant Reporting

The department's grants administrator is responsible for providing financial reports to grantors. If report preparation is to be handled by the Finance Department, a request must be communicated at the start of the grant period. The grants administrator is also responsible for complying with all due dates and reporting requirements including financial reporting and reimbursement requests. Timely requests for reimbursements are crucial to maximizing the financial benefits to the department. Grant reimbursement requests, when allowed by the granting agency, shall be completed at least quarterly within 30 business days from the end of the prior quarter. The Finance Department shall provide all necessary financial information, upon request. All reimbursement requests shall be copied and forwarded to the Finance Department for review and monitoring of accuracy, completeness, and timeliness of revenue reimbursement requests.

Responsibilities

The department director shall ensure compliance with these policies and procedures. Department-specific procedures, when needed, shall be issued for consistency. The grants administrator is responsible for monitoring and communicating compliance with this policy and related procedures.

Appendices

Appendix A: 2015-17 Grants Prioritization List.

GRANTS PRIORITIZATION LIST **Appendix A**
2015-17

Introduction
Grants can provide significant funding for programs, services, land acquisition and development. The Grants Prioritization List below replaces the list approved by the Parks and Recreation Commission in September 2013 and allows the department to comply with CAPRA 5.1.3 – Governmental Grants as well as 5.1.4 – Private, Corporate and Non-Profit Support.

Analysis
The department has been successful over the past decade in securing grant funding through various sources for projects and programs. Staff has reviewed several areas where funding could be obtained to support both the Leisure Services Plan and City of Medford Strategic Plan. The listing below identifies areas for which the department would seek funding through grants for the 2015-2017 fiscal cycle:

Programs	***Possible Funding Sources***
Mobile Recreation	Private Foundations & Sponsorships
Youth Activity Program Expansion	Private Foundations & Sponsorships
Outdoor Recreation Programs	NRPA & Private Foundations
Program Scholarships	Medford Parks & Recreation Foundation, Private Foundations & Sponsorships
Community Outreach Coordinator	Private Foundations & Federal Grants
Walking Tours	NRPA & Private Foundations
Gang Prevention	NRPA, Private Foundations, CDBG, Federal & State Grants

Facilities	***Possible Funding Sources***
Santo Pre-School	Private Foundations & Federal Grants
Santo Community Center	Private Foundations & Federal Grants
Prescott Park Trails	State Parks, Private Foundations & Sponsorships
Land Acquisition	State Parks, Private Foundations & CDBG
Park Amenities	State Parks, Private Foundations & CDBG
Exercise Stations	State Parks, Private Foundations, Sponsorships & Partnerships
Habitat Restoration	Private Foundations, Federal & State Grants
Trails Plan	State Parks & Private Foundations

General Park Development	NRPA, State Parks, Private Foundations, CDBG, Federal & State Grants
Park Signage & Technology	State Parks, Private Foundations & Sponsorships
Historic Preservation	Private Foundations, Sponsorships, Federal & State Grants
Park Maintenance	NRPA, State Parks & Federal Grants
Community Development	Private Foundations, Sponsorships, CDBG & Partnerships

PRD-05-01

Parks & Recreation Department
Standard Operating Procedure

Policy Number: PRD-05-01
Pages: 1 of 30
Subject Area: Safety
Date of Issue: 09/16/05
Revised: 11/19/13

Title: Illness and Injury Prevention Plan

Authorization:

Director Parks & Recreation — Date: 11-26-13

Superintendent — Date: 11-26-13

See Attached

Parks and Recreation

Illness and Injury Prevention Plan

Revised

November 2013

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1) Management Commitment

It is the policy of the Parks, Recreation and Building Maintenance Departments to protect the safety and health of our employees. Injury and Illness losses from accidents are needless, costly and preventable. The Parks & Recreation department has established a safety and health program dedicated to fundamental occupational safety and health ideals that will help us prevent injury and illness due to workplace hazards. Employee involvement at all levels of the department is critical for us to be successful in this effort. To accomplish this task, a joint worker/management safety committee has been established. The purpose of this committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health within the Parks and Building Maintenance and Recreation Divisions.

2) Labor and Management Accountability

Federal and State regulations require that employees be provided with a safe workplace. Management's responsibility is the prevention of injury and illness. Management provides direction and full support to supervision and employees regarding all safety and health procedures, job training and hazard elimination practices.

Supervisors are directly responsible for supervising and providing job training for their employees. This includes proper work practices to ensure safe completion of assigned tasks. Supervisors are required to enforce Parks & Recreation rules and take immediate corrective actions to eliminate hazardous conditions and practices.

It is the responsibility of every employee to perform work in a safe manner. Knowledge of appropriate safe work practices and safety rules is essential. Employees are expected to obey established safety rules. Employees are also expected to maintain their work areas free of hazards by correcting unsafe conditions or reporting them to their supervisor.

3) Employee Involvement

The City of Medford has established Administrative regulations 85-2, which establishes a City Wide Safety Committee to comply with OAR 437-40-045. Additionally, Administrative Regulation 85-6 establishes general responsibilities to the Director and Supervisors of each department to develop and implement general safety rules within their departments.

The Director of Parks and Recreation has established a Parks, Building Maintenance and Recreation Safety Committee which meet's on a monthly basis to assist in providing a safe and healthy workplace for all Parks, Recreation and Building Maintenance employees.

Our departmental Safety Committee membership is composed of Parks, Building Maintenance and Recreation staff, as well as department Supervisors. The objective of the Parks Safety Committee is to generate an atmosphere where the Parks and Recreation management and workers can cooperatively work together to improve the safety of all Parks, Recreation and Building Maintenance employees. Active participation by all segments of the Parks Department is the cornerstone of a safe and healthy working environment for the department and the facilities we maintain.

All employees are encouraged to voice safety concerns and submit suggestions for improving safety in the Parks and Facilities. A Safety suggestion box is located in the Parks and Recreation Department at the Service Center and Santo Community Center. Suggestions are reviewed by the Safety Committee on a monthly basis.

The Director has instructed the Parks and Recreation Safety Committee to perform quarterly Self-Inspection procedures of the work areas at the service center and mechanical rooms at the City Hall and Annex. Additionally, the Building Maintenance division has established a preventative maintenance program that requires routine inspections of life safety systems and equipment under the direct control of the Parks & Recreation Department.

4) Hazard Identification and Control

The Self-Inspection Procedure is an integral part of a comprehensive hazard control system in the Parks & Recreation Department. Regularly scheduled self-inspections are performed by members of the Department Safety Committee.

These inspections provide a basis for identifying existing and/or potential work place and job related hazards. The information gathered during the self-inspection is used to develop safe work practices, job hazard assessments and safety training programs.

The Self-Inspection Procedure is formatted as a checklist. The inspection form is modeled after the Oregon OSHA's "Checklist for Self Inspection" from the OR-OSHA guidance document "Developing Your Workplace Injury and Illness Prevention Plan".

The working document "Self-Inspection Procedures" is attached as Appendix A.

Additionally the Parks and Recreation Department will perform a Job Hazard Analysis for the individual jobs performed by the Parks Technicians, Building Maintenance, Janitorial and Recreation staff. This hazard analysis will also be used as supplemental documentation to comply with OR-OSHA requirement for PPE, Lockout/Tagout, and Confined spaces.

The working Document "Job Hazard Analysis" is attached as Appendix B

5) Incident/Accident Investigation

Most accidents are caused by the failure of people, equipment, materials or environments to behave or react as expected. Accident investigation is an important part of the Parks & Recreation Department's Illness and Injury Prevention program. Investigations are made to determine how and why these failures occurred. The information is also used to prevent similar accidents.

All accidents occurring on the job, that result in injury, must be investigated and reported. Incidents, accidents involving no injury or time lost, must be reported on the Report of Accident form.

The responsibility of management is to find and correct the causes of accidents by using a systematic and consistent approach to implementing and overseeing safety protocols. The Director of Parks and Recreation has requested, as part of their duties, that a Parks and Recreation Safety committee review all employee accidents within the Department and make recommendations for ways to prevent accidents from recurring.

6) Worker Training

Worker Training is an essential component of the Parks and Recreation Department's Injury and Illness Prevention Plan. Appropriate training can decrease the number and severity of accidents by ensuring that employees understand the procedures and hazards associated with their work. Supervisors are directly responsible for ensuring that their employees receive the appropriate training. The City of Medford Safety Office and Risk Manager are available to assist supervisors in meeting this responsibility.

At least monthly (preferably bi-monthly) a portion of the Parks , Building Maintenance and Recreation Division's weekly staff meetings will be devoted to safety information and training programs. All training will be documented to meet the requirements of OR-OSHA.

7) Periodic Program Evaluation

An annual evaluation of the Injury and Illness Prevention Program will be conducted to ensure that employees are following recommended safety practices and procedures; and that the Parks and Recreation Department's Injury and Illness Prevention Plan is being properly implemented.

The City of Medford Risk Management Office in conjunction with City County Insurance, shall evaluate the Parks & Recreation Department's workplace conditions to identify actual and/or potential workplace hazards.

Employees will be consulted to assess the employee's views on program effectiveness. They will also be asked to assist in identifying problems.

The evaluation will look at specific workplace conditions as they relate to the hazards that employees may encounter, the proper personal protective equipment usage under actual workplace conditions and compliance with provisions of the City of Medford Safety programs.

See Current Safety Inspection List
Excel File

M Drive

City Forms

Health and Safety

Inspection Form RM015

Inspection Form RM015 Page 2

***Ladders*:** Date: 11/19/13

Portable ladders are used in a wide variety of settings and locations. Misuse of portable ladders can result in serious injuries from falls or, in the case of metal ladders, electrical shock. Portable ladders must be maintained in good condition at all times, and inspected at regular, frequent intervals. Training is also an important aspect of portable ladder safety and accident prevention.

Primary hazards include:	Solutions:
Lifting-related injuries	Get help lifting/Lift safely/Stretching
Falls	Make sure ladder is on stable surface, and properly locked or secured the ladder before using. Don't reach out to the sides, point of reference your belt buckle shouldn't go past the outside of the ladders legs at any time. Both feet must be on the ladder while working. Don't stand on or above the top 2 rungs of the ladder. Inspect all ladders before use. Use the correct height ladder for the job; ladder should be 3 feet higher that the height you need to reach. Inspect all ladders before use.
Electrocution	Use only fiberglass ladder when working around electricity. Use proper Lockout/tagout procedures.
Slips, trips and falls	Inspect ladder treads before use. Wear shoes with non-slip soles. Make sure the ladder steps and shoes are clean and in good shape. When hanging banners where ladders are required, two people on ladders required.

***Table Saws*:** Date: 9/12/05

Tables saws use cut wood & laminates, cut and shape lumbers, ply-woods & plastic laminates)

Primary hazards include:	Solutions:
Lifting-related injuries (lifting sheets of plywoods)	Get help lifting/Lift safely/Stretching
Impact	Always Make sure Anti-kick back Guards are in place
Cuts and amputations	Stay clear of saw blades. Never run saw without blade guards installed
Eye injury	Wear protective goggles when using saws.
Hearing loss	Wear ear protection when using power equipment.
Slips, trips and falls	Keep floor clean from dust

Routers: Date: 9/12/05 Use Routers use shape & trim woods, Lumbers, & Ply-woods.	
Primary hazards include:	Solutions:
Eye injury	Wear protective goggles when using saws.
Hearing loss	Wear ear protection when using power equipment.
Cuts	Never run router without blade guards installed

***Hand Power Tools*:** Date: 9/12/05 This Actives Involves the use of Hand Power tools such as drill motors, skill saws, jig saws, Saws-alls, Roto-hammers, grinders, etc,	
Primary hazards include:	Solutions:
Eye injury	Wear protective goggles when using Power hand tools
Hearing loss	Wear ear protection when using power Chipping And Grinding equipment.
Cuts	Never run Power tools without blade guards installed

***Bench Grinders*:** Date: 9/12/05 Shape, Smooth & Wire brush Metals with Bench Grinder.	
Primary hazards include:	Solutions:
Eye injury	Wear protective goggles & Face Shield when using Bench Grinders. OSHA Code requires double protection when use performing this task.
Cuts, Abrasions, Penetration & Impacts	Tool rest needs to be <= 1/8" from grinder wheel

Bleachers*: *3-4 levels: Date: 9/30/09 Bleachers are used throughout the parks system and at times required to be moved.	
Primary hazards include:	Solutions:
Lifting	Stretch /lift as a team, one person giving instructions/ 2 people if they have rollers or are using dollies/ 4 people if no wheels or dollies or lifting onto a trailer.
Foot Protection	PPE-Steel toed boots if lifting.
Cuts	PPE-Cut resistant gloves.
Trailers	Use racketing straps/maximum 4 bleachers per trailer.

