

U.S. Cellular Community Park Softball/Baseball Complex



Operational Policies & Fees Rental Application Tournament Director Manual

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Softball/Baseball Complex 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."
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. **Fifty percent of estimated rental fees is due 30 days prior to the event unless other arrangements are approved by the Parks and Recreation Director or Recreation Superintendent. Final payment is due 30 days upon conclusion of the event – a credit card number or blank check is required during the interim period (as a means to guarantee final payment). The City of Medford will issue a final invoice to the renter detailing remaining fees and charges.**

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

Submit payments to:

- Medford Parks and Recreation Office, 411 W. 8th - Rm. 225
- Santo Community Center, 701 N. Columbus

Pay via phone by calling (541) 774-2400

Or pay in person to: Rich Rosenthal, Recreation Supt., (541) 774-2483

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



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

Medford Parks and Recreation Leagues or Affiliates

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

* Proceeds generated go to field depreciation/replacement fund

Non-Profit Organization Tournament Rental

Tournaments up to 16 teams	\$20/game
17-20 teams	\$18/game
21-24 teams	\$16/game
Over 24 teams	\$15/game

Commercial Tournament Rental

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

Non-MPRD League Rental

Youth Games	\$15/game
Youth Practice	\$10/hour per field
Adult Games	\$25/game
Adult Practice	\$15/hour per field

Non-League Public Rental

Games	\$10/hour per field
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School District Usage

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

Miscellaneous Fees

Application processing fee	\$25
Security deposit	\$150 (refundable if conditions are met)
Lights	Direct cost
Special field lining	Direct cost
Souvenir sales permit	\$50 (may be waived for non-profit, school users)
Portable Fence Set-Up	\$15/field
Portable Pitching Mound	\$5/mound
Site Monitor	\$15/hour if required

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



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

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

Fields and Availability

Fields are available 8 a.m. to 10:30 p.m. daily unless closed for maintenance or set-up

Field 1 - Championship Field (315-foot permanent fence)

Field 2 (300-foot permanent fence)

Field 3 (300-foot permanent fence)

Field 4 (300-foot permanent fence)

Field 5 (300-foot permanent fence)

Harry & David Field

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

Umpires

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

Rogue Valley Softball Umpires – local association

John Graham, Umpire in Chief, (541) 776-3493



U.S. Cellular Community Park Softball/Baseball Complex Operational Policies

1. Facility Management

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

2. Insurance Requirements

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

Aggregate - \$1,000,000

Products - \$1,000,000

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

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

3. Prohibited Items

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

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

6. Tournament Information

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

7. Code of Conduct

For the safety and health of participants, spectators and visitors, unsportsmanlike conduct will not be tolerated and may result in disciplinary action or ejection from the facility. City

of Medford employees have the right to ask anyone to leave the park if behavior, language or clothing is deemed unacceptable. Inappropriate behavior includes:

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

8. Facility Supervisor

A Medford Parks and Recreation-selected Facility Supervisor may be required to be on hand during events, as determined by the Recreation Superintendent, at a \$15/hour rate. If a Medford Parks and Recreation Department scorekeeper is being used, he or she will serve as the Facility Supervisor.

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

9. Concessions

Concession operations will be authorized by a separate permit process. Certain restrictions or conditions may apply. Contact Rich Rosenthal, Recreation Superintendent, for details.

10. Award/Souvenir Content Stipulations

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

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

11. Souvenir Sales Permit

A flat fee of \$50 will be charged for the rights to sell souvenirs at U.S. Cellular Community Park during the duration of the rental. This fee may be waived if the renter is affiliated with a non-profit or school organization.

12. Accident Reporting

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

13. Public Admission Charge

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

14. Facility Clean-Up

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

15. Damage or Vandalism

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

16. Lost and Found

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

17. Banners and Signs

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

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

18. Weather Cancellations or Delays

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

19. Alcohol

Alcohol is absolutely prohibited at any City of Medford park or facility unless a Special Use Permit is obtained. Contact Rich Rosenthal, Recreation Superintendent, for more details.

20. Parking

Parking is allowed in designated parking areas only.

21. Amplification

The City of Medford will provide amplification systems at each field, if needed, for warm-up and player introduction purposes only. Outside amplification systems are prohibited. Sound levels established by Parks and Recreation staff must be maintained. Live musical performances (bands) must be pre-approved by the Recreation Superintendent prior to the event.

22. Temporary Structures

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

23. Footwear/Metal Spikes

Shoes with spikes are permitted if the sanctioning body of the event or tournament allows participants to wear spikes during competition.



U.S. Cellular Community Park Softball/Baseball Complex Rental Application

Event Name or Purpose: _____

Primary Rental Contact: _____

Daytime phone: _____ Weekend/evening phone: _____

Cell phone: _____

Mailing Address: _____ City, Zip: _____

E-mail: _____

Sponsoring Organization: _____

Sponsor Contact Person: _____ Phone: _____

Tournament Director: _____ Phone: _____

Umpire In Charge: _____ Phone: _____

Dates Requested

First choice: _____ Second choice: _____

Start time: _____ End time: _____

Usage Details

Is this a tournament? Yes ___ No ___

Tournament type: Slowpitch ___ Fastpitch ___ Other (specify): _____

Youth participant age range: _____

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

Number of teams: _____

Total number of games planned: _____

Games planned per day/per field: _____

Number of fields requested: _____

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

Special Needs (check all that apply)

Portable outfield fencing: _____ Desired distance from home plate: _____

Portable youth pitching mounds: _____

Fields lights for night games: Yes ___ No ___

Admission/Entrance Fees: Yes ___ No ___

Insurance Carrier*

Agency, Contact Information:

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

Release of Liability Agreement

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

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

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

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

Applicant's Signature: _____ Date: _____

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

Application Approved: Yes ___ No ___

By: _____

Date: _____

Proof of Insurance Received: Yes ___ No ___ Waived ___

Application Fee Received: _____

Deposit Received: _____

Final Payment Invoiced: _____

Final Payment Received: _____

Final Payment CC# or Check Received: _____

Approved Dates: _____

Approved Times: _____

Approved Fields: Championship Field ___ Field 2 ___ Field 3 ___ Field 4 ___ Field 5 ___

Fee Due: _____ Due By: _____

Final Fee Due: _____ Due By: _____

Fee Paid: _____ Date Paid: _____ Reservation Number: _____