



PARKS AND RECREATION COMMISSION MEETING

Thursday November 17, 2022 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

If you choose to use the WebEx platform:

- 1) Go to www.webex.com
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID#: 2305 454 6909
- 4) Enter password: Parkscomm11-17

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2305 454 6909

AGENDA

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of Minutes for the June 16, 2022 & September 8, 2022 (Roll Call)
4. To request a reasonable accommodation or interpretation or submit written comments or questions in advance of the meeting, please contact the Parks, Recreation & Cemetery Division by email at Parks@worcesterma.gov. Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina de la Division de Parques, Recreo & Cementerio por correo electronico a Parks@worcesterma.gov. Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.
5. Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, you may join us directly within the 50 Officer Manny Familia Way Meeting Room A, follow the information above to join via the WebEx application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user you may dial *3.
6. Committee Reports

Golf Course Subcommittee – None

Policy Subcommittee – None

Naming & Land Use Subcommittee – None

7. Assistant Commissioners Report (See Report Topics Below)

5. Old Business

- Mr. Geoff Killebrew Question Review
- Review of Permit Applications

6. New Business

- NA

7. Date of Next Meeting:

- December 15, 2022
- January 19, 2023
- February 2, 2023 (Event & Sports Permit Meeting)
- March 2, 2023
- March 30, 2023
- April 27, 2023
- May 25, 2023
- June 15, 2023

8. Meeting Adjourned (Roll Call)



ASSISTANT COMMISSIONER'S REPORT:

1. Referral to Policy Subcommittee: NA
2. Referral to Naming/ Land Usage Subcommittee: NA
3. Referral to Golf Course Subcommittee: NA
4. General:

- Master Plan review and approval of conceptual designs for Blithewood Park
- Request to allow alcohol on the Worcester Common for the Festival of Lights Celebration
- Removal of all Parks & Recreation Commission Subcommittees
- Grant Applications –
 - Land & Water Conservation Fund Grant – Coal Mine Brook – Awarded
 - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded
 - Land & Water Conservation Fund Grant – University Park - Awarded
 - Outdoor Recreation Legacy Partnership Grant – Indian Lake Beach - Submitted
 - PARC & LAND Grant Program – NA
- Economic Development Initiatives –
 - NA
- Cultural Events-
 - NA
- Park Vandalism & Graffiti – NA
- Donations –
 - NA
- Capital Improvement Programs
 - Apricot Street Playground - NA
 - Ball Property - NA
 - Banis Street Playground - NA
 - Beaver Brook Park - NA
 - Bell Pond – NA
 - Bennett Field – NA
 - Betty Price Playground – NA
 - Blackstone Gateway Park – NA
 - Blithwood Park – Update
 - Boynton Park – NA
 - Burncoat Park – NA
 - Burncoat Playground – NA
 - Cascades Park – NA
 - Castle Park – NA
 - Coal Mine Brook – Update

- Common – NA
- Coes Park (Knife) – NA
 - Stearns Tavern
 - Playground
- Coes Pond – NA
- Columbus Park –
 - NA
- Cookson Park – NA
- Cristoforo Columbo (East Park) –
 - NA
- Crompton Park – NA
- Dodge Park – NA
- Elm Park – NA
 - Newton Hill - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – Update
- Great Brook Valley Playground – NA
- Green Hill Park Renovation – NA
 - Green Hill Farm
 - Community Gardens
 - WWI
- Greenwood Park – NA
- Hadwen Park – NA
- Harrington Field – NA
- Harry Sherry Field (S. Worcester) - NA
- Holland Rink - NA
- Holmes Field - NA
- Indian Hill Park – NA
- Indian Lake Beach – NA
- Institute Park – NA
 - Walkway Design
 - Salisbury Pond - Update
- Kendrick Field – NA
- Knights of Columbus – NA
- Korean War Memorial – NA
- Lake Park – NA
- Lake View Playground – NA
- Logan Field – NA
- Morgan Landing – NA
- Mulcahy Field – NA
- Oakland Heights Playground – NA
- Providence Street Playground – NA
- Ramshorn Island – NA
- Rockwood Field – NA
- Salisbury Park (Bancroft Tower) – NA
- Shale Street Playground – NA
- Shore Park – NA
- Spillane Field – NA
- South Worcester Park - NA
- Tacoma Street Playground – NA
- TY Cobb – NA
- University Park – NA



- Vernon Hill – NA
- Wetherall Estates (Duffy Field) – NA
- 149 West Boylston Drive - NA
- Winslow & Pleasant – NA
- Aquatic Master Plan – NA
- Open Space and Recreation Plan – NA
- North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
- Art-in-the-Park – Request to keep Art Work in Elm Park - NA
- Dog Park, Licensing & Control of Dogs – NA
- Rectangular Field Development – NA
- Park Monument Review – NA
- Misc. items:
 - Keep Worcester Clean –
 - NA
 - City Council Orders –
 - NA
 - City Council Petitions –
 - NA
 - Forestry Operations –
 - Tree City USA - NA
 - ALB (Asian Longhorned Beetle)
 - EAB (Emerald Ash Borer)
 - Arbor Day – April 28, 2023
 - Budget – Operational & Capital - NA
 - Parks, Recreation & Cemetery Division – NA
 - Capital Improvement Program – NA
 - City Five Point Financial Plan – NA
 - City Auditor Communications - NA
 - Summer Youth Employment Program – Update
 - Aquatics – NA
 - Christian’s Law – NA
 - Recreation Worcester - NA
 - Holiday Tree – Friday December 2, 2022
 - Worcester Common Ice Skating Rink - Update
 - Waterfowl in Park – NA
 - Out-to-Lunch – NA
 - Trash – NA
 - ESCo – NA
 - Park Permits –
 - See second item on the agenda
 - Access/ ADA – NA
 - Mobile Concession/ Food Truck - NA
 - ATV – Recreational Vehicle – NA
 - Veterans Memorials - NA
 - Misc. Information –
 - NA
- Golf Course:
 - Fees & Policies
 - Golf Course Donations: NA



The City of
WORCESTER

Department of Public Works & Parks
Parks, Recreation & Cemetery Division
50 Officer Manny Familia Way, Worcester, MA 01605
P | 508-799-1190 F | 508-799-1293
parks@worcesterma.gov

PARKS AND RECREATION COMMISSION MEETING

Thursday September 8, 2022 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Skyline Drive Worcester, MA 01605

Or

Virtual with WebEx

ASSISTANT COMMISSIONER'S REPORT

GENERAL

Public and WebEx Virtual Meeting Invitation



The City of
WORCESTER

**City of Worcester DPW & Parks ;
Parks, Recreation & Cemetery Division**

Place: Green Hill Park
Parks & Recreation Commission
Meeting - Room A***
50 Officer Manny Familia Way
Worcester, MA 01605
Date: Thursday, November 17, 2022
Time: 6:30 PM

If you choose to use the WebEx platform, you would:

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*** This is scheduled for discussion as the second item on the meeting agenda.

BLITHEWOOD PARK MASTER PLAN PUBLIC MEETING #3

Presentation of the preferred Master Plan Option (based on the first and second public hearing comments) developed to meet the needs, wants and desires of the neighbors, citizens and organizations that currently use the facility. The hearing will include a public question and comment forum. All presented information and subsequent public comments will be synthesized to develop the final Master Plan Option to guide future community and neighborhood endorsed improvements.