Bleachers: 5 levels: Date: 9/30/09 Move only if no other options are available. Follow all procedures listed in 3-4 level bleachers with the exceptions/additions.	
Primary hazards include:	Solutions:
Clearance when Transporting	Beware of the overall height when bleacher is on trailer.
Outriggers	Remove before transporting.
Flagging	Flag both sides and rear of bleachers when transporting on trailer on public roads.
Loading	Maximum 1 bleacher on trailer/6 people minimum for loading and unloading.
Moving	Park trailer as close as possible/use dollies when possible.

Picnic Tables: Date: 9/30/09 Picnic tables are often moved within the parks and to off site events.	
Primary hazards include:	Solutions:
Lifting	Stretch/4 people minimum if lifting onto a trailer/ 2 people minimum if moving within a park/lift as a team.
Transporting off site	Ratcheting straps/4 tables maximum per trailer.
Cuts	PPE-Cut resistant gloves.
Foot Protection	PPE-Steel toed boots.

Football/Soccer Goals: Date: 9/30/09	
Primary hazards include:	Solutions:
Lifting	Stretch/2 people lift cross bars while standing on flat surface, no ladders.
Cuts	PPE-Cut resistant gloves
Transporting	Within park/2 people; outside park/disassemble/flag sides and rear/use ratcheting straps.

USCCP Portable Rolling Fencing: Date: 5/13/13 Move by hand with at least two people. May pull with carts using two people to connect and disconnect from carts.	
Primary hazards include:	Solutions:
Cuts	Use leather gloves while moving fence pieces.
Lifting and Pulling	Stretch before lifting or moving fences and lift with your legs not your back. Use two people to lift/pull bar to adjust the wheels.
Transporting	Pull with electric cart slowly to prevent fence from falling over or use two people when moving them by hand.
Pinch Points	Wear rubber gloves when moving or setting up fences.
Foot Protection	Wear closed toe shoes.

Janitorial cleaning: Date: 9/12/05

This activity involves a variety of duties such as cleaning floor, Shampooing rugs, washing walls and glass and removing rubbish. On a typical day the employee may wet or dry mop floors, clean bathrooms, vacuum carpets or dust furniture.

Primary hazards include:	Solutions:
Slips, Trips and Falls – wet floors and stairwells	Wear appropriate non-slip shoes.
Falls - from Ladders	Make sure Ladder is on stable surface, don't reach to far out to the sides. Don't stand above top rung. Inspect all ladders before use.
Cuts, bruises – from Machines and hand tools.	Use appropriate hand protection. Inspect work area for hazards
Burns – from chemicals	Use appropriate PPE. Chemical resistant gloves
Eye Injuries	Use appropriate PPE. Use goggles when mixing chemicals.
Sprains and Strains – from moving heavy furniture and equipment	Use proper lifting techniques. Use 2 people to move heavy equipment.
Electrocution	Check Power cords on all equipment before use. Report any cords in need of repair. Unplug cords at the outlet; don't pull the cord to unplug.
Exposures - Blood borne Pathogens	Use appropriate PPE when cleaning toilets, urinals and cleaning up spills

Soil Preparation and Grading: Date: 9/12/05

Soil preparation is the process of preparing the existing soil material by loosening the sub-grade and mixing in soil conditioners such as topsoil, humus and fertilizer to a quality needed for planting and/or landscaping. *Grading* is the process of moving soil to the desired elevations and/or designed contours.

Primary hazards include:	Solutions:
Equipment Accidents	Train and certify operators
Slips and trips - uneven terrain	Wear boots with traction soles
Vehicle Accidents Hauling Equipment	Train and certify drivers
Cuts and amputations	Stay clear of tiller blades
Hearing loss	Wear ear protection

Irrigation: Date: 9/12/05

The process of installing and maintaining irrigation lines has specific exposures resulting in injuries such as exposure to hazardous materials (e.g., glues, cleaners) and exposure to excavations and trenches.

Primary hazards include:	Solutions:
Glue and primer hazards	Wear protective gloves
Amputation	Stay clear of trencher blades/Inspect equipment
Electrocution	Call for utility locates
Hearing	Don't wear hearing protection while working near traffic unless using equipment that requires it.

Hardscape Construction: Date: 9/12/05

The construction of retaining walls, hard surface patios, decks and walkways, water features, wood construction, etc. Injuries result from saw operation, lifting, slips and trips, power equipment noise.

Primary hazards include:	Solutions:
Cuts and amputations	Saw training/Ensure equipment safeguards are in place and functional
Hearing loss	Wear ear protection
Lifting-related injuries	Get help lifting/Lift safely/Stretching
Slips and trips	Keep job site clean
Struck by	Follow SOP's/Wear personal protective equipment
Trenching/Excavation	Protective systems/Training. Be aware and follow current regulations.

Planting: Date: 9/12/05 This activity includes tasks such as planting trees, shrubs, and lawn, tree staking, work area housekeeping, and providing safe transport for crew to and from the job site.	
Primary hazards include:	Solutions:
Lifting-related injuries	Get help lifting/Lift safely/Stretching
Heat stress	Drink enough water/Pay attention to body signals/Rest breaks/Work and rest in shade when possible
Cuts and hand injuries	Wear gloves/Inspect tools and equipment before use
Slips, trips and falls	Keep job site clean
Vehicle accidents	Train and certify drivers

Lawn and Landscape Maintenance: Date: 5/13/13 This activity includes tasks such as mowing, pruning, fertilizing, general clean-up, blowing, and providing safe transport for crew to and from the job site.	
Primary hazards include:	Solutions:
Cuts and amputations	Keep clear of rotating mower and brush-cutting blades and trimmer lines
Hand injuries	Wear gloves
Chemical exposure	Read and obey MSDS form information/Implement effective hazard communication program that includes employee training
Eye injury	Wear protective goggles when using blowers, trimmers and hedge cutters
Hearing loss	Wear ear protection when using power equipment
Ergonomics	Maintain comfortable mower settings/Use safe-lifting techniques. Stretch hands and arms as needed. When using trimmers take short hand breaks as needed.
Vehicle accidents	Train drivers

Tree Care: Date: 9/12/05

Tree care includes activities such as such as pruning, chipping and removal, plant health care, cabling, bracing, transplanting, consulting, fertilization and lightning protection. Many hazards in the tree care industry are potentially fatal. Exposure to overhead power lines, falling branches and tools, and faulty safety equipment are just a few of the dangers. Tree care may be provided by the parks department or outside contractors.

Primary hazards include:	Solutions:
Struck by	Use PPE (eg, hard hat)/know drop zone
Cuts and amputations	Train safe chainsaw use and wear chaps
Eye damage	Wear safety goggles
Ear damage	Wear ear protection for chipping/chainsaw
Electrocution	Comply with the 10-foot power line clearance rule (10 feet + 4 inches for every 10kV over 50 kV). Note: Other Minimum Approach Distances (MADs) may be applicable for trained employees as provided by 29 CFR 1910.269.
Slips, trips and falls	Use property tree tie-in

Pesticides &Fertilizers: Date: 9/12/05

This activity includes storage, handling, mixing and applications of pesticides and fertilizers to control pests and promote the overall heath of our parks and landscapes. Only trained and certified personnel shall use and apply pesticides and fertilizers.

Primary hazards include:	Solutions:
Storage	Purchase only enough pesticide/Fertilizer to complete the task. Always keep in original labeled containers.
Sprayer Preparation	Avoid direct contact when mixing and loading. Use proper PPE.
Handling & Mixing	Select the safest formulation. Reduce concentrations. Mix only enough to complete the task. Wear all PPE stipulated on the label.
Field Applications	Reduce rate of application. Select a method of application that minimizes personal contact. Wear all PPE stipulated on the label. Avoid drift.
Equipment Cleaning and storage	Avoid direct contact when cleaning.
Container Disposal	Dispose per Manufactures recommendations
Spills	Avoid conditions which might lead to water contamination. Follow MSDS and Manufactures instructions for spill cleanup.
General	Always read label. Always use appropriate PPE. Keep away from food and drink. Keep away from children & pets. Do not smoke or eat while handling or applying. Spills on skin wash immediately with soap and water.

Electrical: Date: 9/12/05

This Activity would be Servicing, installing and maintaining electrical systems and equipment. Such as lighting, switches, receptacles, appliances, Panels and controls

Primary hazards include:	Solutions:
Electrocution	Use appropriate precautions associated with Ladder usage
Eye injuries form sparks and arcs	Use appropriate PPE to protect hands
Hand Injuries – from hand tools, sheet metals and sharps	Use goggles when working around live energized circuits.
Falls From Heights (when using ladders)	Use Proper Lockout/Tagout procedures.

Motors, Pumps, Fans: Date: 9/12/05

This Activity would be associated with equipment mounted on floors, above ceilings and on roof tops. The actual tasks performed may be maintenance tasks such as greasing motors, changing belts and could also include motor change outs and complete unit change outs

Primary hazards include:	Solutions:
Falls From Heights (when using ladders)	Use appropriate precautions associated with Ladder usage
Slips, trips and falls	Keep job site clean, keep water off of floor,
Cuts and hand injuries (from sharp edges on machine guards , tools, and instruments)	Wear gloves/Inspect work area, tools and equipment before working on equipment.
Musculoskeletal Injuries and strains	Use two people or hand trucks when moving heavy or bulky loads. Use proper tools to get into tight spaces.
Electrocution	Use Proper Lockout/Tagout procedures.

Refrigeration Compressors: Date: 9/12/05

This Activity would be associated with Refrigeration compressors installed in/on equipment that provides comfort or process cooling and Air conditioning.

Primary hazards include:	Solutions:
Falls From Heights (when using ladders)	Use appropriate precautions associated with Ladder usage
Slips, trips and falls	Keep job site clean
Cuts and hand injuries (from sharp edges on machine guards , tools, and instruments)	Wear gloves/Inspect work area, tools and equipment before working on equipment.
Electrocution	Use Proper Lockout/Tagout procedures.
Chemical exposure	Use proper refrigerant controls to prevent release of gases. Always do acid tests on compressors suspected of bun outs.

PARK AND PLAY, MOVIES IN THE PARK, SPECIAL EVENTS AND CONCERTS HAZARD ASSESSMENT

Tripping:	10/5/09
Primary hazards include:	Solutions:
Pot holes, sprinklers, stage area, playgrounds, maintenance sheds	Be aware of your surroundings, look for possible trip hazards when first arriving at the area and when entering maintenance sheds. Mark these areas so all staff are aware of them. Notify parks maintenance as soon as possible so the hazard can get fixed.
Movie screen guide ropes, extension cords, speakers, and wire.	Movie screen guide ropes, and extension cords cone off.

Lifting/Carrying:	5/13/13
Primary hazards include:	Solutions:
Tables, inflatables, movie screen, EZ Ups, sand bags for inflatables, heavy speakers and stands.	a. Use two people when handling b. Tie the inflatable with two ropes after it is rolled up to insure it stays together when moving. c. When moving inflatables and sand bags, movie screen, EZ Ups, or other heavy objects use a hand truck when possible. Two people to push hand truck up trailer ramp d. Put up heavy speakers and stands up last to avoid possible trip danger and speakers falling down on someone or being damaged.

Providing First Aid: 10/5/09 Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.	
Primary hazards include:	Solutions:
Contamination	Wear disposable latex safety gloves when providing first aid.
Disposal	Dispose all used first aid materials in bio hazard bag provided.

Heat:	10/5/09
Primary hazards include:	Solutions:
Dehydration	Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill at the parks when needed.
Sun Exposure	Wear a hat when in the sun for long periods of time.

Training

Review Assessment
Lifting
Defensive driving
Hands on demonstration of using hand trucks.
Review what's in the first aid kit.
Heat Stroke Prevention

OFFICE STAFF
HAZARD ASSESSMENT

Tripping:	10/5/09
Primary hazards include:	Solutions:
Items on floor, office equipment, boxes, extension cords.	a. Be aware of your surroundings, look for possible trip hazards when first arriving, and several times during the day. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away so it can get repaired or removed. b. If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away.

Lifting/Carrying/Reaching High Shelves:	10/5/09
Primary hazards include:	Solutions:
Tables, Equipment, Boxes, or other heavy objects.	a. use two people when handling or a hand truck b. store all heavy items on a low shelf, never above waist. c. always use a ladder or step stool when reaching for items above your head.

Providing First Aid: 10/5/09 Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.	
Primary hazards include:	Solutions:
Contamination	Wear disposable latex safety gloves when providing first aid.
Disposal	Dispose all used first aid materials in bio hazard bag provided.

Work Station:	10/5/09
Primary hazards include:	Solutions:
Work Stations	Have a workstation analysis done once per year or anytime you change your workstation. Report any problems to your supervisor immediately so it can get corrected.

