

# Lithia & Driveway Fields Sports Fields



## General Field Rentals & Policies Tournament/Event Rentals & Policies

Rates effective Jan. 1, 2021  
Manual revised October 2024

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

Recreation Management Contact:

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## Lithia & Driveway Fields 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
  - e. Medford School District
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.

### **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 L&D 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 L&D for multiple games on multiple days for tournaments, events or round-robins must have an approved and paid tournament or event reservation.

## Lithia & Driveway Fields 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. 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



**Note:** Mounds must be requested a minimum of five business days 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.

## Lithia & Driveway Fields Tournament Rental & Reservation Policies (Tournament & Event Rentals)

### **Tournament/Event Application Procedure:**

1. All teams, leagues, and tournament directors wishing to use the Lithia & Driveway Fields 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.
  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. The City of Medford reserves the right to require a special event permit for large tournaments or events.
  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](http://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.

# Lithia & Driveway Fields Tournament & Event Operational Policies

## 1. Facility Management

Lithia & Driveway Fields Softball/Baseball Complex is managed in a manner that maximizes facility use, efficiency and revenue generation. All L&D 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 Lithia & Driveway Fields 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 Site Supervisor will be present for the duration of most rentals. The cost of staff supervision (\$20/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 and schedule them.

## **7. Concessions**

Aloha Grill is the sole authorized operator of L&D 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 Lithia & Driveway Fields 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.

## **Lithia & Driveway Fields Tournament & Event Fees**

### **Tournament Rental Fees**

\$30 / game

### **Tournament Cancellation**

A \$150 cancellation fee (subject to 2022 council approval) will be assessed for all canceled tournament and event rentals. Cancellation must be emailed to [parks@cityofmedford.org](mailto:parks@cityofmedford.org) a minimum of 4 weeks prior to the tournament or event date.

### **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 Supervisor	\$20/hour (required)

### **Miscellaneous Fees**

Lights	\$15/hour per field
Special field lining	Direct cost

Portable Fence Set-Up	\$150/field
Late Departure	\$60/field per hour
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 days 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 Rental Fees and Rules**

**Baseball Use** - includes bullpens, dugouts, spectator seating areas, and restrooms

Team Practice (including batting cages)	\$45/hour
Team Practice (not including batting cages)	\$35/hour
Single Game (up to four hours, includes cages)	\$170
Doubleheader (up to seven hours, includes cages)	\$250
Batting Cages	\$15/hour for both cages
Field Lighting	\$25/hour

**Soccer Use** - outfield only \$35/hour

**Special Events** – A Special Event permit is required for special events held at Harry & David Field

Stadium Rental (full day, 7 a.m.-10 p.m.)	\$1,500
Stadium Rental (half day, up to 6 hours)	\$750
Stadium Rental Deposit	\$250

### **Field Usage Rules**

- Facility users responsible for disposing trash and recycling items in proper designated containers as a result of their use.
- Facility users responsible for restoring and replacing any property or features damaged by or on account of activities to as good as the condition of such property was immediately prior to the rental.
- Facility users responsible for costs associated with additional clean-up required by City staff if the facility is not returned to standard condition.
- Any damage occurring to CITY owned property must be reported immediately via the most reasonable method.
- City not responsible for lost, stolen or damaged property left on site.
- Food vending operations and staff must possess the appropriate permits and licenses to lawfully provide services, and comply with applicable laws and procedures.
- Mobile vending operations and concessions require pre-approval.
- Paint or chalk markings are not permitted on walkways, walls or structures.
- Staking is not permitted on the field or along the grass berm.

### **Umpires**

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

Medford Parks, Recreation & Facilities Department Fees and Rates are included in the City Fee Schedule. The City Fee Schedule is reviewed annually by City Council and can be found online at [www.medfordoregon.gov](http://www.medfordoregon.gov).