The City of Worcester does not discriminate on the basis of disability. The Parks, Recreation and Cemetery Division will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon advance request. Please contact the Parks Division at parks@worcesterma.gov or phone (508) 799-1190 or the City ADA Coordinator at humanrights@worcesterma.gov. Call (508) 799-1294 in the event of severe weather, and for up-to-date meeting status.

**City Of Worcester, DPW and Parks
Parks, Recreation and Cemetery Division
50 Officer Manny Familia Way
Worcester, Massachusetts 01605-2898**

PLEASE
PLACE
STAMP
HERE



RAY EMMETT LANDSCAPE ARCHITECTS
175 CHURCH STREET
BOSTON, MA 02108
P 617-452-0009



DRAFT

PROJECT: 000-000-000-000
DATE: 00/00/00
REVISIONS:



BLITHEWOOD PARK
SITE IMPROVEMENTS
PHASE III
PROJECT: WORCESTER, MA

LAYOUT AND MATERIALS
PLAN

DATE: 11.14.23
DRAWN: CAL RD
CHECKED: RD
SCALE: AS SHOWN
SHEET NO: L-8.0

NOTE:
1. SEE L-1.0 FOR NOTES, SUBMITTIONS AND LEGENDS



1 LAYOUT AND MATERIALS PLAN
SCALE: 1"=30'-0"



The City of
WORCESTER
Department of Public Works & Parks

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Topics to include: Requests to serve alcohol at the Worcester Common
The DPW & Parks, Parks & Recreation Division has received a request/requests to serve alcoholic beverages at the Worcester Common as part of a special event. We are cordially inviting you to attend this meeting, as this presentation will be followed by an open public discussion/question and comments period to allow the Parks and Recreation Commission to better understand and ascertain the impact to the neighbors, citizens and organizations that currently use the facility.

Parks & Recreation Commission Meeting
Date: November 17, 2022 Time: 6:30 PM
In Person Meeting
Meeting Room A—50 Officer Manny Familia Way, Worcester, MA

INVITE

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2022 PERMIT APPLICATION FOR EVENT IN A PARK

NAME OF REQUESTED FACILITY: Worcester Common TODAY'S DATE: 08/22/2022
 NAME OF ORGANIZATION City of Worcester WEBSITE: www.worcesterma.gov
 NAME OF APPLICANT: Yaffa Fain EMAIL: fainy@worcesterma.gov
 ADDRESS: 455 Main Street CITY Worcester STATE MA ZIP 01608
 CELL PHONE# [REDACTED] ALTERNATE PHONE # 508-799-1400 ext. 31415
 EVENT DATE: 12/02/2022 RAIN DATE: _____ START TIME: 4:30pm END TIME 9:00pm
 SET UP DATE & TIME: BREAKDOWN DATE & TIME: Setup: 8am-4:30pm; Breakdown: 8pm-10pm

STAFF WILL BE ASSIGNED FROM THE BEGINNING OF THE SET UP UNTIL EVERYONE IS GONE

DESCRIBE EVENT IN DETAIL: Annual Festival of Lights celebration: ice skating, live performances, tree lighting, food trucks, fire dancers, tent w/Alcohol

HAVE YOU EVER HAD A SIMILAR PERMIT: YES NO ESTIMATED # OF PEOPLE TO ATTEND: 3500
 (IF AMOUNT IS UNKNOWN A MAXIMUM NUMBER WILL BE ASSUMED)

WILL YOU BE CHARGING ADMISSIONS OR SELLING ANY ITEMS AT THIS EVENT? YES NO

1. As of October of each year all season water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
2. Some organizations will need to contact the Special Events Committee based on the location and scale of the event. Please call 508-799-1400.
3. Alcoholic beverages are NOT allowed in parks facilities (see item 21 on the rules and regulations)
4. Bancroft Tower Operational Hours: Sunrise to 8:00 PM
5. No Smoking in Parks and Open Spaces as per city ordinance
6. NO Drones, radio control vehicles (Land, Air, or Water) without issued permit from the Parks administration office
7. The City reserves the right to minimize or cancel use of facilities based on renovations and maintenance.
8. **No refunds will be given if event is not cancelled in writing within the required time frame (see Cancellation Policy Page3)**
9. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division requires staff at any and all events/permits for the duration of the event including event set up and breakdown this and other requirements will be determined on a case by case basis. Staff fees will apply (\$55.00 per hour minimum of 4 hours)
10. Permittee shall not begin set up or breakdown within the park until park staff is on site.
11. Vehicles are prohibited in any park grass areas, on any sidewalks or on the Worcester Common.
12. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement which indemnifies and holds harmless the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division and Parks & Recreation Commission. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.
13. **DOWN PAYMENT: A \$125.00 NON-REFUNDABLE DOWN PAYMENT WILL BE REQUIRED AT THE TIME OF REQUEST IN ORDER TO HOLD DATES. NO DATES WILL BE HELD WITHOUT THE DOWN PAYMENT.**

INITIALS
YF

THIS SECTION MUST BE COMPLETED BY THE POLICE DEPARTMENT ONLY
ANYONE REQUESTING A PARK PERMIT WILL NEED TO NOTIFY THE POLICE DEPARTMENT OFF-DUTY OFFICE AND HAVE THEM COMPLETE AND SIGN BELOW IN REFERENCE TO POLICE SUPERVISION AND/OR SOUND PERMITS. THE OFF DUTY POLICE WILL DETERMINE THE NEED FOR POLICE SUPERVISION AND THE NUMBER OF OFFICERS IF REQUIRED. THERE ARE NO EXCEPTIONS TO THIS REQUIREMENT.

WILL THIS EVENT NEED POLICE SUPERVISION _____ YES _____ NO IF YES, NUMBER OF OFFICER'S _____

WILL THIS EVENT REQUIRE A SOUND PERMIT: _____ YES _____ NO

HAS A SOUND PERMIT BEEN OBTAINED: _____ YES _____ NO? COPY OF PERMIT REQUIRED TO BE ATTACHED

NAME & TITLE OF POLICE DEPARTMENT OFFICIAL: _____

PLEASE INDICATE BELOW ANY ITEMS PERTAINING TO YOUR EVENT AND FOLLOW INSTRUCTIONS ON THE FOLLOWING PAGES, WHICH CONTAIN INFORMATION NECESSARY FOR YOU TO OBTAIN OTHER PERMITS REQUIRED BY THE CITY OF WORCESTER FOR YOUR EVENT (USEFUL PHONE NUMBERS ARE ON PAGE 4)

YES NO

TRASH: WILL YOU BE CLEANING AND REMOVING TRASH?
 A CLEAN UP PLAN WILL BE REQUIRED IN WRITING PRIOR TO OBTAINING A PERMIT.
 DUMPSTERS WILL NOT BE ALLOWED IN THE PARK OR LEFT OVERNIGHT.

TRASH: WILL YOU BE REQUESTING THE CITY TO BE RESPONSIBLE TO REMOVE AND DISPOSE OF TRASH?
 A STARTING FEE OF \$400.00 WILL APPLY FOR REMOVAL/DISPOSAL OF TRASH FROM YOUR EVENT
 THE FEE WILL INCREASE BASED ON THE AMOUNT OF TRASH/PARTICIPANTS/EVENT SIZE ETC. THIS FEE
 DOES NOT INCLUDE FACILITY CLEAN UP A MINIMUM OF \$220.00 WILL BE CHARGED FOR TRASH PICK UP
 THROUGHOUT THE FACILITY. THIS FEE DOES NOT INCLUDE FACILITY CLEAN UP. IT IS INTENDED ONLY FOR
 REMOVAL & DISPOSAL OF TRASH FROM A SINGLE AGREED UPON LOCATION. TRASH/DEBRIS IN OTHER AREAS
 ARE THE RESPONSIBILITY OF THE PERMITTEE.

