MEDFORD
CITY MANAGER'S OFFICE

ADMINISTRATIVE REGULATION

Number: 610
Adopted: 09/14/2000
Revised/Readopted: 11/30/2020
Orig. Number(s): 00-07-R13

Title: Park & Recreation Facility Use

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, Recreation, and Facilities Management 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 6:00 am 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 Requests:

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. Park availability can also be viewed online at playmedford.com.

2. The appropriate paperwork must be completed and filed with the Parks, Recreation, and Facilities Management 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, Recreation, and Facilities Management 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 (see attached), 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).

Facility Priority Use and Type:

A. CLASSIFICATION OF GROUPS AND PRIORITY OF USE

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 contractually affiliated with the Medford Parks, Recreation, and Facilities Management Department
C	Third	Non-profit organizations and service groups not affiliated with the Medford Parks, Recreation, and Facilities Management 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, Recreation, and Facilities Management 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. Fee increases will be based on fees that cities of similar size and offerings as Medford charge.

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	$ 55 Resident	$ 90
	$ 61 Non-Resident	
All Day Fee (6 am - 10:00 pm)	$ 215 Resident	$360
	$ 221 Non-Resident	

	Gen	Commercial
2. Special Event Area Fee		
Per Three - Hour Time Slot	$ 83	$166
All Day Fee (6 am - 10:00 pm)	$324	$664

3. Special Use Permit - In addition to General Permit or Special Event Area Permit fees these may apply to events which require services such as: staff walk through at site, maintenance impacts and tracking of insurance and other documents required from user.

	3 hr.	All Day
a. 76-150 attendance	$20/3hr	$180
b. 150 and over attendance	$30/3hr	$360
c. Amplification (music or voice) Power fee	$20/flat fee	
d. Staff walk through at site	$20/flat fee	
e. Staff at event	$20/hr.	$240

4. Jackson Aquatic Center Rental: Per Two Hour Time Slot

Private		During Open Swim	
1 – 80 people	$285.00	1-20 people	$100.00
81 – 120 people	$325.00	21+ people	add 'l $2.00 per person
121 – 160 people	$350.00		
161 – 200 people	$395.00		

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, Recreation, and Facilities Management Department believes would benefit the city or customer by such a review

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. Please visit www.cityofmedford.org or call the Department at 541-774-2400 to review the Special Event Permit requirements and to obtain an application.

Amplification:

No person shall use any device to amplify sound in any park unless the required permits have been approved. The Parks, Recreation, and Facilities Management Department may issue an amplification permit for a designated park area and time. The 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 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.

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, Recreation, and Facilities Management 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 electrical 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 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, Recreation, and Facilities Management 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.

Non-Profit Fundraising:

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:

The Department recommends that groups and/or individuals wishing to distribute food and/or services at no cost to the public obtain a permit to distribute in a City park or facility. This is a recommendation not a requirement and there is no charge for the issuance of 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
- Hawthorne Park
- Pear Blossom Park
- Santo Community Center – Gym only
- U.S. 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 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 is between field 2 and field 6.

Vehicles and Remote Vehicles:

A. Only areas designated by the 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 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 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 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, including:
   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.

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 videotaping 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 lasting over two days will be reviewed by the Parks, Recreation and Facilities Management 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 Department 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 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.

Trash:

Trash 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 Department may assess an additional fee to cover the costs of any repairs or cleanup.

Appeal:

If a permit is rejected by the 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 Parks Maintenance or Recreation Division management have 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 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
- Quality Fence Fields at Bear Creek Park – Parking area east of restrooms

- Donahue-Frohnmayer Park – Parking lot
- Fichtner-Mainwaring Park – Parking lots
- Hawthorne Park – Parking lots
- Holmes Park – Parking lot
- Jackson Park – Parking lot
- Lewis Park – Parking lot
- Oregon Hills Park – Parking Lot
- Pear Blossom Park – Blocks 1 & 2
- Santo Community Center – Parking Lot
- 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 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 vendor's 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 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 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 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 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 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 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 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 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 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 nonprofit groups and organizations providing the Department with a nonprofit 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 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 Department customer service 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 canceled by the end of the business day prior to vending start date.

SANTO COMMUNITY CENTER

Private Use:

The Santo Community Center has a variety of rooms which may be available for private use. Programs and events are scheduled seasonally by the department at the facility. The gymnasium and main hall are generally not available due to sport use and contracted agreements with other organizations. Availability is determined by many factors including but not limited to the programming needs of the center, the proposed use compatibility with the center, and staff availability. Rental priority is outlined in the beginning of this document.