Training

Review Assessment
Lifting
Review what's in the first aid kit.
Training on the proper use of a hand truck
Work Station Analysis
Proper use of ladders

HAZARD ASSESSMENT
POOLS

Wet Surface:	10/5/09
Primary hazards include	Solutions:
Shoes or barefoot	a. shoes must be able to be worn in the water and have a rubber sole b. be aware of objects on floor or pool deck, remove objects when possible c. walk at all times even in a rescue situation
Slip Hazards	Do a daily walk though at the beginning of the day and identify areas most likely to slip, look at ways to prevent accidents in these areas.
Trip Hazards	Keep areas clear around main traffic areas, move items such as chairs, clothing, lifejackets, and anything that might cause a trip hazard, or a person can fall on to an area less traveled.

Lifting:	10/5/09
Primary hazards include:	Solutions:
Patrons who are injured.	Get help when lifting, work as a team.
Exiting water	Don't lift swim lesson patrons out of water, assist them if needed, or have them use stairs or ladders
Moving Docks	When lifting the tot dock in or out of the water have three people in the water and one on deck, work as a team.
Lounge Chairs	When carrying lounge chairs use two people, check for hazards before moving them to make sure the path is clear.
Baskets	When checking baskets make sure everything is secure inside, put heavy baskets on the lower shelves
Umbrellas	When putting up umbrellas have a guard on deck hand the umbrella to you when you are seated in the chair, and when taking

	down hand the umbrella down to the guard on deck.

Carrying:	10/5/09
Primary hazards include:	Solutions:
Injured Patrons	Do not carry an injured patron, assist them to the first aid area. If they can not walk on their own, call 911 as it could be a serious injury
Dock Removal	When carrying the tot dock always use two people, make sure the path is clear before moving it.
Carrying Baskets	Never carry more than one checked basket at a time
Toy Baskets	Make sure all toys are securely inside the toy basket before carrying it on deck, make sure the path is clear.
Lifejackets	When carrying multiple lifejackets make sure straps are not hanging down.

Providing First Aid:	10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.	
Primary hazards include:	Solutions:
Contamination	Wear disposable latex safety gloves when providing first aid.
Disposal	Dispose all used first aid materials in bio hazard dispenser provided.
Blood Spills	For blood spills use the blood spill kit provided at the pool, wear gloves.

Going Up and Down 6-foot Lifeguard Chairs:	10/5/09
Primary hazards include:	Solutions:
	Before going up or down check the chair for any loose objects in the way, and secure them before going up or down.
	Never jump off chair into the water or onto the deck, use all steps when getting up and down.

Hit/Jumped on by swim lesson participant:	10/5/09
Primary hazards include:	Solutions:
Jumping Participants	Never try and catch a swim lesson participant, jumping off of the side or diving board, or coming down the slide. Assist them once they have hit the water.
Getting Hit	Be aware of all swimmers around you, position yourself so you are out of the way of kicking legs and watch arms so not to get hit.

Heat:	10/5/09
Primary hazards include:	Solutions:
Dehydration	Carry a plastic water bottle when guarding, and drink lots of water. Fill the bottle before going on deck and ask the office to refill your bottle if need be while you are in the chair.
Sun Exposure	Wear a hat when guarding in the sun. Put umbrellas up on guard chairs whenever possible

TRAINING

1. Review Assessment
2. Lifting and Carrying
3. Heat Stoke Prevention
4. Onsite training at the pool on how to get up and down in guard chair, put umbrellas up, and lift tot dock in and out of the water.

PROGRAM INSTRUCTORS
HAZARD ASSESSMENT

Tripping:	10/5/09
Primary hazards include:	Solutions:
Items on floor, Tables, Chairs, TV's, boxes, extension cords.	Be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact the staff person at the site right away so it can get repaired or removed.
Lifting	If the hazard is too heavy for one person to handle ask for assistance.

Lifting/Carrying:	10/5/09
Primary hazards include:	Solutions:
Tables, Equipment, Boxes, or other heavy objects	use two people when handling or use a hand truck

Providing First Aid:	10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.	
Primary hazards include:	Solutions:
Contamination	Wear disposable latex safety gloves when providing first aid.
Disposal	Dispose all used first aid materials in bio hazard bag provided.

Training

Review Assessment
Lifting
Review what's in the first aid kit.
Review building set up and where equipment is located.

SCOREKEEPERS, GYM SUPERVISORS
HAZARD ASSESSMENT

Tripping:	10/5/09
Primary hazards include:	Solutions:
Items or wet spots on the floor, Sprinklers, Pot Holes	Be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away if during working hours or leave a message on their phone if after hours so it can get repaired right away. If you are at a school contact the custodian immediately
Lifting	If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away if during working hours or leave a message on their phone if after hours.

Lifting/Carrying:	10/5/09
Primary hazards include:	Solutions:
Tables, Equipment, or other heavy objects.	Use two people when handling

Providing First Aid:	10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.	
Primary hazards include:	Solutions:
Contamination	Wear disposable latex safety gloves when providing first aid.
Disposal	Dispose all used first aid materials in bio hazard bag provided.

Heat -When working outside:	10/5/09
Primary hazards include:	Solutions:
Dehydration	Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill when needed.
Sun Exposure	Wear a hat when in the sun for long periods of time.

Condition of Equipment and Facility:	10/5/09
Primary hazards include:	Solutions:
Facilities	When arriving at the fields or facility check to see that the area is free of hazards
Equipment	Check all the equipment that is being used to make sure it is in safe condition. If there is a problem, do not use the equipment, or if the field or facility is unsafe block off these areas so all staff are aware of them. Notify parks maintenance as soon as possible so the hazard can get fixed.

Training

Review Assessment
Lifting
Review what's in the first aid kit.
Heat Stroke Prevention (if working outside)
Walk though of facility or field to identify possible hazard areas

TOT PLAYGROUND, TOT SPORTS, JR GIANTS
HAZARD ASSESSMENT

Tripping:	10/5/09
Primary hazards include:	Solutions:
Extension Cords, Rugs, Items on the Floor, Sprinklers, Pot Holes	Be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away if during working hours or leave a message on their phone if after hours so it can get repaired right away.
Lifting	If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away if during working hours or leave a message on their phone if after hours.

Lifting/Carrying:	10/5/09
Primary hazards include:	Solutions:
Tables, jump house, jump house blocks, heavy supply boxes, full ice chests, equipment or other heavy objects	a. use two people when handling b. tie the jump house with two ropes after it is rolled up to insure it stays together when moving. c. when moving jump house, jump house blocks, or other heavy objects use a hand truck when possible.

Providing First Aid:	10/5/09
Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.	
Primary hazards include:	Solutions:
Contamination	Wear disposable latex safety gloves when providing first aid.
Disposal	Dispose all used first aid materials in bio hazard bag provided.

Heat -When working outside:	*10/5/09*
Primary hazards include:	Solutions:
Dehydration	Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill when needed.
Sun Exposure	Wear a hat when in the sun for long periods of time.

Condition of Equipment and Facility:	*10/5/09*
Primary hazards include:	Solutions:
Facility	When arriving at the fields or facility check to see that the area is free of hazards.
Equipment	Check all the equipment that is being used to make sure it is in safe condition. If there is a problem, do not use the equipment, or if the field or facility is unsafe block off these areas so all staff are aware of them. Notify parks maintenance as soon as possible so the hazard can get fixed.

Training

Review Assessment
Lifting
Defensive driving (for those who will be using City Vehicles)
Hands on demonstration of using hand trucks.
Review what's in the first aid kit.
Heat Stroke Prevention (if working outside)

YAC, SANTO COMMUNITY CENTER GREETER, DAY CAMPS
HAZARD ASSESSMENT

Tripping:	10/5/09
Primary hazards include:	Solutions:
Extension Cords, Rugs, Items on the Floor	be aware of your surroundings, look for possible trip hazards when first arriving. Correct the situation immediately, if this is not possible mark off the problem area and contact your supervisor right away if during working hours or leave a message on their phone if after hours so it can get repaired right away
Lifting	If the hazard is too heavy for one person to handle ask for assistance or block off area and contact your supervisor right away if during working hours or leave a message on their phone if after hours.

Lifting/Carrying:	10/5/09
Primary hazards include:	Solutions:
. Tables, jump house, jump house blocks, heavy supply boxes, full ice chests, chairs, speakers, water bottles, or other heavy objects.	a. use two people when handling b. tie the jump house with two ropes after it is rolled up to insure it stays together when moving. c. when moving jump house, jump house blocks, EZ Ups, water bottles, or other heavy objects use a hand truck when possible.

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Providing First Aid: 10/5/09 Whenever providing First Aid, an Accident/Injury Report needs to be completely filled out.	
Primary hazards include:	Solutions:
Contamination	Wear disposable latex safety gloves when providing first aid.
Disposal	Dispose all used first aid materials in bio hazard bag provided.

Heat -When working outside:	10/5/09
Primary hazards include:	Solutions:
Dehydration	Carry a plastic water bottle, and drink lots of water. Fill the bottle before going out for the day and refill when needed.
Sun Exposure	Wear a hat when in the sun for long periods of time.

Moving Tables and Chairs:	10/5/09
Primary hazards include:	Solutions:
Lifting Tables	When placing tables on table mover in the Santo Community Main Hall, get assistance from someone attending the program, never stack more than 10 tables on a table mover.
Moving Chairs	When moving stacks of chairs use the blue hand truck (located in the Santo Community Center), never move more than six chairs at a time.
Pathways	Make sure pathway is clear before moving tables or chairs.
Tables	When moving tables by hand move one at a time only.

Training

Review Assessment
Lifting
Defensive driving (for those who will be using City Vehicles)
Hands on demonstration of using hand trucks.
Review what's in the first aid kit.
Heat Stroke Prevention (if working outside)

PAR-10-01

Parks & Recreation Department Standard Operating Procedure

Policy Number: PAR-10-01
Pages: 1 of 2
Subject Area: IPM
Date of Issue: 7/31/08
Revised: 12/13/16

Title: Integrated Pest Management

Authorization:

Rich Rosde
Director Parks & Recreation — Date: 12/13/16

Timothy S
Superintendent — Date: 12/13/16

IPM: Is a continuous system of controlling pests (weeds, diseases, insects) in which pests are identified, action thresholds are considered, all possible control options are evaluated, and selected controls are implemented.

Prevention: This is the most important component of landscape IPM. Weed problems in landscapes can be largely avoided by careful landscape design with includes soil preparation, proper planting, irrigating, and mulching. Healthy, vigorous, well-adapted plants will be more resistant to both pests and weed species invasion.

Pests and Symptom Identification: Proper identification is essential for choosing the right control actions. Accurate identification of plant problems is dependent on a combination of knowledge, observation, and available resources. Patterns in symptoms may provide clues to the cause.

Regular Surveying for Pests: Routine inspections of landscapes that systematically check for pest damage symptoms is essential. Developing a routine that is adequate and efficient for the areas under our management is crucial. Frequency of inspection varies with the season, potential problems, plant value, aesthetic value, and resources.

Action Thresholds and Guidelines: Before taking any action on pests, IPM first sets an action threshold. Action threshold is a point at which pest populations or environmental conditions indicate that pests control action must be taken. The level at which pests will either become an economic threat or aesthetic threat is critical to guide future pests control decisions.

Sound Management Control Methods:

A) Cultural Controls are modifications of normal plant care activities that reduce or avoid pest problems. Landscape decisions should include selecting resistant species, proper planting, irrigating, fertilizing, and plant pruning to minimize pest problems. Providing plants with proper care is important component of pest management.

B) Mechanical Controls utilize labor, materials (not usually considered as pesticides), and machinery to reduce pests abundance. Examples of mechanical pest control include mulching, mowing, weed eating, flaming, and hand pulling where appropriate.

C) Physical Controls are environmental manipulations that indirectly control or prevent pests by altering temperature, light, and humidity. Physical control methods include; plant thinning to improve air circulation and reduce humidity and mitigating cold damage by covering or adding heat lamps/lights.

D) Biological Control is the use of beneficial organisms to control unwanted organisms. Biological control has been used successfully to control insects and mites. For example, Lady Bugs are an effective control for Aphids on roses. Lady Bugs are natural predators of Aphids and can effectively control infestations.

E) Chemical Control pesticides are chemicals that control, prevent, repel or mitigate the problems pests may cause. You can quickly obtain temporary control of certain pests if you choose the correct pesticide and apply it at the right time and according to the pesticide labeling. One of the objectives of IPM is to use chemicals less, but it is a misconception that IPM always replaces chemical control. Rather, IPM encourages the pest manager to use chemicals more wisely incorporating chemical control as a component of a comprehensive IPM strategy.

In Summary:

Integrated Pests and/or Vegetation Management for landscape and roadside maintenance situations involves a strong cultural management program based on a working knowledge of both desirable plant materials and there needs as well as undesirable vegetation and pests species, and the interactions between the two. Cultural measures seek to maintain desirable plant health and vigor, as well as suppression of pest varieties to levels below the Action Threshold.