RESTROOMS: WILL YOU BE REQUESTING USE OF FACILITY RESTROOMS? (IF AVAILABLE AT FACILITY)
 STAFF WILL BE REQUIRED TO OPEN AND CLOSE RESTROOMS

PORTABLE RESTROOMS: WILL YOU HAVE PORTABLE RESTROOMS? PLEASE PROVIDE INFORMATION
 COMPANY United Site Services

(PORTABLE RESTROOMS MUST BE REMOVED IMMEDIATELY AFTER EVENT COMPLETION. PLEASE IDENTIFY THE
 LOCATION OF PORTABLE RESTROOMS ON THE SITE MAP)

- All events with portable restrooms must have a minimum of (1) one, or 5% of the total restrooms provided must be accessible.
- All events with portable restrooms are required to have a minimum of (1) one accessible unit at each cluster/group.
- Each accessible restroom must be placed off of an accessible surface for ease of access.

ELECTRICITY: WILL YOU BE REQUESTING THE USE OF OUR ELECTRICITY?
 PLEASE SPECIFY INTENDED USE – STANDARD 110 PLUGS? _____ HOW MANY AND FOR WHAT PURPOSE
 PLEASE EXPLAIN _____

YOU WILL NEED TO PROVIDE YOUR OWN EXTENSION CORDS

AN ADDITIONAL FEE WILL BE CHARGED FOR ELECTRIC USE \$25/HR (FOR PLUGGING INTO OUTLETS)

PLEASE EXPLAIN ANY ADDITIONAL NEED OF ELECTRICITY OTHER THEN STANDARD PLUGS _____

GENERATOR: WILL A GENERATOR BE USED AT THIS EVENT? (A PERMIT IS REQUIRED FROM INSPECTIONAL
 SERVICES FOR THE USE OF A GENERATOR, PLEASE INDICATE ON THE MAP THE LOCATION OF THE
 GENERATOR (PHONE NUMBER LISTED ON PAGE 4 OF THIS APPLICATION)

INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____

FOOD: WILL YOU HAVE FOOD? (ANY TYPE OF FOOD THAT HAS NOT BEEN PREPARED IN A LICENSED
 KITCHEN WILL REQUIRE A FOOD PERMIT FROM INSPECTIONAL SERVICES. PHONE # PAGE 4)

INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____

AN OIL DISPOSAL PLAN NEEDS TO BE SUBMITTED SEPARATE FROM APPLICATION

* OIL WILL NOT BE ALLOWED TO BE DISPOSED OFF IN THE SEWER DRAINS *

INITIALS YF

GRILLS: WILL YOU BE USING GRILLS? (A PERMIT FROM FIRE PREVENTION MAY BE REQUIRED IF USING PROPANE OPERATED GRILLS. ANYTHING LESS THAN 42 POUNDS OF PROPANE WILL NOT REQUIRE A PERMIT PER STATE FIRE CODE. MORE THAN TWO STANDARD SIZE TANKS WILL REQUIRE A PERMIT. WHENEVER CHARCOAL GRILLS ARE USED IT IS THE RESPONSIBILITY OF THE APPLICANT TO REMOVE ALL CHARCOAL DEBRIS FROM THE FACILITY. PLEASE IDENTIFY THE LOCATION OF THE GRILL/S ON A SITE MAP PHONE # PAGE 4)
FIRE DEPARTMENT OFFICIAL SIGNATURE: _____

TENTS: WILL YOU BE USING TENTS? (ALL TENTS MUST BE STAKELESS) TENTS LARGER THEN 10' X 10' WILL REQUIRE A PERMIT FROM INPECTIONAL SERVICES
TYPE OF TENT _____ SIZE OF TENT _____
WHEN SECURING TENTS WITH CONCRETE, ALL CONCRETE MUST BE COVERED WITH PLASTIC TO AVOID DAMAGE TO PARKS PROPERTY
INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____

INFLATABLE DEVICES/BOUNCY HOUSES: APPROVAL WILL BE BASED ON CURRENT PUBLIC HEALTH GUIDANCE. THE DEVICES APPROVED FOR USE MUST BE STAKELESS.

TABLES AND CHAIRS: WILL YOU BE USING TABLES AND CHAIRS? (PLEASE IDENTIFY LOCATION OF TABLES AND CHAIRS ON A SITE MAP. THE CITY DOES NOT SUPPLY ANY EXTRA TABLES AND CHAIRS)

EMS: WILL YOU HAVE EMS SERVICES AVAILABLE? THIS IS NOT MANDATORY BUT RECOMMENDED THE PHONE NUMBER IS LISTED ON PAGE 4 OF THIS APPLICATION. MAY BE A REQUIREMENT BASED ON PROPOSED EVENT.

AMPLIFYING SYSTEM: ARE YOU USING ANY TYPE OF AMPLIFYING SYSTEM? YOU WILL NEED A SOUND PERMIT FROM THE POLICE DEPARTMENT.

EVENTS SCHEDULED IN A BUSINESS AREA SUCH AS CITY HALL OR THE WORCESTER COMMON (SEE RULES AND REGULATIONS FOR SOUND ORDINANCE) WILL HAVE TO SCHEDULE THEIR EVENT AROUND THE BUSINESS HOURS. PLEASE INDICATE THE LOCATION OF THE AMPLIFYING SYSTEM ON A SITE MAP

BANNERS: WILL YOU BE USING ANY BANNERS? (NO NAILS OR STAPLES ALLOWED, ONLY ROPE OR TAPE)
> ALL BANNER LOCATIONS MUST BE APPROVED
> A \$110.00 FEE WILL APPLY FOR HANGING AND TAKING DOWN OF BANNERS BY PARKS STAFF
> BIG BANNERS THAT NEED TO BE PUT UP ON TREES WILL ONLY BE ALLOWED BY PARKS STAFF

PORTABLE STAGE: WILL YOU BE USING OUR STAGE? (IF PARKS PORTABLE STAGE WILL COST A FLAT FEE OF \$880.00)
THE STAGE IS 24' (L) X 24' (D) X 4' (H) FULLY OPEN, OR 24' (L) X 15.6' (D) X 4' (H) WITH AN 8.6' HIGH WALL IN BACK (PLEASE INDICATE LOCATION OF PORTABLE STAGE ON A SITE MAP).
> PLEASE NOTE: A separate application is required for the use of the portable stage.
> PLEASE NOTE: This stage is not accessible.

PARKING PLAN: YOU WILL HAVE TO SUBMIT AN ALTERNATIVE PARKING PLAN FOR THE FACILITIES THAT DO NOT HAVE ENOUGH PARKING FOR YOUR EVENT. ILLEGAL PARKING SUCH AS BUT NOT LIMITED TO PARKING ON SIDEWALKS OR GRASS AREAS WILL NOT BE ALLOWED AND FINES WILL BE GIVEN AND FEES WILL BE APPLIED FOR ANY DAMAGE TO IRRIGATION SYSTEMS OR GRASS. ALSO PERMIT HOLDER WILL BE RESPONSIBLE TO INFORM/ADVICE ALL EVENT PARTICIPANTS ON LEGAL AND PROPER PARKING ON CITY PROPERTY.