Area	Max	Max W/Tables	All Groups
Varied Rooms	29-49	14-49	$25/hr.
Main Hall*	50	50	$45/hr.
Main Hall**	180	140	$55/hr.
Gym Full Rental	499	400	$80/hr.

Gym Half Rental	250	200	$40/hr.
$18/hr. Additional Staffing Charge for rentals outside of business hours.			
$150 Cleaning Fee for rentals including food or drink for more than 100 people.			

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

Birthday Party Package:

The Santo Community Center offers a birthday party package for children ages walking to 12 years. Parties are held in the Santo Community Center main hall and public outdoor courtyard. The outdoor courtyard has a playground, picnic tables, sport court, and an artificial turf play area. Party rentals include tables with seating, a jump house, toys, and floor games. Availability can be viewed online at playmedford.com or over the phone at the time of reservation.

Birthday Party Rates	1.5 hours	3 hours
Guests	40	40
Cost	$125	250

Santo Community Center Booking Guidelines:

1. Space is reserved only when the booking is processed and approved by 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. Availability for the Santo Community Center can be viewed online.

2. RENTAL FEES ARE DUE WHEN SPACE IS BOOKED. Cash, check, credit card, 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 5 business days' notice of cancellation.

4. A security deposit may be required for all 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 Department management.

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 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 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 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 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 Department prior to release.

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

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

Santo Community Center Facility Use Guidelines:

1. Birthday party rentals are given access to setup 15 minutes before the designated rental start time. No additional setup or clean up time is available due to other rentals. All other 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. A late fee in the amount of $ 1 per minute will be assessed after a 5 minute grace period for all rentals.

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. A clean up fee will be charged if the room is not returned to its original 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 Department. Occupant loads are posted in each room and must not be exceeded.

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.
    f. No food or beverages allowed on the outdoor courtyard playground or artificial turf areas.

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

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

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

12. 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 Department may assess an additional fee to cover the costs of any repairs or cleanup.

GRASS FIELD ALLOCATION PROCEDURES FOR SPORTS

Purpose:

This document outlines how youth and adult sport organizations request and are considered for recurring or multi-week facility reservations at City of Medford grass fields. This process is approved by the Parks & Recreation Commission.

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:

- Non-profit organizations with primary focus on service Medford residents
- For-profit 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 field allocation 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, OR 97501
3. All Materials must be received by January 1 (spring/summer) or July 1 (summer/fall). Groups that miss the due date will have applications considered only if space is available.

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:
$6.00 per player
$10.00 per player (out of district/non-resident)

Adult Fees:
$9.00per player
$16.00 per player (out of district/non-resident)

Fees are due in full upon completion of the programming period 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, Recreation, and Facilities Management 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 Administration 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

General Field Rentals & Policies

Tournament/Event Rentals & Policies

Rates effective Jan. 1, 2021
Manual revised October 2020

Rental Contact:
(541) 774-2400
parks@cityofmedford.org

Recreation Management Contact:
Jesse Nyberg
(541) 774-2482
Jesse.Nyberg@cityofmedford.org

U.S. Cellular Community Park Complex Priority Usage

1. City of Medford leagues, games, tournaments and events
2. Schools/Organizations with contractual agreements
    a. Phoenix/Talent School District
    b. St. Mary's High School
    c. Cascade Christian High School
    d. Rogue Valley Timbers
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

Fields and Availability

Fields are available 8 a.m. to 10 p.m. daily unless closed for maintenance or set-up. Availability and reservation requests are available online and at playmedford.com.

Field & Fence Setup

Fields are set up as-is and renters must not move fences, goals and/or mounds.

General Rentals

All teams, groups, organizations and individuals utilizing USCCP for organized sports on an ongoing or reoccurring basis for programs, practices, games or scrimmages must have a paid reservation.

Tournament/Event Rentals

All teams, groups, organizations and individuals wishing to utilize USCCP for multiple games on multiple days for tournaments, events or round-robins must have an approved and paid tournament or event reservation.

U.S. Cellular Community Park General Rental & Reservation Policies

(Non-Tournament or Event Rental)

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. Ongoing reservation requests or requests for more than four dates must be submitted via email to parks@cityofmedford.org or using our online reservation system. Availability & reservation requests can be viewed online at playmedford.com. COMPLETE PAYMENT MUST BE RECEIVED BEFORE A RESERVATION IS VALID.