For landscape and roadside maintenance situations, these thresholds will vary, as uniform aesthetic standards and/or definitions of injury have not been developed for the wide variety of designs, plant materials, and range of personal preferences that come into play.

Thresholds, combined with monitoring by knowledgeable individuals, must still become the determining factor for vegetation or pests control treatments, including the use of chemical pesticides. Target specific selective controls will typically be preferred over non-selective controls and spot treatments rather than comprehensive ones. The normal result will be reduced use of chemical pesticide, but without sacrifice of necessary aesthetic or functional standards.

PRD-06-05

Parks & Recreation Department
Standard Operating Procedure

Policy Number: PRD-06-05
Pages: 1 of 2
Subject Area: Administration
Date of Issue: 12/19/06
Revised: 8/30/16

Title: MEDIA POLICY

Authorization:

Director Parks & Recreation — Date: 10/10/16

Superintendent — Date: 10/10/16

GENERAL

It is Department policy to interact openly and professionally with the media. The goal of any interaction is to ensure the media is connected to the person most able to provide accurate and appropriate information.

SPOKESPERSON(S)

The Director shall be the official spokesperson for the department when interacting with the media.

Any Department employee may be assigned by the Director to provide a response to, or initiate contact with, the media.

Inquiries from media regarding commissions or committees shall be forwarded to the Department liaison for that group.

FRONT OFFICE STAFF

Members of the media may phone the Department general phone line when attempting to locate information. Front office staff shall determine the appropriate Department contact and forward call or email information to that staff person. These calls can be forwarded to the Office Administrator if needed.

UNANTICIPATED MEDIA CONTACT

Occasionally the media may directly approach staff. Department staff are not required to respond to "on the spot" media questions. They are required to be courteous, and if comfortable doing so, may answer questions about the specific work they are performing at that moment, in accordance with this policy.

Staff are encouraged to decline immediate response to media requests if they have not been assigned such tasks by their supervisor. When declining to talk with the media an employee shall immediately refer the media representative to the appropriate program/project staff, their supervisor or the Director.

It is important that staff who do not feel comfortable answering "on the spot" media questions remember there is no reason to feel defensive, embarrassed, or any need to be evasive. Referring media representatives to supervisors is perfectly reasonable.

MEDIA PROCEDURE

- Be sure you have been directed to talk with the media.
- Issues that may involve lawyers or City liability need to be directed to the Director.
- All statements to the media should be facts and not the personal opinion of staff.
- Keep it short and don't engage in lengthy conversation.
- There is no such thing as "off the record."
- All personnel matters are confidential and should be forwarded to Human Resources Department.
- If you don't know the answer, say you don't.

PRD = Parks & Recreation Department
REC = Recreation Division
PRK = Parks Division

PRD-16-01

Parks & Recreation Department Standard Operating Procedure

Policy Number: PRD-16-01
Pages: 1 of 2
Subject Area: Safety
Date of Issue: 01/01/14
Revised: 12/05/16

Title: Motorized and Electric Maintenance Carts

Authorization:

Director Parks & Recreation — Date: 12/5/16

Superintendent — Date: 12/05/16

Medford Parks and Recreation Department (MPRD) has adopted the following policy to define the procedures to be followed when operating Motorized Gas and Electric Maintenance Carts. This policy applies to all full-time, part-time, temporary staff, departmental contractors, and volunteers. The following procedures must be followed by all operators and passengers when operating Motorized and Electric Maintenance Carts:

- All drivers shall comply with all applicable state and local driving laws and parking regulations.
- All drivers must possess a valid operator's license.
- Drivers shall inspect vehicles or equipment prior to use.
- Drivers will drive according to the road/path conditions and drive no faster than a walking pace when in the vicinity of pedestrians.
- If maintenance carts are equipped with seat belts, Drivers and Passengers shall use seat belts during operation.
- Only city employees will be allowed to ride in or drive the vehicle unless on official City business and approval has been given by a member of the department's management staff.
- Passengers must be seated in the seat. No passengers may ride in the back or standing on the side. Total number in the vehicle may not exceed manufactures recommendation.
- Only city work related equipment or supplies may be carried in the cart.

- If cart is equipped with lights they must be on while driving during poor weather or low light conditions.
- Avoid driving in crowded areas unless absolutely necessary.
- Be aware of potential hazards that could result in collision causing property loss and/or injury.
- When driving use, extreme caution, drive slowly, yield to pedestrians, and avoid backing if possible.
- If towing a trailer, the trailer must be connected using a proper hitch.
- No one may ride on or in the trailer.
- Before backing, walk around vehicle to make sure the area is clear.
- Keys must be removed when vehicle is parked to prevent unauthorized use.

Acknowledgement

By signing below, you certify that you have read this document, that you know and understand the meaning and expectations of this document, and that you will follow the guidelines laid out within this document.

_____
Date

_____
Signature

_____
Name (Print)

_____
Management Staff Approval Signature
(If Applicable)

PRD-06-04

Parks & Recreation Department Standard Operating Procedure

Policy Number: PRD-06-04
Pages: 1 of 36
Subject Area: Facility Use
Date of Issue: 12/19/06
Revised: 10/25/16

Title: PARK USE POLICY

Authorization:

Rich Rosado
Director Parks & Recreation — Date: 12-12-16

Office Administrator — Date: 12/12/16

PLEASE SEE ATTACHED

Park & Recreation Facility Use Policy
Vending Policy
Santo Community Center Use Policies
Carnegie Building Use Policies
Field Allocation
U.S. Cellular Community Park Operational Policies and Fees

PRD = Parks & Recreation Department
REC = Recreation Division
PRK = Parks Division

Title: PARK & RECREATION FACILITY USE REGULATIONS

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;

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

RESERVATION REQUEST

A. Making a reservation -

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 Statues (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. 8th 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. • City of Medford programs and classes
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 • General public

D	Fourth	Commercial usage • For-profit groups and events • Groups charging event fees

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.

	Gen	Commercial
1. General Permit Fee		
Per Three Hour Time Slot	$ 50	$ 85
All Day Fee (6 am - 10:00 pm)	$200	$340

	Gen	Commercial
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 requiredfrom user.

	3 hr	All Day
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 Permitee 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.

1. 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 per person
121 – 160 people	$350.00		
161 – 200 people	$395.00		

2. Commercial Photography – See Requirements and Fees for Commercial Photography Activities.

3. 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.).

4. 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.

5. 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.

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

A. A. 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.

B. 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).

C. 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.

D. 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.

E. The use of remote control vehicles or radio control devices in park areas, unless otherwise designated, is prohibited such as:
   1. Radio control cars
   2. Radio control aircraft/model rockets
   3. Radio control drones

SLACKLINING

A. Slacklining is permitted in certain parks, in designated areas only, where slackline posts are installed, sunrise to sunset.

B. The following rules apply to slacklining in designated areas:
   1. Strap can be anchored up to 5 feet above ground.
   2. Maximum length of slackline can be no longer than 100 feet.
   3. Slacklines and hammocks may not be left unattended.

4. For visibility, mark the slackline with bright ribbons and use a spotter at all times to ensure public and slackline participant safety.
5. Ensure slacklines do not obstruct vehicle or foot traffic in the park and do not block trails, walk-ways, roads or parking areas.
6. Anchor strap must be a minimum of 4 inches wide.
7. 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.
8. 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.
9. Adult supervision is required at all times.

10. Make sure all equipment is installed correctly and check for wear before using.
11. One person at a time. Wear close fitting clothing
12. Never use slackline when it is wet or there is rain or lightning in the area.
13. Participants and spectators are responsible for any damage to City property that occurs as a result.

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.

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:

- Alba Park – Center of park on pathway near the fountains
- Bear Creek Little League Fields – Parking area east of restrooms
- Fichtner-Mainwaring Park – Parking lots
- Hawthorne Park – Parking lots
- Pear Blossom Park – Blocks 1 & 2
- Vogel Plaza – East side of park next to building

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 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.

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, check or credit card at the Santo Community Center 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.

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.

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-Frohnmayer 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 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 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.

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.

Season	Permits Issued
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

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)

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

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:

_____ 11-29-16
City Manager ***Date***

REC-07-01
Parks & Recreation Department
Standard Operating Procedure

Policy Number: REC-07-01
Pages: 4
Subject Area:
Date of Issue: 6/19/07
Revised: 10/25/16

Title: Park Vending Policy

Authorization:

Director — Date: 12-12-16

Superintendent — Date: 12/12/16

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 the Medford Parks and Recreation Supervisor 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 thereunder.

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 though December 31, of the year issued. Limited 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. See Appendix A for a list of parks and locations vending is allowed.

REQUIREMENTS:
INSURANCE
During the life of the Permit, Vendor shall maintain the following minimum insurance:

(1) Commercial general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The following minimum limits are required: General Aggregate-$1,000,000; Products/Completed Operations Aggregate-$1,000,000; Personal & Advertising Injury Aggregate-$1,000,000; Each Occurrence-$500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be a named Insured.

(2) Motorized Carts:
Commercial automobile bodily injury and property damage liability insurance covering owned, non-owned, rented and hired autos. The combined single limit for bodily injury and property damage shall be not less than $500,000. "The City of Medford and its officers, employees and agents while acting within the scope of their duties as such" shall be a named Insured.

Coverage shall be written on an occurrence basis, not on a claim made basis. Vendor shall submit to CITY certificates of insurance for all policies listed above. The certificates shall provide that the insurance company give written notice to CITY at least ten (10) days prior to cancellation of or any material change in the policy.

Indemnity and Compliance with Laws and Regulations
Vendor agrees that (s)he will hold CITY, its officers, employees and agents harmless from any claim, liability, damages or obligation arising from Vendor activities performed during the course of the work and will indemnify CITY for the amount of any obligation it may incur on account thereof or arising therefrom. Provided, however, that Vendor shall not be required to indemnify CITY against liability for damage arising out of death or bodily injury to persons or damage to property caused in whole or in part by the negligence of CITY, except to the extent that the death or bodily injury to persons or damage to property arises out of the fault of Vendor or Vendor's agents, representatives or subcontractors.

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 CITY. Vendor maintains his or her own place of business, uses his or her own equipment, and shall perform the work specified independent of 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 Vendor's 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 appears.

6. The City shall be under no obligation to furnish shelter, utilities, equipment, furniture, or fixtures.

7. Utilities used by or for the benefit of the Vendor shall be paid for by Vendor at a rate to be determined by the Director of parks and Recreation.

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.

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 Vendors 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. Fill out permit application.

2. Submit completed permit application along with a $25.00 application fee to the Medford Parks and Recreation Department with copies of the required insurance and license attached. 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 ten working days from the time the application is approved by the Departments Parks and Recreation Director.

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, check, Visa/Mastercard at the Medford Parks & Recreation Office located at the Santo Community Center, 701 N. Columbus Ave. Medford, OR 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.

REC = Recreation Division
PRK = Parks Division
BMD = Building Maintenance Division

PRD-12-02

Parks & Recreation Department Standard Operating Procedure

Policy Number: PRD-12-02
Pages: 1 of 2
Subject Area: Record Retention
Date of Issue: July 11, 2012
Revised:

Title: Records Disaster Recovery Plan

Authorization:

Director Parks & Recreation — Date: 7-11-12

Superintendent — Date: 7-11-12

BACKGROUND

Neither the City of Medford Records Retention Office nor the Technology Services Department has a Records Disaster Recovery Plan developed. The Parks and Recreation Department will adopt the following measures until notified that an official City plan is in effect.

The decision to declare a disaster is the responsibility of the City Manager, in accordance with the City of Medford Emergency Management Plan, Section 3/C,. During such an emergency if it is determined that department documents are needed the Parks and Recreation Director (or department person activated via the Emergency Management Plan) shall designate a staff person to determine document location and the best retrieval method available.

The Records Retention office provides a Record Retention – Complete City Listing manual to each department which outlines procedures/processes for document retention.

Most records have destruction time limits outlined in the Record Retention – Complete City Listing manual. If documents are scanned, the process of recovery is outlined in **Digital Records** category. If documents are stored their recovery is outlined in the **Stored Documents** category.

Digital Records

Records scanned into a digital format are saved via Technology Services to optical drives. If the AS400 data system becomes unavailable Technology Services can access and retrieve documents in the digital files. Identifying requested records would be based on the Scanned Doc Inventory. The Scanned Doc Inventory is comprised of line item information on each document scanned and is in an excel spread sheet format.

The Scanned Doc Inventory is printed after each document is added and kept in a binder entitled ***File Index*** in the office of the party responsible for department records retention. This document is also saved under P:\Park Documents_Procedures\Imaging

In the event of disaster the Department Head, or their designee, will provide the Scanned Doc Inventory to emergency management designated Technology Service staff for retrieval.