RAIN/WET CONDITIONS: IF THERE ARE PUDDLES ON THE FIELDS AND/OR YOU STEP ON ANY PORTION OF THE FIELD AND IF WATER SQUISHES OUT FROM UNDER YOUR SHOE, THE FIELD IS CLOSED WITH NO GAME PLAY AND/OR PRACTICE. PLAYING ON WET FIELDS POSES A SAFETY HAZARD AND CAUSES SEVERE FIELD DAMAGE

PERMITS FROM OTHER CITY DIVISIONS: IT IS YOUR RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS AS STATED ABOVE AND SUBMIT COPIES TO OUR DEPARTMENT PRIOR TO FINAL APPROVAL OF PERMIT. PARK PERMITS WILL NOT BE ISSUED UNLESS PERMITTEE HAS OBTAINED ALL NECESSARY PERMITS FOR THEIR EVENT.

CLEAN UP OF PARK AT COMPLETION OF EVENT: THE PARK MUST BE LEFT IN CLEAN, CLEAR OF PORTABLE TOILETS/DUMPSTERS, FENCING OR ANY MATERIAL USED FOR A SPECIFIC EVENT. PARK MUST BE LEFT READILY AVAILABLE FOR OTHER PARK USERS. ANY ADDITIONAL DATES REQUIRED WILL BE CHARGED AN ADDITIONAL FEE.

FEES VARY BASED ON EVENT TYPES. ALL PERMITS WILL HAVE A BASE PERMIT FEE AND SOME WILL HAVE ADDITIONAL FEES FOR STAFF, CLEAN UP, TRASH DISPOSAL OR ELECTRICAL. SOME EVENTS MAY REQUIRE STAFF EVEN IF NOT REQUESTED BY PERMITTEE, THIS WILL BE DETERMINED BY THE CITY OF WORCESTER DPW & PARKS, PARKS, RECREATION AND CEMETERY DIVISION BASED ON THE MAGNITUDE OF THE EVENT. CASH IS NOT ACCEPTED (CHECKS, MONEY ORDERS or CREDIT CARDS ONLY). FEES ARE DUE 1 MONTH PRIOR TO THE EVENT DATE.

FINAL PAYMENT: THE BALANCE WILL BE DUE 1 MONTH PRIOR TO EVENT DATE. PAYMENTS MADE LESS THEAN 1 MONTH BEFORE EVENT WILL REQUIRE A CERTIFIED FINAL PAYMENT: BANK CHECK OR MONEY ORDER.
OR 10% OF TOTAL FEE WHICHEVER IS HIGHER WILL BE CHARGED FOR CANCELLATIONS. ALL WEEKEND/HOLIDAY

CANCELLATION POLICY: A 24-HOUR WRITTEN CANCELLATION NOTICE IS REQUIRED TO AVOID ADDITIONAL FEES. A \$125.00 CANCELLATIONS MUST BE RECEIVED BY 12:00 PM ON THE LAST BUSINESS DAY PRIOR TO YOUR EVENT AND MUST BE CONFIRMED/APPROVED BY THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION STAFF. CONFIRMATION/APPROVAL IS DEEMED CONFIRMED WHEN THE EVENT REPRESENTATIVE RECEIVES A WRITTEN CONFIRMATION FROM THE PARKS DIVISION ADMINISTRATIVE OFFICE. REFUNDS WILL NOT BE GIVEN TO ANYONE WHO DOES NOT GIVE A 24 HR CANCELLATION AND THEY WILL BE CHARGED THE FULL EVENT FEE.
RAIN DATE WILL BE GIVEN AT THE TIME OF REQUEST NOT AFTER AND IT WILL ONLY BE HONORED IF CANCELLED AND RESCHEDULED IN TIME.

STAFF FEE: WILL BE A MINIMUM OF \$220.00 FOR A 4 HOUR PERIOD. ANY ADDITIONAL HOUR AFTER THE 4 HOURS WILL COST \$55.00 PER HOUR. PLEASE NOTE THAT BASED ON YOUR REQUEST THE FEE MIGHT CHANGE TO ADD OTHER COST FOR ELECTRICAL NEEDS OR REMOVAL/DISPOSAL OF TRASH FROM EVENT.

ALCOHOLIC BEVERAGES: NO PERSON SHALL DRINK ANY ALCOHOLIC BEVERAGE AS DEFINED IN CHAPTER 138, SECTION I OR THE MASSACHUSETTS GENERAL LAWS WHILE ON, IN, OR UPON ANY FACILITY UNDER THE JURISDICTION OF THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION.

PLEASE NOTE IF ADMISSION IS TO BE CHARGED OR EVENT IS OF A LARGE CAPACITY SUCH AS CONCERTS AND FESTIVALS:

CHARGING ADMISSION AT EVENT: IF ADMISSION FEE IS CHARGED FOR EVENT A PERMIT REQUEST AND A FULL PROPOSAL NEEDS TO BE SUBMITTED TO THE PARKS & RECREATION COMMISSION A MINIMUM OF THREE (3) MONTHS BEFORE THE EVENT DATE. THE PROPOSAL IS TO INCLUDE ALL EVENT DETAILS AS LISTED IN THIS PERMIT APPLICATION, AND MEET REQUIREMENTS AS SET FORTH BY THE PARKS, RECREATION AND CEMETERY COMMISSION. A SPECIAL EVENTS APPLICATION MAY ALSO NEED TO BE SUBMITTED.

THERE SHALL BE NO TRANSFERRING OF PERMITS FROM ONE ORGANIZATION TO ANOTHER.

CURRENT CONSTRUCTION: IT IS THE RESPONSIBILITY OF THE PERMITTEE TO ENSURE THAT CONSTRUCTION AREAS IN PARKS ARE NOT DISTURBED OR MOVED. FEES WILL BE CHARGED FOR ANY REPAIRS NEEDED DUE TO ANY DAMAGE DONE BY ANY EVENT.

APPROVAL OF PERMIT: THERE WILL BE NO GUARANTEES MADE IN THE APPROVAL PROCESS IF PERMIT APPLICATION IS RECEIVED BY THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION AFTER THE THREE- (3) MONTH REQUIRED PERIOD. APPROVAL OR DENIAL WILL BE ON A CASE-BY-CASE BASIS.

IT WILL BE NECESSARY TO OBTAIN A LICENSE FROM THE LICENSE COMMISSION, AND SUBMIT A COPY WITH THIS APPLICATION AT THE TIME OF PERMIT PROCESS COMPLETION.

EVENTS HELD AT BEACH FACILITIES OR PUBLIC WATERWAYS MAY REQUIRE TO BE IN COMPLIANCE WITH CHRISTIAN'S LAW

PERSONAL FLOTATION DEVICES/US COAST GUARD CERTIFIED LIFE JACKETS FOR BEACH FACILITIES:

THE PERMITTEE SHALL BE RESPONSIBLE FOR MEETING AND EXCEEDING ALL REQUIREMENTS OF "CHRISTIANS LAW" WHICH INCLUDES THE FOLLOWING:

- 1) PROVIDE A PROPERLY SIZED AND SNUG FITTING TYPE I, II, OR III PFD TO ALL MINOR CHILDREN DETERMINED TO BE EITHER A NON-SWIMMER OR AN AT RISK SWIMMER.
- 2) ENSURE THAT ALL MINORS ARE SWIM TESTED AT THE FIRST SWIMMING SESSION.
- 3) ALLOW PARENTS OR LEGAL GUARDIANS TO PROVIDE THEIR OWN FITTING PERSONAL FLOTATION DEVICE (PFD) TO THEIR CHILD IF THEY CHOOSE.