2. Renters agree to the following:

    A. Arrive on time and leave promptly at the end of your reservation so the next reservation can start on time. Failure to vacate a field at the designated rental end time or using a field without a paid reservation may result in assessment of fees if another user group is impacted.
    B. Be prepared to present a reservation confirmation. If another group is on the field during a reserved time, please respectfully approach them to compare reservation confirmations.
    C. Pitching mounds must be requested a minimum of five business days in advance. Lights must be requested a minimum of one business day in advance.
    D. Fields are set up as-is and renters must not move fences, goals and/or mounds. Violations are subject to assessment of fence setup-up fees.

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. The Department retains the right to cancel a reservation due to unforeseen circumstances or to revoke permission for use of the facility at any time.

5. The Medford Parks, Recreation, and Facilities Management 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 Department 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.

6. Renters will not assign or sublease any portion of the premises, or any rights under the permit without prior approval of the Medford Parks, Recreation, and Facilities Management 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.

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

8. Failure to comply with any of the park rules, reservation policies and/ or operational policies may result in a temporary suspension of field rental usage at U.S. Cellular Community Park.

General Rental Fees

Softball & Baseball Field Fees

Fields 1-5, 7, 8

General Rental fee $20/hour

Charter Field 9 and Field 6

General Rental fee $25/hour

Multi-Sport Field Fees

Fields 11-14 (Full Size Fields)

General Rental fee $30/hour

Field 14 North or South (Half Field Rental)

General Rental fee $15/hour

Multi-Sport Field 6

General Rental fee	$25/hour

Stadium Field (Field 10)

General Rental fee	$40/hour for Games/Events
	$30/hour for Practices

Miscellaneous Field Fees

Lights	$15/hour per field
Portable Pitching Mound	$20/mound

Note: Mounds must be requested a minimum of five business day in advance. Fences must be requested a minimum of seven business days in advance. Lights must be requested a minimum of one business day in advance. Five percent of each rental fee will be directed into the field depreciation/replacement fund.

U.S. Cellular Community Park Tournament Rental & Reservation Policies (Tournament & Event Rentals)

Tournament/Event 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, Recreation, and Facilities Management Department within 30 to 365 days of the proposed event. Field availability can be viewed online at playmedford.com

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, Recreation, and Facilities Management Department staff within 10 working days.

4. Upon receiving rental approval, the requesting party will have five business days to provide the Medford Parks, Recreation, and Facilities Management Department with insurance documentation.

5. The City of Medford will notify the renter of remaining rental fees and charges upon conclusion of the event when the renter sends the City a copy of their final game schedule. Final payment is due within 7 days after notification.

Cash, personal checks, cashier checks, Visa, MasterCard or debit cards are accepted forms of payment. Pay via phone by calling (541) 774-2400, online at playmedford.com, 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 Tournament & Event 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. The city reserved the right to assess a clean-up or service fee to violators and to postpone play until the situation is resolved to the City’s satisfaction.

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. Scooters
i. Skateboarding and rollerblading
j. Balloons
k. Artificial noisemakers, including (but not limited to) megaphones, air horns, bells, whistles, clickers or other items as determined by Parks and Recreation staff
l. Tobacco products
m. 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, Recreation, and Facilities Management 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

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, Recreation, and Facilities Management 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, Recreation, and Facilities Management 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 Tournament & Event Fees

Tournament Rental Fees

$25 / game

Required fees for tournaments and events:

Application processing fee	$25
Security deposit	$200 Amount will be deducted from final invoice if fields and equipment are not damaged.
Site Monitor	$18/hour (required)

Miscellaneous Fees

Lights	$15/hour per field
Special field lining	Direct cost
Portable Fence Set-Up	$75/field
Portable Pitching Mound	$20/mound

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)

Note: Mounds must be requested a minimum of five business day in advance. Fences must be requested a minimum of seven business days in advance. Lights must be requested a minimum of one business day in advance. Five percent of each rental fee will be directed into the field depreciation/replacement fund.

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.

Approved:

Brian Sjothun, City Manager — **11/30/2020** **Date**

Legal Reference(s):
Medford Municipal Code 2.185 - 2.190
Oregon Revised Statutes 30.260 to 30.300
Medford Municipal Code 5.310
Medford Municipal Code 5.600-5.603
Medford Municipal Code 5.265
Oregon Revised Statutes 346.511 to 346.570
United States Code Title 17