Stored Documents
As determined in the Record Retention – Complete City Listing manual, records are comprised of documents with expiration periods and those which are permanent (DO NOT DESTROY).

Stored documents are kept at various locations. Each time a box of documents is ready to go to storage it:

1) is provided a label on one end that outlines contents
2) outline includes either a "date of destruction" or is entitled DO NOT DESTROY
Either designation is based upon guidelines provided by the Records Retention Office and outlined in the Record Retention – Complete City Listing manual provided to the department.
3) is given an alphabetical title (in accordance with the its lineage), and taken to one of three storage locations.

At the storage facility the box and its label is photographed, printed as full page photo with the storage location noted on the photo. This is placed into a binder entitled File Index.

In the event of disaster the Department Head, or their designee, will provide the File Index manual to designated Park staff for retrieval.

PRD = Parks & Recreation Department
REC = Recreation Division
PRK = Parks Division
BMD = Building Maintenance Division

REC-06-03

Parks & Recreation Department
Standard Operating Procedure

Policy Number: REC-06-03
Pages: 1 of 6
Subject Area: Money
Date of Issue: Nov. 7, 2006
Revised: May 2016

Title: Recreation Division Money Handling Policy

Authorization:

_____ Date: 5-18-16
Director Parks & Recreation

_____ Date: 5/18/16
Office Administrator

See Attached

Cash Handling Procedures/Santo Community Center

Cash Handling Procedures/Recreation Off-Site Events

Recreation Drop In Sports
Tournament Pass Sales

Cash Handling Procedures
Santo Community Center

M-F General Operating Hours

A cash box will be kept in the lockable drawer at the front counter. The first shift will retrieve the $50 beginning cash from the lock box in the copy room each morning, count, and place in cash box.

1. At the end of each shift run a Receipt Summary report from Max Galaxy (MG) and balance the cash and checks in the drawer to the totals on the report. *DROP: 1) Complete a drop slip and place in cash box and 2) Initial the MG report and place in an envelope entitled "Daily Cash Receipts" with the cash/checks/drop slips received during your shift and place in the safe; push firmly into the top opening.

2. Last Shift: Run a Receipt Summary report from MG and balance the cash, checks and any drop slips to the totals on the report. Initial the MG report and place in an envelope entitled "Daily Cash Receipts" with the cash/checks/drop slips received during your shift. Include any other documents in the cash box with this drop. Place in safe; push firmly into the top opening.

3. The $50.00 beginning cash is to be left in the cash drawer M-F during operating hours however, shifts shall communicate with each other and determine if it is not needed for an evening shift. At any time if it is no longer needed place the beginning cash in a "Beginning Cash" envelope and place in the lock box in copy room.

*Drops may be done at any time during operating hours but always at the end of a shift.

Additional change is available during general operating hours M-F 8am-5pm.

Weekend Operating Hours

For safety reasons we do not have beginning cash for the weekend staff. Safety is of utmost importance for all shifts but particularly evening and weekends. You may drop cash and/or checks individually if you feel you need to remove these items from the front office ASAP. Place in any envelope, date/time/signature on outside and drop in the safe.

If someone pays with cash and they do not have the exact change, please take their payment and let them know that we will have the change available for them on Monday morning. Email or leave your supervisor a note and they will complete the transaction with the customer.

At the end of your shift, please take all cash and checks received and place them in an envelope labeled "Daily Cash Receipts." Drop the envelope in the safe in the Xerox Room. Make sure you push the envelope down into the safe. For expediency and safety we are not asking you to run a Report Summary; supervisors will do this the next general operating day.

If you run into any problems, secure the cash/checks and contact a Supervisor via email, cell phone, or text.

It is imperative that no cash/checks are left in the cash box overnight.

RECREATION DROP IN SPORTS
Tally Sheet
City of Medford Parks and Recreation Department

EVENT _____

Cash Handler_____ Date _____

Currency/Coin Count

Currency/Coin Type	Number	Total Dollar Amount
$100's		$
$50's		$
$20's		$
$10's		$
$5's		$
$1's		$
$0.50		$
$0.25		$
$0.10		$
$0.05		$
$0.01		$
TOTAL		**$**
Example		
$20's	***5***	***$100***

<u>If required, please attach the sign in sheet with signatures to this form.</u>
Place all documents and money in an envelope and deliver to the drop safe at the Santo Center or the drop box to the right of the entry to the Santo Center.

TOURNAMENT PASS SALES
Tally Sheet
City of Medford Parks and Recreation Department

Cash Handler_____ Date _____

Currency/Coin Count

Currency/Coin Type	Number	Total Dollar Amount
$100's		$
$50's		$
$20's		$
$10's		$
$5's		$
$1's		$
$0.50		$
$0.25		$
$0.10		$
$0.05		$
$0.01		$
Checks		
TOTAL		**$**
Example		
$20's	***5***	***$100***

Reminder: You will start with beginning cash dollars in your box; normally this is $100. This dollar amount should be deducted from your count.

Number Passes Sold

Type of Pass	Number Sold	Total Dollars
$3 Pass		$
$5 Pass		$
TOTAL		**$**

Your total of money received and the total dollar amount for passes sold should equal each other.

Tournament Director's Approval _____

REC-10-01

Parks & Recreation Department Standard Operating Procedure

Policy Number: REC-10-01
Pages: 1 of 7
Subject Area: Sponsorship
Date of Issue: 01/01/2010
Revised: 12/14/16

Title: Recreation Program/Facility Rates and Fees

Authorization:

Rich Rosado
Director Parks & Recreation — Date: 12/19/16

Recreation Superintendent — Date: 12/15/16

See attached document

PRD = Parks & Recreation Department
REC = Recreation Division
PRK = Parks Division
BMD = Building Maintenance Division

City of Medford
Administrative Regulation

Title: Recreation Program/Facility Rates and Fees

PURPOSE

The mission of the Medford 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 offers advertising, sponsorships and partnership opportunities at affordable rates to offset program costs and to reduce the Department's dependence on the General Fund.

This regulation establishes a range of rates and fees for various program sponsorships and other promotional opportunities.

AUTHORITY

Section 2.185 - 2.191 Medford City Code

Sports Leagues and Athletic Programs

Sponsorship Item	Fee Range
Adult Basketball (2 types)	$500-$2,500
Adult Kickball	$500-$1,500
Adult Soccer/Futsal	$500-$1,500
Adult Softball (exclusive)	$5,000
Adult Volleyball	$500-$2,500
Junior Giants	$1,500-$5,000
NFL Flag Football	$500-$2,500
Youth Enrichment in Sports	$500-$2,500
All-Comers Track Meets	$500-$1,500
Youth Indoor Soccer	$500-$3,600
Tournaments	$250-$2,500

Programs

Sponsorship Item	Fee Range
Breakfast With Santa	$300-500
Candy Cane Hunt	$500-$2,500
Park N Play	$1,000-$5,000
Day Camp	$500-3,500
Medford Adventure Camp	$500-$2,500
Winter Lights Festival	$1,500-$10,000

Special Events

Sponsorship Item	Fee Range
Daddy Daughter Dinner Dance	$300-$4,000
Arbor Day Tree Partner	$150-$500
Concert Sponsorships	$ 900-10,000
Movies-in-the-Park (exclusive)	$900-$10,000
Howl-O-Ween	$500-$2,000

Facility Signage (annual)

Sponsorship Item	Fee Range
Jackson Pool	$250
Santo Gymnasium	$300

See the attached documents, which outline the promotional fees for:

U.S. Cellular Community Park
The Santo Center
Program Guide Advertising
USCCP Tournament Guide Advertising
ASA Tournament Guide Advertising

Approved:

Brian Sjothun, City Manager

12-14-16
Date

MEDFORD PARKS & RECREATION

U.S. CELLULAR COMMUNITY PARK PROMOTIONAL OPPORTUNITIES

SIGNAGE (BANNERS)	1 YR^	2YRS^	1YR†	2YRS†
12ft wide x 3.5ft tall - Fence Banner	$350	$630	$1,400	$2,500
12ft wide x 3.5ft tall - Preferred Location*	$450	$810	$1,800	$3,240
70" wide x 28" tall - Backstop Banner	$175	$315	$750	$1,350

^Per Field † Five Fields

SIGNAGE (BANNERS)

- 10% discount for 2-year contract
- Price does not include production cost
- All pricing is based on ground-level positioning with the exception of preferred locations*
- Discounted packages must be paid in full

*Entryway gate areas and concession buildings.

OTHER FACILITIES

Santo Gymnasium: $300/year | 8ft wide x 4ft tall

WEBSITE HYPERLINK ADS — WWW.SPORTSMEDFORD.COM		
Lead sponsor (160 pixels wide x 140 pixels high)	$850/yr	$1,530/two-year contract
Basic sponsor (160 pixels wide x 70 pixels high)	$500/yr	$900/two-year contract

SPECIAL DISCOUNT PACKAGES

Base Hit: $825/year
- One 70" wide x 28" tall backstop banner at all five fields in softball/baseball complex
- Basic website hyperlink ad
- ***Save $425***

Double Play: $1,100/year
- Two 70" wide x 28" tall backstop banners at all five fields in softball/baseball complex + four additional fields
- Basic website hyperlink ad
- ***Save $750***

Triple Play: $2,500/year
- 12ft wide x 3.5ft tall fence banner on each field area (12 total)
- Basic website hyperlink ad
- ***Save $1,360***

Grand Slam: $4,000/year
- 12ft wide x 3.5ft tall fence banner on each field area (12 total)
- Lead sponsor website hyperlink ad
- 8ft wide x 4ft tall banner in Santo Gymnasium
- 1/2 page annual color ad in the Parks & Recreation Program Guidebook
- ***Save $2,716***

SIGNAGE (BANNER) SPECIFCATIONS & REQUIREMENTS

- Banners must be exact dimensions as described above
- **Santo Gymnasium Banners** must be made of **vinyl** with eight equally spaced grommets - one on each corner and two in the middle, top and bottom
- **Fence Banners** must be made of **windscreen/mesh material** with eight equally spaced grommets - one on each corner and two in the middle, top and bottom. Windscreen/mesh material is required to decrease the likelihood of chain-link fence bowing
- **Backstop Banners** must be made of either **coroplast** (with no grommets) OR **vinyl** with six equally spaced grommets - one on each corner and one in the middle, top and bottom
- Medford Parks & Recreation reserves the right to approve banner content and location
- Advertisers own their banners and are responsible for production costs. *Need help with design?* We can put you in touch with our designer. *Need help with printing?* We can put you in touch with a banner printer
- Only Medford Parks & Recreation is responsible for hanging, taking down or adjusting banners
- If a banner's appearance or condition becomes unacceptable, Medford Parks & Recreation may remove the banner and notify the advertiser of the need for a replacement

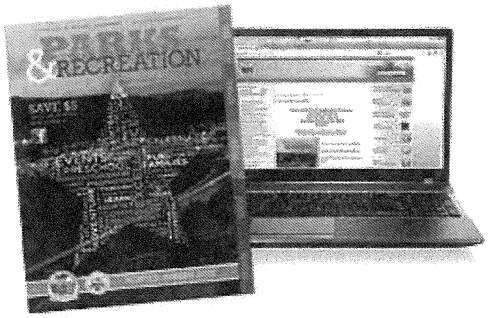
MEDFORD PARKS & RECREATION

PROGRAM GUIDE AD RATE/SPEC SHEET

ISSUES & DEADLINES	SPACE RESERVATION	PAYMENT DUE	PRINT/MAIL DATES
WINTER/SPRING January-April	December 1	December 7	December 15-30
SUMMER May-August	April 1	April 7	April 15-30
FALL September-December	August 1	August 7	August 15-30

ABOUT THE MEDFORD PARKS & RECREATION PROGRAM GUIDE

The businesses that advertise help make our programs possible. Published three times a year, the Parks & Recreation Program Guide is direct-mailed to over 42,000 households with additional copies distributed at all Medford Parks and Recreation facilities, Medford Public Schools, the Medford Chamber of Commerce, the Medford Public Library and other public institutions in Jackson County. The publication can also be viewed online at www.playmedford.com.