A COPY OF THIS STATE LAW IS AVAILABLE ON THE CITY OF WORCESTER WEBSITE OR AT THE PARKS OFFICE.

BELOW IS A LIST OF PHONE NUMBERS FOR YOUR ASSISTANCE IN THIS PERMIT PROCESS:

SPECIAL EVENTS COMMITTEE: 455 MAIN STREET.....	508-799-1175
POLICE DEPARTMENT - OFF DUTY/SOUND PERMITS- 911 LINCOLN SQUARE -.....	508-799-8686
INSPECTIONAL SERVICES - FOOD AND PORTABLE TOILET PERMITS- 25 MEADE STREET	508-799-8539
INSPECTIONAL SERVICES - TENTS, GENERATORS - 25 MEADE STREET.....	508-799-1198
FIRE PREVENTION - OPEN FLAME PERMITS - 25 MEADE STREET	508-799-1822
LICENSE COMMISSION - FLEA MARKETS OR SELLING OF ITEMS	508 799-1400 X234
EMS.....	508-799-8606

PLEASE ATTACH A MAP SHOWING THE LOCATIONS WHERE, TENTS, TABLES, CHAIRS, GRILLS. ETC. WILL BE SET UP.

INITIALS YF

City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division Rules and Regulations

The DPW & Parks – Parks, Recreation & Cemetery Division of the City of Worcester, by virtue of the authority delegated to it under chapter 45 of the General Laws of Massachusetts and every other power thereto enabling, hereby makes and publishes the following rules and regulations which shall not only be limited to the following and DPW & Parks – Parks, Recreation & Cemetery Division reserves the right to make additional changes or expansions without notice at any given time.

Within the limit of lands under the management of the City of Worcester – Department of Public Works & Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

- 1) To destroy, misuse or abuse park property, or to injure or climb trees, lawns, shrubs or plants in any park playground, beach or other areas under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 2) To deface, remove or destroy any sign or notice or protective device placed in any park, playground, and or beach.
- 3) To commit any unlawful act of violence or disturbance towards other people or to disturb the animals, birds or fish, etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
- 4) To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division or vehicles of said department.
- 5) To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks – Parks, Recreation & Cemetery Division with any reasonable direction given by any police officers or by any DPW & Parks – Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
- 6) To throw, deposit or leave any litter or rubbish any park, playground or beach area, except in containers placed for such purpose. Household trash, hazardous waste, debris, or any other material cannot be thrown / dumped into any park or park container.
- 7) To feed water fowl & animals is prohibited in any park playground or beach.
- 8) To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
- 9) To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
- 10) To operate a phonogram, bullhorns, radio, loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorns, radio, loudspeaker or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property or building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester.
- 11) To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks – Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise tobacco, alcohol, medication, drugs or pornographic material.
- 12) To discharge or have any firearms in any park, playground or beach.
- 13) To discharge or have any fireworks in any park, playground or beach, except with a permit for those areas specifically authorized by the DPW & Parks – Parks, Recreation & Cemetery Division.
- 14) To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM except with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 15) To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
- 16) To drive any Commercial vehicle into any park except on business of the DPW & Parks – Parks, Recreation & Cemetery Division, or to give driving instruction to any person in an automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or repair cars in any park, or to park any car of any park road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
- 17) To erect a booth, tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, or beach unless stakeless and/or without the written permission of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 18) To play any active ball games in any park, playground, or beach except in areas set aside for such games.
- 19) To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 20) To drive any vehicle upon any sidewalk of any boundary road or a public park or of any parkway under the control of the DPW & Parks – Park, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division.
- 21) **Alcoholic Beverages:** To possess, sell or drink any alcoholic beverages as define in Chapter 138 section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks – Parks, Recreation & Cemetery Division permit.
- 22) To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the

INITIALS YF

Jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.

- 23) **Closing hours:** Public reservations shall be closed to the public between the hours of 10:00 PM and 5:00 AM except as may be authorized in a written permit of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 24) **Waiver Rights:** The DPW & Parks – Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
- 25) To roller-blade, roller skate, skate board, or ride a bike in any designated park area unless specifically identified for this purpose.
- 26) To boat / float on a flotation device, motorized water craft or winter snow/ice vehicles (snowmobiles, etc.) is not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester DPW & Parks – Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized water crafts shall be launched within 150' of any public beach.
- 27) To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are: Elm Park (3 ponds), University Park pond, and Burncoat park (small pond). At all sites the ice must be declared safe by the DPW & Parks- Parks, Recreation & Cemetery Division.
- 28) No group outing/picnics will be guaranteed in any park, playground or beach under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division has been obtained.
- 29) The DPW & Parks – Parks, Recreation & Cemetery Division shall first approve any field, facility or structure improvements, desired to be made by any organizations permitted to use a public park.
- 30) In the event of inclement weather conditions on a given date, DPW & Parks – Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any

field if under their determination such use will have a negative long-term effect on the facility.

- 31) Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non Holidays). There will be no refunds or credits issued for any reason. No information will be given nor permits issued over the telephone. The City of Worcester DPW & Parks – Parks, Recreation & Cemetery Division has a fees/charges policy and Rules and Regulation governing all parks. The DPW & Parks – Parks, Recreation & Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for these rules and regulations.
- 32) **AVIATION IN PARKS. PARKS DRONES (UAS) AND OTHER AIRCRAFT: DRONES, OTHER UNMANNED AERIAL VEHICLES INCLUDING REMOTE CONTROL AIRCRAFT, AND AIRCRAFT IN GENERAL CANNOT BE FLOWN IN THE CITY OF WORCESTER PUBLIC PARKS OR OPEN SPACES, UNLESS UNDER SPECIAL PERMISSION FROM THE CITY OF WORCESTER COMMISSIONER OF THE DEPARTMENT PUBLIC WORKS & PARKS OR HIS DESIGNEE, AND WITH AN ISSUED APPROVED PARKS PERMIT. PLEASE REFER TO THE FEDERAL AVIATION ADMINISTRATION (FAA) RULES AND REGULATIONS**
- 33) It is unlawful and NOT allowed to smoke in any public park, playground or beach as per the City of Worcester ordinance.

ADDITIONAL POLICIES FOR THE USE OF THE COMMON

- 34) **Common:** To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; the Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks – Parks, Recreation & Cemetery Division.

PENALTIES: ANY PERSON VIOLATING ANY OF THE ABOVE RULES SHALL FOR EACH OFFENSE BE PUNISHED BY A FINE NOT MORE THAN \$200.00 (GENERAL LAWS CHAPTER 45, SECTION 24, AMENDED MAY 20, 1977)

THE ABOVE RULES AND REGULATIONS HAVE BEEN APPROVED BY THE PARKS & RECREATION COMMISSION

PRINT NAME OF APPLICANT/REPRESENTATIVE: Yaffa Fain DATE: 08/22/2022

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____

INITIALS
YF

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Worcester Department of Public Works & Parks - Parks, Recreation & Cemetery Division prohibits discrimination on the basis of race, color, origin, religion, age, sexual orientation or handicap in its programs and activities. Anyone who believes he or she has been discriminated against in any City of Worcester Department of Public Works & Parks – Parks, Recreation & Cemetery Division program, park or facility may file a complaint alleging discrimination with the Massachusetts Commission Against Discrimination or the United States Department of the Interior, Washington D.C. 20240.

It is agreed that during the use of the Park or Recreation facility the permittee will not exclude anyone from participation in, deny anyone benefit of the activity or otherwise subject anyone to discrimination because of the person's race, color, national origin, age, or handicap.

