

# 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](mailto:parks@cityofmedford.org)

Recreation Management Contact:  
Jesse Nyberg  
(541) 774-2482  
[Jesse.Nyberg@cityofmedford.org](mailto: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](http://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 [parcs@cityofmedford.org](mailto:parcs@cityofmedford.org) or using our online reservation system. Availability & reservation requests can be viewed online at [playedford.com](http://playedford.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](http://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](#)