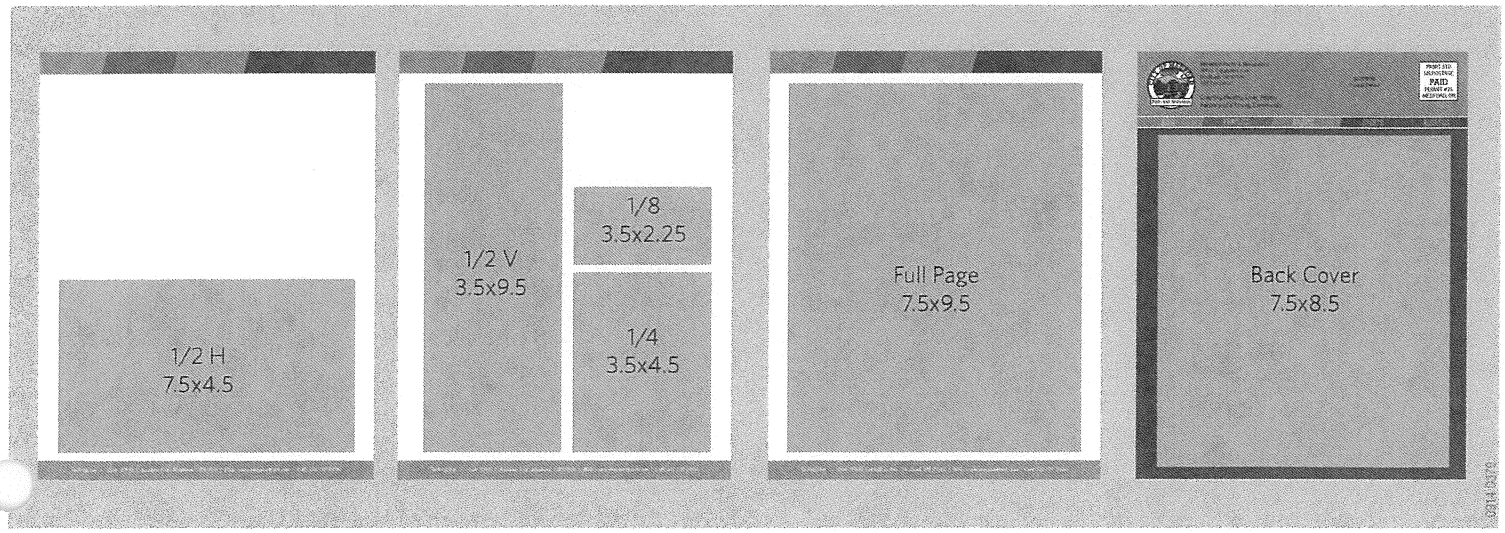


RECEIVE A 25% DISCOUNT FOR ANNUAL SPONSORSHIPS!

INSIDE COVER				SPECS
	Color	Color Annual		
	1x	3 Issues	Per Issue	W x H
Full Page	$1,500	$3,375	$1,125	7.5" x 9.5"
1/2 Page	$750	$1,688	$563	3.5" x 9.5"
1/4 Page	$375	$844	$281	3.5" x 4.5"
1/8 Page	$188	$422	$141	3.5" x 2.25"
BACK COVER				
Full Page	$1,800	$4,050	$1,350	7.5" x 8.5"
INSIDE PAGES				
Full Page	$1,125	$2,531	$844	7.5" x 9.5"
1/2 Page V	$563	$1,266	$422	3.5" x 9.5"
1/2 Page H	$563	$1,266	$422	7.5" x 4.5"
1/4 Page	$281	$633	$211	3.5" x 4.5"
1/8 Page	$141	$316	$105	3.5" x 2.25"

Ad Submission: Please create full color ads in CMYK at 300 dpi. Submit electronically in PDF file format to: ***Alex.Modrell@cityofmedford.org***

Design Services: Prices are for camera ready artwork. If you need help with design we can put you in touch with our design services provider.



To place an ad or to sponsor a program, contact Alex Modrell at 541-774-2409 or Alex.Modrell@cityofmedford.org

MEDFORD PARKS & RECREATION

U.S. CELLULAR COMMUNITY PARK TOURNAMENT GUIDE AD INFO

TOURNAMENT GUIDE DETAILS

Content: The Tournament Guide will contain the full tournament schedule for all youth and adult softball and baseball tournaments held at U.S. Cellular Community Park throughout the year. Event information will also be included for other sports and events occurring at U.S. Cellular Community Park. Content will also focus on things to do in Medford for visiting teams.

Distribution: 1,000+ copies will be distributed throughout Oregon, Washington and California via mail, regional meetings, facility partnerships and the Medford Visitors and Convention Bureau.

Audience: Regional and local sports participants, parents and families.

Web: The online PDF will be posted with live hyperlinks at www.sportsmedford.com. The Tournament Guide link will be listed under 'Tournaments and Events".

AD DETAILS

Ad Submission:
Please create full color ads in CMYK at 300 dpi. Submit electronically in PDF file format to: ***Alex.Modrell@cityofmedford.org***

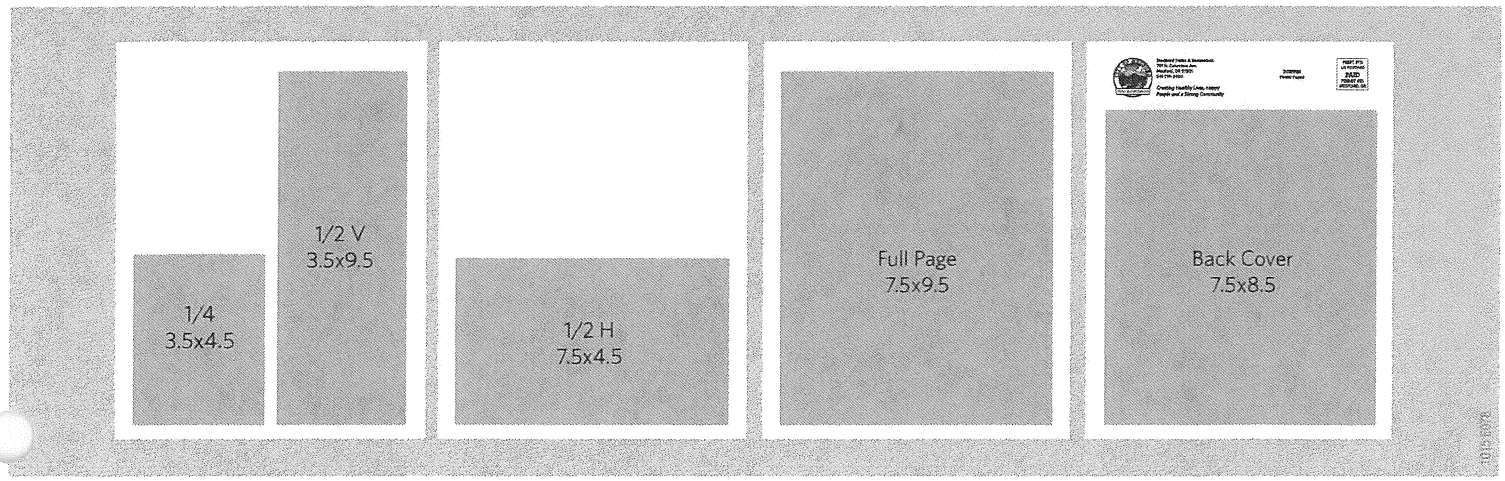
Design Services:
Prices are for camera ready artwork. If you need help with design we can put you in touch with our design services provider.

Ad Deadline:
The Tournament Guide is printed mid-January. To ensure your business is included, please have your print-ready advertisement to us on or before December 20.

Payments must be received by December 20

ASK HOW TO RECEIVE A DISCOUNT FOR MULTIPLE SPONSORSHIPS

INSIDE COVERS (F&B)		SPECS (WXH)
	Color	W x H
Full Page	$900	7.5" x 9.5"
1/2 Page H	$500	7.5" x 4.5"
1/4 Page	$275	3.5" x 4.5"
BACK COVER		
Full Page	$1,100	7.5" x 8.5"
INSIDE PAGES		
Full Page	$600	7.5" x 9.5"
1/2 Page V	$350	3.5" x 9.5"
1/2 Page H	$350	7.5" x 4.5"
1/4 Page	$175	3.5" x 4.5"



To place an ad or to sponsor a program, contact Alex Modrell at 541-774-2409 or Alex.Modrell@cityofmedford.org

MEDFORD PARKS & RECREATION

ASA WESTERN NATIONALS PROGRAM AD INFO

EVENT DETAILS

The ASA 10B Western National softball tournament will be held in Medford, Oregon in Mid-Summer (Typically from late July to early August) at U.S. Cellular Community Park. This is one of the largest sporting events held in the Rogue Valley and will attract 50+ teams mostly from California, Washington and Oregon. The majority of these teams will be traveling to Medford for the week-long tournament. Player ages range 10 years and under old and most will be accompanied by their parents, siblings and some extended family. Teams average 13 players with 2-3 coaches, making the estimated tournament attendance over 2,250.

The ASA 10B Western National Program will contain photos and rosters of all 50+ p*articipating teams. The program will be produced in full-color. Besides showcasing the teams competing in the tournament, the keepsake program will also highlight area attractions, dining, shopping, and tournament sponsors. The program will be an excellent place for your business to make an offer to our out-of- town guests.*

AD DETAILS

Ad Submission:
Please create full color ads in CMYK at 300 dpi. Submit electronically in PDF file format to: *Alex.Modrell@cityofmedford.org*

Design Services:
Prices are for camera ready artwork. If you need help with design we can put you in touch with our design services provider.

Ad Deadline:
The ASA 10B Western National Program is printed the third week in July. To ensure your business is included, please have your print-ready advertisement to us on or before July 15.

Payments must be received by July 31

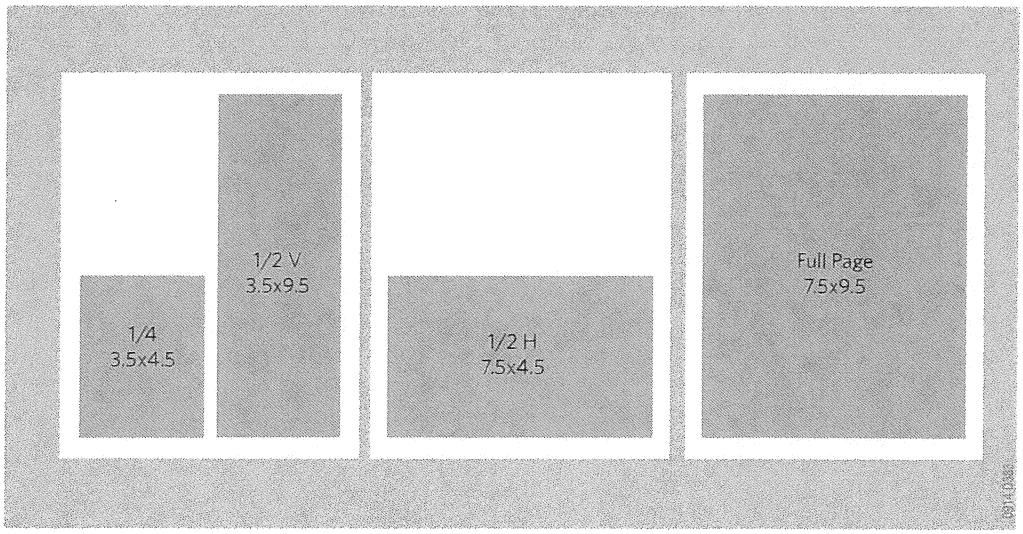
ASK HOW TO RECEIVE A DISCOUNT FOR MULTIPLE SPONSORSHIPS

INSIDE COVER (F&B)		SPECS
	Color	W x H
Full Page	$600	7.5" x 9.5"
BACK COVER		
Full Page	$800	7.5" x 9.5"
INSIDE PAGES		
Full Page	$400	7.5" x 9.5"
1/2 Page V	$250	3.5" x 9.5"
1/2 Page H	$250	7.5" x 4.5"
1/4 Page	$200	3.5" x 4.5"

U.S. CELLULAR COMMUNITY PARK

The City of Medford Parks & Recreation Department is proud to host the ASA 10B Western National softball tournament.

Visit us at www.sportsmedford.com



To place an ad or to sponsor a program, contact Alex Modrell at 541-774-2407 or Alex.Modrell@cityofmedford.org

PRD-12-01

Parks & Recreation Department Standard Operating Procedure

Policy Number: PRD-12-01
Pages: 1
Subject Area: Recycling
Date of Issue: 02/21/12
Revised:

Title: Recycling Program

Authorization:

Director Parks & Recreation — Date: 2-21-12

Superintendent — Date: 2-21-12

This program is based on the 3r's; Reduce waste before it starts, Reuse items and materials as much as possible and Recycle when possible.

CITY WIDE

The City is a partner in the Jackson County Recycling Partnership. As such, the City Managers Office has a staff person who coordinates city wide recycling opportunities. When scheduled, the City Managers Office posts recycling opportunities in the quarterly City newsletter; mailed to over 30,000 residents. The City provides paper recycling bags for all City departments which are placed at all copy machine/work areas.

PARKS AND RECREATION DEPARTMENT

The following responsibilities are for city recyclable material only.

When possible the department will partner with other City departments in promotion and support of city wide recycling programs.

Paper Goods: Building Maintenance shall provide bins for paper recycling bags and cardboard at a bin style holding area for pick up by a local disposal/recycling company.