The undersigned guarantees that the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division will be strictly observed.

The undersigned agrees to indemnify and hold harmless the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division from and against any and all claims, suits or any person or property arising out of the above named facilities by any participant, spectator or other person affiliated with the undersigned becomes aware of an unsafe condition at or on the facilities, and continues to perform at or on the Facilities, without first notifying the DPW & Parks, Parks, Recreation & Cemetery Division of the unsafe condition and giving a reasonable time to correct said unsafe condition.

- THE UNDERSIGNED SHALL SUBMIT PROOF OF INSURANCE, WITH THE SIGNING OF THIS PERMIT OR FILING OF THIS APPLICATION, WITH THE CITY OF WORCESTER AS AN ADDITIONAL INSURED.
- CLEAN UP WILL BE THE RESPONSIBILITY OF THE GROUP USING SAID FACILITIES, INCLUDING REFUSE FROM SPECTATORS AND PARTICIPANTS. ALL REFUSE SHALL BE BAGGED AND REMOVED FROM SITE.
- NO CHANGE OF ENTERTAINMENT WITHOUT PRIOR APPROVAL WILL BE PERMITTED.

I understand the information above and have received all the Rules and Regulations and take responsibility for insuring the organizations compliance with these rules and terms. I will, if I leave this organization inform my predecessor of this information. I am, through my signature able to bond the organization stated in this application to the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division.

PENALTIES: Any person violating any of the above rules shall for each offence be punished by a fine not more than \$200.00 (General Laws Chapter 45, Sect. 24, Amended May 20, 1977). Violators also risk permanent revocation of current and future DPW & Parks - Parks, Recreation & Cemetery Division facility permits.

PRINT NAME OF APPLICANT/REPRESENTATIVE: Yaffa Fain DATE: 08/22/2022

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____

INITIALS YF

PARKS & RECREATION FEES/CHARGES POLICY, BLESSED BY THE PARKS & RECREATION COMMISSION AND EFFECTIVE JANUARY 1, 2022

NOTES:

- FEES WILL BE CHARGED FOR FIELD USE PERMITS ISSUED TO YOUTH GROUPS/ORGANIZATIONS THAT ARE CITY RESIDENTS UNDER THE AGE OF 18, FOR THE PURPOSE OF (SOFTBALL, BASEBALL, FOOTBALL, SOCCER, RUGBY, HOCKEY, BASKETBALL, AND LACROSSE, HANDBALL, TENNIS, CRICKET, FIELD HOCKEY OR ANY OTHER SPORT). THIS FEE CAN BE REDUCED IF THE YOUTH LEAGUE IS A 501C3 NON PROFIT AND/OR COMPLETES REGULAR MAINTENANCE ON THE FIELD THEY ARE REQUESTING
- FEES WILL BE CHARGED TO ORGANIZATIONS/LEAGUES THAT ARE FOR PROFIT – NO DISCOUNTS WILL APPLY
- THERE IS A TWO (2) HOUR PER DAY MINIMUM FOR ALL PERMITS
- OFF PEAK HOURS FOR FIELDS/RINKS/COURTS ARE 8:00 AM – 6:00 PM
- PEAK HOURS FOR FIELDS/RINKS/COURTS ARE 6:00 PM – 10:00 PM (ALL FIELDS CLOSE AT 10:00 PM UNLESS APPROVED BY THE CITY, IF ADDITIONAL HOURS ARE APPROVED THE FEES WILL BE BASED ON PEAK HOUR COST)

SPORT PERMITS:

1. FIELD AND COURT FEES ARE AS FOLLOWS FOR NON-PROFIT ORGANIZATIONS - \$18.00/HR/FIELD FOR OFF PEAK HOURS PRIOR TO 6:00 PM - \$36.00/HR/FIELD FOR ON PEAK HOURS AFTER 6:00 PM
2. FIELD AND COURT FEES ARE AS FOLLOWS FOR-PROFIT ORGANIZATIONS - \$36.00/HR/FIELD FOR OFF PEAK HOURS PRIOR TO 6:00 PM - \$72.00/HR/FIELD FOR PEAK HOURS AFTER 6:00 PM (DISCOUNTS DO NOT APPLY TO STAFF COST OR FOR-PROFIT ORGANIZATIONS)
3. A DISCOUNT OF UP TO 50% WILL BE GIVEN TO CITY OF WORCESTER RESIDENTS ON OFF PEAK HOURS BEFORE 6:00 PM ONLY BASED ON THEIR ROSTERS AND HOW MANY CITY OF WORCESTER RESIDENTS ARE IN THE LEAGUE AND ONLY APPLICABLE TO NON-PROFIT ORGANIZATIONS FOR EXAMPLE IF 100% OF THE PEOPLE ARE FROM WORCESTER THAT WILL BE A 50% DISCOUNT HOWEVER IF THE AMOUNT OF RESIDENTS IS LESS THAN 100% THEN THE PERCENTAGE IS CALCULATED BY TAKING THE NUMBER OF RESIDENTS TIMES 100 DIVIDED BY THE TOTAL NUMBER OF PEOPLE AND DIVIDED BY 50%
4. NO DISCOUNTS ARE GIVEN FOR INDIVIDUAL/PRACTICE PERMITS, NON RESIDENTS OF WORCESTER OR FOR-PROFIT ORGANIZATIONS
5. NO DISCOUNTS WILL BE GIVEN FOR PEAK HOURS 6:00 PM – 10:00 PM
6. ALL SYNTHETIC FIELDS MAY REQUIRE STAFF AT GAMES. THE FEE IS \$125.00 PER HOUR WITH A MINIMUM OF TWO HOURS PER DAY.

EVENT PERMITS:

1. INDIVIDUALS OR GROUPS (THIS PERMIT IS FOR A LOCATION, IN A SPECIFIC PARK AT A SET TIME BETWEEN DAWN AND DUSK)
2. 8:00 AM – 6:00 PM - \$250.00/UPTO FOUR (4) HOURS/PARK
3. A DISCOUNT OF UP TO 50% WILL BE GIVEN TO CITY OF WORCESTER RESIDENTS OFF THE APPLICATION FEE ONCE VERIFICATION IS SUBMITTED (DISCOUNT DO NOT APPLY TO STAFF COST OR FOR-PROFIT ORGANIZATIONS)
4. TRASH REMOVAL/DISPOSAL FEE WILL START AT \$400.00 AND WILL INCREASE BASED ON THE SIZE OF THE EVENT. THIS FEE DOES NOT INCLUDE FACILITY CLEAN UP A MINIMUM OF \$220.00 WILL BE CHARGED FOR TRASH PICKED UP THROUGHOUT THE FACILITY.
5. ELECTRICAL FEE \$25.00 PER HOUR OF ELECTRIC USE AND WILL INCREASE DEPENDING ON WHAT THE ELECTRICITY IS FOR (I.E. BOOM BOX, COFFEE MAKER, SOUND SYSTEM, ETC.)
6. STAFF FEES WILL APPLY TO EVENTS AS DEEMED NECESSARY BY THE PARKS, RECREATION & CEMETERY DIVISION AT A RATE OF \$55.00 PER HOUR, MINIMUM OF 4 HOURS. THIS FEE IS NOT DISCOUNTABLE.

COMMUNITY BUILDINGS:

1. RENTALS:
2. NON-PROFIT GROUPS/ORGANIZATIONS - \$250.00/DAY – STAFF FEES MAY APPLY
3. PRIVATE GROUPS/ORGANIZATIONS/INDIVIDUALS - \$350.00/DAY – STAFF FEES MAY APPLY
4. A DISCOUNT OF UP TO 50% WILL BE GIVEN TO CITY OF WORCESTER RESIDENTS – DISCOUNTS DO NOT APPLY TO STAFF COST OF TO FOR PROFIT ORGANIZATIONS
5. *NOTE: ADDITIONAL FEE FOR STAFF WILL BE CHARGED FOR OPENING/CLOSING, IF SETUP IS NEEDED OR DEEMED NECESSARY BY THE CITY. THE CITY RESERVES THE RIGHT TO WAIVE THE PERMIT FEE FOR MEETING/EVENTS THAT IS IN THE BEST INTEREST OF THE CITY OF WORCESTER. STAFF FEES WILL NOT BE WAIVED

SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS:

ORGANIZATIONS/GROUPS/INDIVIDUALS REQUESTING PERMITS FOR EVENTS/TOURNAMENTS WILL BE CHARGED FEES AS DETERMINED ON AN INDIVIDUAL BASIS (STAFF, UTILITIES OR NEEDS AS REQUIRED BY DEPARTMENT) BASED ON DEPARTMENTAL AND PARKS & RECREATION COMMISSION REQUIREMENTS.

PORTABLE STAGE FEE:

THE FEE FOR DELIVERY, SET UP, BREAKDOWN AND PICKUP OF THE PORTABLE STAGE WITHIN THE CITY OF WORCESTER IS \$880.00 AND THIS FEE IS NON-NEGOTIABLE.

ADMINISTRATIVE CHARGE:

A \$100.00 ADMINISTRATIVE CHARGE IS INCLUDED IN THE PERMIT FEE TO COVER STAFF AND SECRETARIAL COSTS, OFFICE SUPPLIES, MAILINGS, UTILITY COSTS, ETC. THIS FEE WILL ALSO BE CHARGED FOR ANY CHANGES ON FINALIZED PERMITS.

REFUND POLICY:

CITY OF WORCESTER DEPARTMENT OF PUBLIC WORKS & PARKS - PARKS, RECREATION & CEMETERY DIVISION WILL NOT ISSUE ANY REFUNDS FOR PERMITS DUE TO WEATHER CONDITIONS. OTHER CASES WILL BE DETERMINED ON AN INDIVIDUAL BASIS. THE CITY OF WORCESTER WILL WORK WITH EVENT, PICNIC, AND WEDDING ORGANIZERS TO ATTEMPT TO FIND AN ALTERNATIVE DATE IN CASES OF INCLEMENT WEATHER.

FEE STRUCTURE:

A \$125.00 NON REFUNDABLE DOWN PAYMENT WILL BE REQUIRED AT THE TIME OF REQUEST. APPROPRIATE FEES WILL BE APPLIED AS SHOWN ABOVE WITH DISCOUNTS TO BE APPLIED ONLY TO INDIVIDUAL, ORGANIZATIONS OR GROUPS THAT SUBMIT ALL REQUIRED

RESIDENCY DOCUMENTATION TO INCLUDE COMPLETED TEAM ROSTERS, COMPLETED SCHEDULES OF GAMES AND PRACTICES, TEAM LISTINGS AND A BLANK COPY OF THE LEAGUE APPLICATION WITH COST INCLUDED. THE COMMISSIONER OR HIS/HER DESIGNEE WILL REVIEW, CONFIRM AND APPROVE ALL INFORMATION BEFORE ANY DISCOUNT WILL BE APPLIED. DISCOUNTS WILL ONLY BE APPLIED AFTER A COMPLETE REVIEW OF ALL REQUIRED DOCUMENTS. THE FILING OF FALSE INFORMATION TO THE CITY OF WORCESTER DEPARTMENT OF PUBLIC WORKS & PARKS - PARKS, RECREATION & CEMETERY DIVISION WILL RESULT IN A LOSS OF PERMITS AND THE CHARGING OF FULL FEES FOR THE ENTIRE REQUEST. ANY ORGANIZATION, INDIVIDUAL AND/OR GROUP FOUND TO PROVIDE FALSE INFORMATION WILL BE REQUIRED TO ATTEND A PARKS & RECREATION COMMISSION MEETING TO JUSTIFY THE ALLEGED FILING AND WOULD CONSEQUENTLY NEED APPROVAL FROM THE PARKS & RECREATION COMMISSION FOR FUTURE REQUEST. A 2% LATE CHARGE WILL BE ASSESSED TO ALL LEAGUES/ORGANIZATIONS EACH MONTH IF THE INVOICE IS NOT PAID WITHIN 45 DAYS OF THE INVOICE DATE.

INITIALS YF



2023 Fees and Policy Recommendations

Fees:

- 1) Change shotgun event fees from \$75 to \$95.
 - a. Shotgun start evens close the course for approximately 9 hours. The fee of \$75 does not generate enough revenue to justify the closure for such a long period of time.
- 2) Student Pass eliminated as part of a two year draw down of the category. Players in this age category fall under. Either the junior pass (18 & under as stated in the Information Guide) or the millennial membership (19-29).
- 3) Weekend morning green fees increased from \$45 to \$ 47. No other weekend fee changes.
- 4) Cart fees increased \$1 per category. In 2022 the fee was increase by \$1. This second increase is in response to the increased costs for cart operations.
- 5) Increase season permit categories: \$50 per category. (with the exception of the millennial pass as these will absorb the eliminated student pass).
- 6) Change of Millennial Membership (title) to Young Unlimited Pass (title).

Policies:

- 1) Tee times booking 7 days in advance via Web page. Clubhouse call in bookings taken only day of.
- 2) Eliminate proper dress requirement
- 3) ½ way house restrooms open within 1 hour of first tee time



**PARKS & RECREATION
FEES & CHARGES POLICY 2023**

- Fees will be charged for field use permits issued to youth groups/organizations that are city residents under the age of 18, to include but not limited to (softball, baseball, football, soccer, rugby, hockey, basketball, Lacrosse, handball, tennis, cricket, field hockey, Street Hockey or any other sport) This fee can be reduced or waived if the youth league is a 501C3 Non-profit and/or completes regular maintenance on their field. (Discounts do not apply to staff costs)
- Fees will be charged to organizations/leagues that are for profit – No discounts will apply
- There is a two (2) hour per day minimum for all permits
- **OFF PEAK HOURS** for fields/rinks/courts are 8:00 AM – 6:00 PM
- **PEAK HOURS** for fields/rinks/courts are 6:00 PM – 10:00 PM (All fields close at 10:00 PM unless approved by the city, if additional hours are approved the fees will be based on peak hour cost.)

SPORT PERMITS:

1. Field and court fees are as follows for **non-profit organizations** - \$18.00/Hr./Field for off peak hours prior to 6:00 PM - \$36.00/Hr./Field for peak hours after 6:00 PM
2. Field and court fees are as follows for-profit organizations - \$36.00/Hr./Field for off peak hours prior to 6:00 PM - 72.00/Hr./Field for peak hours after 6:00 PM (Discounts do not apply to staff cost or to for-profit organizations).
3. **All synthetic fields may require staff at games. The fee is \$125.00 per hour minimum of two hours per day.**

EVENT PERMITS:

1. Individuals or groups (This permit is for a location, in a specific park at a set time between dawn and dusk.)
2. 8:00 AM – 6:00 PM - \$250.00/UPTO FOUR (4) HOURS/PARK
3. A discount of up to 50% will be given to City of Worcester Residents application fee, once verification is submitted (Discount does not apply to staff cost, For-profit organizations, or Non-Residents)
4. Trash removal/disposal fee will start at \$400.00 and will increase based on the size of the event. This fee does not include facility clean up a minimum of \$240.00 will be charged for trash picked up throughout the facility.
5. Electrical fee \$30.00 per hour of electric use, if the electrician is needed the fee will be an additional \$60.00 per hour minimum of 4 hours.
6. Staff fees will apply to events as deemed necessary by the DPW & Parks, Parks, Recreation & Cemetery Division at a rate of \$60.00 per hour, minimum of 4 hours per day, per staff assigned. There will be **NO** discounts given for this fee.