Cans/Bottles/Comingle: Building Maintenance and the Recreation Division will supply and maintain recycle bags at each community center, other recreation facilities and events. These products shall be taken to a bin style holding area where it will be picked up by a local disposal/recycling company.

Leaf/yard Debris: Park Maintenance shall collect and compost or take to a local company to be recycled into mulch or chips for Department reuse.

Trees: Trees or large vegetation being removed should be cut into burnable wood sizes and made available to non profit organizations for distribution to those in need.

Lamps/Electrical Parts: Building Maintenance shall collect and place in a recycling box, provided through a local parts supplier, who will dispose of the products and provide certification to the Department.

Metal/Scrap: shall be collected in bins at the service yard and taken to a local agency for recycling.

PRD = Parks & Recreation Department
REC = Recreation Division
PRK = Parks Division
BMD = Building Maintenance Division

Item

Policy Number: PRD-16-01
Pages: 1
Subject Area: Health/Safety
Date of Issue: 1/5/16
Revised:

PRD-16-01
Parks & Recreation Department Standard Operating Procedure

Title: Severe Weather Policy

Authorization:

Parks & Recreation Director — Date: 1-5-16

Asst. Parks & Recreation Director — Date: 1-5-16

OBJECTIVE

PRD has adopted the following policy to define the steps to be followed in the event of severe weather that could pose a threat to participants, members of the public and staff during recreational activities and events.

In addition to full-time recreation staff, site supervisors and program managers are designated as weather monitors when on duty. Utilizing online National Weather Service resources and "Weather Bug" and "My Radar Pro" cell phone apps (or equivalent), the following actions will occur when severe weather is detected in the area:

1. The weather monitor will closely monitor storm-detection data.
2. If lightning or a storm cell is within 20 miles, the site supervisor will put staff, officials and umpires on alert that a storm is (or may be) approaching and to be prepared for action step No. 3 (below).
3. When the lightning or a storm cell comes within five miles of the facility (within 10 miles for the Jackson Aquatics Center), the site supervisor will notify staff, umpires and officials to cease all activities and advise participants, spectators and staff to immediately seek cover and wait for an "all clear" or alternative notification.
4. The site supervisor will continue to monitor weather data and issue an "all clear" notification when the issue is at least five miles away (10 miles for the Jackson Aquatic Center) and if the venue is safe for activity.

PRD = Parks & Recreation Department
REC = Recreation Division
PRK = Parks Division

PRD-13-02

Parks & Recreation Department Standard Operating Procedure

Policy Number: PRD-13-02
Pages: 1 of 2
Subject Area: Media Policy
Date of Issue: 11-19-13
Revised: N/A

Title: Social Media Policy

Authorization:

Director Parks & Recreation — Date: 11-26-13

Superintendent — Date: 11-26-13

Purpose

This policy establishes guidelines for the use of social media by the Parks and Recreation Department.

The 2012-18 City of Medford Strategic Plan Action 14.5a directs all City departments to "consider alternative methods of communication to provide additional opportunities for citizen education and interaction."

How Medford residents obtain information is continually evolving as a result of the Internet and the proliferation of smart phones and other portable devices. The Parks and Recreation Department supports the use of social media to implement Strategic Plan Action 14.5a, as well as its CAPRA-mandated public information, marketing and communications plans.

The Department's presence on social networking sites is authorized by the Parks and Recreation Director and is implemented by Recreation Division full-time staff. The Recreation Superintendent or his/her designee(s) will monitor City content on social media sites to ensure that it adheres to all applicable City policies. Information posted on social media sites shall be consistent with the City and Department policies, mission, vision and goals.

Policy

Social networking sites shall be used for Department business to release news and other public information in conjunction with traditional distribution outlets. In order to comply with Oregon Records Retention Law (ORS 192 and OAR 166.200), social media sites cannot be used to post original content. Links on the Department's social networking accounts shall point users back to a City Web site for information, forms, documents, and online services that help individuals conduct business with the Department.

Recreation Division full-time staff may respond to comments posted on social media sites when appropriate. Responses are a public record with retention dependent upon their content. All information created, stored, sent, or received by City employees in connection with City business or using City assets or facilities which includes most forms of electronic media devices are public records (ORS 192.005 (5)).

A transitory response, such as directing the user to information on the Department's Web site, is a public record that does not require retention. Transitory responses are defined as:

The response is transitional nature if the record:

- lasts for only a short period of time; and
- does not document communications created or received by an agency; and
- does not directly relate to an agency program or agency administration; and
- is not specified in the City General Records Retention Schedule (OAR 166-200) or as listed in ORS 192.170, it is considered transitory and does not need to be retained. Examples are advertising circulars or drafts of a document that has already been finalized.

A response with content that does not meet the transitory definition is a public record that requires retention and may require disclosure. Therefore, all responses made on social networks shall have content of a transitory nature only so that retention of that record is not required.

User comments that violate the spirit of factual and respectful dialogue may be removed.

Employees representing City government through social media outlets must conduct themselves at all times as representatives of the City.

This policy will be evaluated and revised regularly to maintain compliance with Oregon records retention requirements and applicable City policies.

REC-06-02

Parks & Recreation Department
Standard Operating Procedure

Policy Number: REC -06-02
Pages: 1 of 1
Subject Area: Customer Service
Date of Issue: 11/17/06
Revised: 8/31/16

Title: WAIT LIST PROCEDURE

Authorization:

Director Parks & Recreation — Date: 10/10/16

Superintendent — Date: 10/10/16

BACKGROUND

Medford Parks and Recreation desires to see that as many customers as possible are accommodated. There are occasions when a program has been scheduled to capacity. When this occurs , staff will develop a wait list for those customers. The following policy/procedure will be used in developing wait lists and registration from the wait list.

PROCESS

When an activity is at maximum capacity we will place customers on a wait list in the registration software.

Exception: We will place customers on a swim lesson wait list after all of a specific level is full. Ex: Place customer on Parent/Tot swim lesson wait list when all other Parent/Tot classes for that session are full.

The registration software will require an Account to be established and populated with customer information which includes:

1. Name
2. Address
3. Phone Number (Home)
4. Phone Number (Work)
5. Cellular Number
6. E-mail address

WAIT LIST CONTACT

If a position becomes available we will 1) enroll person on wait list into the program, 2) work with program manager to establish a date/time when payment is due, 3) contact the customer at the top of the waitlist by phone and email noting when payment is due, what payment is, and ask them to let us know if they are no longer interested. If no reply has been received by the deadline we will remove that customer from the wait list and move on to next customer.

PRD = Parks & Recreation Department
REC = Recreation Division

PRD-16-04

Parks & Recreation Department
Standard Operating Procedure

Policy Number: PRD-16-04
Pages: 1 of 5
Subject Area: Planning
Date of Issue:
Revised:

Title: LAND ACQUISITION STANDARD OPERATING (SOP) PROCEDURE

Authorization:

Rich Rosati _____ Date: 12-20-16
Director Parks & Recreation

_____ Date: _____
Superintendent

BACKGROUND

The Department will, as applicable, implement the sound principles described in this document for real estate acquisition by fee simple or for other than fee simple, and shall comply with all federal, state, and local laws pertaining to real property acquisition, so ensuring the prudent use of public monies in real property transactions.

The Parks and Recreation Department (Department) strives to:

1. Ensure the discharge of its fiduciary responsibility for the use of public funds receives the highest priority;
2. Seek to preserve the public's confidence in our business practices and stewardship of real estate assets; and
3. Conduct real estate transactions in an atmosphere of openness, honesty and integrity with land owners and the public, and maintain the confidentiality of such transactions to the extent allowed by law when it serves the public interest or to avoid harm to private citizens' interests.

The Department will be guided by the City of Medford Leisure Services Plan (LSP) list of properties and areas of interest for park land acquisition found in chapters tilted Capital Facilities Plan and Programmatic Needs. The Department may acquire properties on that list as they become available, subject to approval and the availability of funds.

The mission of the Medford Parks Foundation is to establish partnerships to finance and promote the value, use and benefits of Medford parks, recreational facilities and programs

I. SOP for Acquisition of Parkland in Fee Simple

A. The Department will be guided by the following best practices and procedures for the acquisition of parklands in fee simple. Prior to the final execution of land purchases and/or acceptance of gifts and bequests by fee simple, the Department will first provide:

1) A **Feasibility Study** which is to include a Programmatic Analysis, a Physical Site Analysis, and a Financial Analysis;

2) A **Summary Report** of the Feasibility Study to the Parks and Recreation Commission with a staff recommendation for possible direction and action.

B. **A Programmatic Analysis** will ensure the acquisition of the subject property aligns with the needs described in Leisure Services Programmatic Needs Analysis.

C. **A Physical Site Analysis** will ensure a full understanding of the opportunities and challenges of the site when compared to other available sites. The analysis will evaluate the suitability of the subject site with consideration of the following:

1. The LSP, Appendix E: Guidelines for Site Selection and Development. Include one or more Preliminary Site Plan Map(s) showing potential uses of the site consistent with the LSP.
2. Environmental Reports: The department will visually inspect the property and check records for historical uses.
   a. Environmental Assessment Level One will be required where historical records or visual inspection reveals any uses that may have negative environmental impacts. See also at the end of this document and comply with: *Appendix A: Environmental Assessment Level One and Two;* and
   b. Environmental Assessment Level Two will be required on properties when recommended by a Level One assessment.
3. A certified Title Report including:
   a. Jackson County Tax Assessor map;
   b. Legal description;
   c. Deed history;
   d. Recorded surveys;
   e. History of tax payments;
   f. Recorded easements and rights-of-way; and
   g. List of encumbrances, including deed restrictions or covenants, liens and current expenses, if any.
4. A summary of comments received from the Legal Department and professional surveyor noting any potential issues found in the Title Report.
5. This department will meet with and then summarize comments received from the City of Medford Planning Department regarding the subject property including potential planning issues, General Land Use Plan zone designation, Medford City zone and zoning overlays, prior planning actions, any known constraints and opportunities, etc.
6. Determine the probability of wetlands by referencing the City's Local Wetland Inventory map. Conduct a preliminary site evaluation, looking for wetlands indicators such as saturated soils or wetland plant species, historical photos or records. Specify measures needed to comply with wetland regulations, if any and list their costs.
7. Determine if the subject property is within a flood zone. Include a City FEMA Flood Zones map and note any intrusion into the 100-year and 500-year flood plain. Evaluate measures needed to comply with regulations for development within a floodplain and associated costs.
8. A summary of the infrastructure, evaluating the potential costs for adding infrastructure including: water, power, gas, sewer, phone, storm water drainage system.
9. A summary of any required Public Improvements including but not limited to improvements to the adjacent street, additional right-of-way land that will be requested, utility easements, traffic signal improvements, etc..
10. Include a preliminary traffic analysis to determine any potential costs and the probability of needing a full traffic impact study.

11. Determine if the subject property is within City of Medford Riparian Corridor. Identify development restrictions imposed by the Riparian Corridor Ordinance and their potential costs.
12. Evaluate the probability of Human/Cultural sites on the subject property. If applicable, list potential development restrictions and costs related to preserving sites as required by the Oregon State Historic Preservation Office cultural resource laws and regulations.
13. If applicable, list compliance requirements relevant to the City Landmarks and Historic Preservation Commission for new construction and remodels that would change the appearance of historic structures or districts. List potential costs.

D. **A Financial Analysis** will include an estimate of capital costs and projected operational cost for comparison to alternative acquisition opportunities, based on the appraisal of a State of Oregon Licensed Real Estate Appraiser.

1. Appraisal
   a. The Department will require an independent review when the appraised value exceeds $250,000 to assure the fairness and accuracy of appraisals.
   b. The seller or other party may provide appraisals. If such appraisals meet the standards included in this SOP, the department may utilize them to support the purchase price.
   c. Appraisal shall meet "Uniform Standards of Professional Appraisal Practice"
   d. Appraisal timing: Appraisals upon which offers are made will be dated as close in time to the expected closing as possible, and not be older than one year.

E. Staff will provide a **Summary Report** to the Parks and Recreation Commission that includes all of the information contained in the Feasibility Study along with a staff recommendation for possible direction and action. The Commission is charged with reviewing the Summary Report and then denying the land acquisition or recommending City Council purchase the land based on the written recommendations of the Summary Report.

II. SOP for Acquisition of Parkland by Gift

The Department will be guided by the following best practices and procedures for the acquisition of parklands by gift.

A. This department will, to the extent permitted by the project's schedule, allow the owner to set the times for closing the sale and delivery of the right to possession.

B. The donor will provide a written statement outlining the purpose of gift along with the terms, assumptions, and agreements for the donation.

C. Prior to acceptance of a proposed gift of real estate the following Physical Site Analysis information should be provided by the donor or will be attained by the City:
   1. Comply with items listed above titled *Physical Site Analysis 1 – 13;*
   2. A written statement from donor identifying any known documents relating to past or present Physical Site Analysis information as listed in the section titled Physical Site Analysis.

D. Staff will provide a Summary Report to the Parks and Recreation Commission that includes all of the information of the Feasibility Study along with a staff recommendation for possible direction and action. The Commission is charged with reviewing the Summary Report and then denying the land acquisition or recommending City Council purchase the land based on the written recommendation of the Summary Report.

E. Following review of the information provided by staff and the donor, a Commission decision will be made to accept or reject the donation. If the donation is to be accepted, the Commission will make a recommendation that the City Council accept the proposed gift based on the written recommendation of staff the Feasibility Study.

III. SOP for Exchange of Parkland

A. When considering an acquisition that includes a sale or exchange of real property owned by the Department, the Department will:

1. Apply all elements of the criteria for acquisition provided in the LSP chapters tilted Capital Facilities Plan and Programmatic Needs.
2. Apply the provisions of sections 'B' or 'C' of this rule.

B. For exchanges that are initiated by this department, the Department will:

1. Identify for the Commission the reasoning and justification for an exchange based on the Department's mission, strategies, objectives, and work plan, and
2. Undertake exchanges only if there is a significant benefit to the Department. Examples of a significant benefit to the Department include, but are not limited to:
   a. Adding properties that adjoin properties owned by the Department,
   b. Improving the Department's access to one or more properties owned or operated by the Department,
   c. Property line adjustments that facilitate operations or management, and
   d. Acquiring identified property needs.

C. For exchanges that a party other than this Department initiates, the Department will:

1. Determine whether the exchange aligns with the Department's goals and strategies as defined by the LSP;
2. Inquire whether the Medford community supports the exchange;
3. Determine whether the exchange will be in the best interest of the Department;
4. Determine the exchange does not violate prior agreements including the terms of US National Park Service Land and Water Conservation Fund grant;
5. Require the proponent provide the Department a written Feasibility Study as defined in this document for all lands the Department is to receive in the exchange. The Department may determine that an environmental report provides information that further requires that the proponent to provide additional environmental assessment, and
6. Require that proponent submit a section I. Feasibility Study and Summary Report of this document.

D. To approve an exchange that a party other than the Department initiates, the Commission will forward to the City Council a proposal to exchange properties, providing an overwhelming public benefit to the City of Medford Parks and Recreation (MPR) system will be met. The City Council has sole discretion to determine whether a proposal provides an overwhelming public benefit to the MPR system, its visitors, and citizens, which is resounding, clear and obvious.

APPENDIX A:
Environmental Assessment Level One and Two

I. **Environmental Assessment Level One Scope**

A. Depending upon precise protocols utilized, there are a number of variations in the scope of a Phase I study. The tasks listed here are common to almost all Phase I ESA:

1. Perform an on-site visit to view present conditions (chemical spill residue, die-back of vegetation, etc.); hazardous substances or petroleum products usage (presence of above ground or underground storage tanks, storage of acids, etc.); and evaluate any likely environmentally hazardous site history. Asbestos-containing materials are not typically surveyed or sampled in a Phase I site inspection, but suspect building materials may be noted;
2. Examine municipal or county planning files to check prior land usage and permits granted;
3. Conduct file searches with public agencies;
4. Examine historic aerial photography of the vicinity;
5. Examine current maps to scrutinize drainage patterns and topography; and
6. Examine chain-of-title for Environmental Liens and/or Activity and Land Use Limitations.

II. **Environmental Assessment Level Two Scope**

A. Environmental Assessment Level Two will be required on properties when recommended by a Level One Assessment.

B. Environmental Assessment, Outside Services

1. In most cases, the need for an Environmental Assessment Level Two will trigger the need for a professional consultant to take over the management of the Environmental Assessment Level II from staff.
2. Environmental Assessment Services will ensure the appropriate measures are taken to perform a complete Environmental Assessment Level II including but not limited to public file searches, historical research and chain-of-title examinations, investigation of contamination, etc.

PRD-17-02

Parks & Recreation Department Standard Operating Procedure (S.O.P.)

Policy Number: PRD 17-02
Pages: 3
Subject Area: S.O.P.
Date of Issue: January 17, 2017
Revised:

Title: Capital Facilities S.O.P.

Authorization and Review

Rich Rosfelt
Director Parks & Recreation — Date: 1-17-17

Superintendent — Date: 1/17/17

POLICY

The Department shall prepare, adopt and update at least biannually, a 10-year Capital Facilities Plan (historically referred to as the Capital Improvements Plan (CIP)) as a vital part of the budget process. The CIP, found in Chapter 10 of the Medford Leisure Services Plan, will identify and set priorities for all major capital assets to be acquired or constructed by the Department. The first two years of the adopted CIP will be included in the Biennial Operating Budget.

The CIP allows a comprehensive look at the Department's capital needs for both new facilities and renovation and replacement of existing ones, and allows the Parks and Recreation Director (Director) to make the necessary decisions to ensure financial resources match forecasted needs. The CIP shall also be incorporated into the department's long range financial planning processes.

THE CAPITAL FACILITIES PLAN

Capital Facilities projects are defined as land or facility purchases or construction which results in a capitalized asset costing more than $5,000 and having a useful life longer than three years. Also included are major maintenance projects that replace the facility and substantially extends the life of the asset. These thresholds ensure that the Department's major needs are identified and incorporated in its financial plans, including, but not limited to, the Operating Budget, and the Capital Facilities Plan. Projects included in the CIP shall have a description of the project, total cost estimate, estimated year the project will occur, how the project will be funded, and future operations and maintenance cost projections.

PRIORITIZATION

An objective process for evaluating CIP projects with respect to the overall needs of the Department will be established through a ranking of CIP projects on both a Two-Year CIP Project List and Six-Year CIP Project List. The ranking of projects will be used to allocate resources to ensure priority projects are completed. The Department uses multiple sources and tools in determining CIP

prioritization; these may include: citizen surveys; planning tools; level of service targets; needs assessments; development standards and geographic distribution; Park and Recreation Commission's prioritization; community interests; and staff recommendations. Changes to the CIP Project Lists such as addition of new projects, changes in scope and costs of a project or reprioritization of projects will require the Commission's recommendation and City Council or authorized representative's prior approval.

CAPITAL ASSET MANAGEMENT

The Department shall maintain its physical assets at a level adequate to protect the Department's capital investment and to minimize future operating, maintenance and replacement costs, as determined by the Director. The Department recognizes that deferred maintenance increases future capital costs, thus placing a burden on future residents. The Department also recognizes that the community places their highest priority on the Department maintaining current facilities. Therefore, when possible, the budget shall provide for adequate maintenance and the orderly renovation and replacement of Department parks and facilities from current revenues.

An assessment of each Department park and facility will be conducted at least every six years. The Department will maintain a current asset management plan that provides the methodology and tools to assist with the assessment and prioritization process. The assessment should identify renovation and replacement projects that should be done within the following six years. This information shall be the basis for capital Facilities planning for existing facilities and in determining the adequacy of the existing reserves.

FUNDING

A forecast of revenues and expenditures will be prepared in conjunction with the capital budgeting process. The forecast will include a discussion of major trends affecting Department operations, incorporate the operating, maintenance and capital impact of new projects, and determine available capacity of the Department to fully fund the CIP and adequate reserves. Incorporation of capital needs into Department forecasts ensures that problem areas are identified early enough that action can be taken to ensure both the maintenance and operation of Department facilities and the integrity of Department services.

The Department shall determine the most cost-effective funding method for its capital projects and shall obtain grants, contributions, and other alternative funding sources whenever possible. To the extent possible, capital facilities projects and major equipment purchases will be funded on a pay-as-you-go basis from existing or foreseeable revenue sources.

Debt financing should only be used for funding capital acquisitions or construction projects, and not for on-going maintenance or operations.

RESPONISBILITIES

The Commission makes recommendations to the City Council, and the Council approves and prioritizes projects that are included on the CIP. The Department Director and staff shall biannually prepare the Two-year and Six-year Capital Facilities Plan for the Commission to review for recommendation to Council for their inclusion in the biennium budge. The Director will prepare the

CIP, the financial forecast, the proposed budget, and any other related documents or tools with significant input from the Finance Department. The Director will be responsible for planning, assessing, prioritizing, and communicating potential capital Facilities needs and projects.

PRFD-17-01

Parks, Recreation & Facilities Management Department Standard Operating Procedure

Policy Number: PRFD 17-01
Pages: 3
Subject Area: Policy

Date of Issue: January 2017
Revised:

Title: Medford Parks, Recreation & Facilities Management Safety Committee Guidelines

Authorization and Review

Rich Rosche
Director Parks , Recreation and Facilities Management Director — Date: 1-24-17

Superintendent — Date: 1/25/17

PURPOSE

The purpose of the Department Safety Committee is to bring workers and management together in a non-adversarial, cooperative effort to promote safety and health in our workplace. The Department Safety Committee will be an advisory group that provides input to management by making recommendations for change to work practices, safety policies and procedures, and to assist in identifying training needs and any potential hazards.

INTRODUCTION

The Department is committed to accident prevention and the development of work practices and policies that promote a safe workplace for all employees. In order to prevent losses and to assist management in the development of safe work practices and policies, a joint management/worker safety committee has been established. Employee involvement in accident prevention and support of safety committee members and activities is necessary to ensure a safe and healthful workplace for everyone.

COMMITTEE MEMBERS

The Department Safety Committee shall consist of six members as follows:

- (1) Facility Management Division - Supervisor or Superintendent
- (1) Recreation/Santo Management Division – Supervisor, Superintendent or Office Administrator from the Santo Community Center
- (1) Parks Management Division - Supervisor or Superintendent
- (1) Facilities Full-time employee
- (1) Parks Full-time employee from the Service Center or USCCP
- (1) Recreation Division Full-time employee
- Optional nonvoting member - (1) Part-time Recreation, Preschool or Santo front office employee

MEMBER RESPONSIBILITIES

Responsibilities of Department Safety Committee members include:

- Receive training in Safety Committee, Hazard Identification and Accident Investigation OROSHA training.
- Attend and participate each time the Safety Committee meets.
- Be a point of contact for other employees to identify potential hazards, unsafe work practices, policies, training needs, and to present such items to the committee for discussion.
- Report any unsafe conditions, work practices, or policies that may be observed and work to develop recommendations for effective solutions.
- Contribute ideas and suggestions for improvement of safety.
- Record meeting minutes when requested.
- Fill in for Chair in his or her absence when requested.

COMMITTEE CHAIR

Responsibilities of the chair include:

- Conduct meetings.
- Present written recommendations of the committee to management.
- Report back to the Safety Committee management's responses to the safety recommendations.
- Prepare monthly agenda and take minutes at the meetings.

TERM OF SERVICE AND SELECTION OF NEW MEMBERS

Each Department Safety Committee member will serve on the committee for a term of two years. The member's supervisor has the discretion to terminate term and determine length of service based on the needs of the department.

Division Superintendents will select the members to serve on the committee starting on January 1. If possible no person shall serve in back to back 2 year terms.

In even years the Facility Management Division, Recreation/Santo Management and the Parks full-time position members will be changed. In the odd number years the Parks Management, Recreation full-time and Facilities Full time position members will be changed

Every year the optional part-time recreation member will be changed.

Safety Committee Chair is selected by the committee during the January meeting each year. It is recommended that the chair person is changed every year.

EXTENT OF AUTHORITY

The safety committee advises and provides written recommendations to Division Superintendents and Department Head on issues that will promote safety and health in the workplace. In turn, Division Superintendents and Department Head will give serious consideration to the recommendations and one of these positions is requested to respond in writing to the safety committee within 14 days if possible.

FUNCTIONS

What the safety committee **may do**:

- Be an advisory body to the Departments management and City-Wide Safety Committee.
- Meet monthly and maintain minutes of every meeting.

- Evaluate all safety hazards that are identified and make recommendations to management regarding those hazards.
- Review all department completed Supervisor Incident, Accident and Near Miss reports with names redacted to assure the issue, not the specific person, is evaluated.
- Assist management in the development, maintenance, and review of safety and/or emergency policy and procedures.
- Assist management in the development and execution of department personnel safety training.
- Assist management in educating department personnel in the proper procedures for dealing with:
    - Potential hazards
    - Observed unsafe acts of department personnel
    - Observed unsafe acts of contractors on site
- Provide recommendations to management in the development of assignments for maintenance of department safety equipment.

What the safety committee **will not do**:

- Perform formal accident/incident investigations (these will be conducted by Department Management).
- Establish policies and/or procedures. The committee will make recommendations only.
- Provide recommendations or opinions on employee disciplinary actions for safety policy violations.
- Entertain any discussion that involves personal attack on individuals.
- Expect management to implement every recommendation that is made.

Meetings should be limited to one hour in duration.