COMMUNITY BUILDINGS:

1. Rentals: Non-profit groups/organizations - \$250.00/4 hours. Additional fees may apply for staff.
2. Private groups/organizations/individuals - \$350.00/4 hours. – Additional fees may apply for staff.
3. A discount of up to 50% will be given to City of Worcester residents – Discounts do NOT apply to staff cost or to For Profit organizations.
4. *Note: Additional fee for staff will be charged for opening/closing of said facility. The City reserves the right to waive the permit fee for meeting/events that is in the best interest of the City of Worcester. Staff fees will not be waived.

METAL DETECTING PERMITS:

1. Metal detecting is not allowed at any city park or sports fields due to irrigations, electrical or plumbing lines.
2. Metal detecting will only be allowed at the beaches with a permit.
3. Permit fee is \$100.00 for 10 dates – 4 hours per date.
4. Applicant shall restore a disturbed area to it's original condition by removing all devices of digging and/or probing.
5. All trash/litter or other debris uncovered must be removed and placed in an approved trash receptacle.
6. Any trash left behind will be cleared by parks staff at a rate of \$60.00/hr minimum of 4 hours per staff (this fee may change).

SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS: Organizations/groups/individuals requesting a permit for events/tournaments will be charged fees as determined on an individual basis (Staff, utilities or needs as required by Department) Based on Departmental and Parks & Recreation Commission requirements.

PORTABLE STAGE FEE: The fee for delivery, setup, breakdown, and pickup of the portable stage within the City of Worcester is \$960.00. This fee is non-negotiable.

ADMINISTRATIVE CHARGE: A \$125.00 Administrative fee is included in the permit fee to cover staff, secretarial costs, office supplies, mailings, utility costs, etc. An additional \$125.00 fee will be charged for any changes made to your permit that have been finalized.

REFUND POLICY: City of Worcester Department of Public Works & Park, Parks, Recreation & Cemetery Division will not issue any refunds permits due to weather conditions. All will be determined on an individual basis. The City of Worcester will work with event organizers to

get rain dates at the time the application is submitted. Sports organizations will be given the opportunity to call and change the date 24 hours prior to the assigned date.

FEE STRUCTURE: \$125.00 Non-refundable down payment will be required at the time of request. Fees will be applied to each individual event as per each individual's/organizations/league's needs, as well as sports fees will be applied as per each organization's needs. Filing false information to the City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division could result in loss of permit, the organization, individual/group will be required to attend a Parks & Recreation Commission meeting to justify the alleged filing and would consequently need approval from the Parks & Recreation Commission for future requests. A 2% Late fee will be assessed to all leagues/organizations each month if the invoice is not paid within 45 days of the invoice date.

Initials: _____



2023 PERMIT APPLICATION FOR EVENT IN A PARK

Name of requested Facility: _____ Today's Date: _____

Name of your organization: _____ Website: _____

Name of Applicant: _____ Email: _____

Address: _____ City _____ State _____ Zip _____

Cell Phone# _____ Alternate Phone # _____

Event Date: _____ Rain Date: _____ Start Time: _____ End Time _____

Set up Date & Start time: _____ Breakdown Date & End Time: _____

Staffing will be determined by the needs of each organization; it will vary by event, and it will be determined by Parks Administration.

Describe event in detail: _____

Have you ever had a similar permit? _____ YES _____ NO Estimated amount of people to attend: _____

Will you be charging admissions or selling any items at this event? You may need a Hawker & Peddlers license _____ YES _____ NO

If the event is located at the Common. Are you requesting to serve alcohol? _____ Yes _____ No
(Approval from the Parks & Recreation Commission will be required as well as an approval from the License Commission)

Are you a non-profit organization with a 501C3? _____ Yes _____ No (Please provide copy of certificate) ID# _____

Are you having amplified sound? (Microphones, speakers, blowhorns, radios, sound system) _____ Yes _____ No
(You will need a sound permit from the Police Department, please see below)

This section must be completed by the Police Department ONLY

Anyone requesting a park permit will need to notify the Police Department Off-Duty Office and have them complete and sign below in reference to Police Supervision and/or Sound Permits. The Police will determine the need for Police Supervision if any and the number of officers required. There is no exception to this requirement.

Will this event require Police Supervision? _____ Yes _____ NO If Yes, number of Officers _____

Does the event require a Sound Permit? _____ Yes _____ No

Has a sound permit been obtained? _____ Yes _____ No (A copy of the permit must be attached)

Official Signature: _____ Date: _____

Initials: _____

Please answer the questions below and see notes – A set up map will be required

Yes

No

- _____ _____ Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight)
- _____ _____ Will you be requesting the Parks Division to remove and dispose of your trash? (A starting fee of \$400.00 will apply for removal/disposal of trash, this fee may increase based on the amount of trash. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it.)
- _____ _____ Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms)
- _____ _____ Will you be renting portable restrooms? (Please provide information on company _____)
* All events with portable restroom must have a minimum of 1 accessible unit in each cluster
* Each accessible unit must be placed with entrance facing an accessible surface/walkway.
- _____ _____ Will you be requesting the use of our electricity? Not all locations have access to electricity. Cost is \$30 per hour. If our electrician is required for electrical hook up, it will cost an additional \$60 per hour, min. of 4 hours per day. If using a multi-media/sound company, please provide name & phone number _____
- _____ _____ Will you be using a generator? (A permit from Inspectional Services will be required, please see page 4 for their phone number and address) Copy of the generator permit will be required by parks.
- _____ _____ Will you be serving food? (A permit from Inspectional Services may be required, please see page 4 for their phone number and address) Copy of the food permit will be required by parks. Oil will not be allowed to be disposed of in the sewer drains, a disposal plan will have to be submitted with the application.
- _____ _____ Will you be using Grills? (A permit from the Fire Department may be required if using propane grills, please contact the Fire Department, phone number, and address available on page 4) If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.
- _____ _____ Will you be using Tents? (All tents must be **stake-less**) (A permit may be required from Inspectional Services for tents that are larger than 10' x 10', please see page 4 for phone number and address)
Size of tents: _____ Number of Tents: _____ Tent Company Name: _____
- _____ _____ Will there be any inflatable devices/bouncy houses? (All devices must be **stake-less**, and approval will be based on current public health guidance) Company _____
- _____ _____ Will you be using tables and chairs? (The city does not supply tables or chairs, please show location on set up map)
- _____ _____ Will you have EMS services available? (This is not mandatory, but it is recommended, phone number is on page 4)
- _____ _____ Will you be using any banners? (No nails or staples allowed only rope or tape, large banners will be put up by Parks staff 2 weeks prior to the event, a \$30 fee will apply for Elm & Institute Park, other parks will be determined by location)
- _____ _____ Are you requesting the use of our portable metal stage? (The cost to rent the stage is \$960.00) (The stage is 24' x 24', it can also be used open halfway with a back, this stage is not accessible)

Initials: _____

Please see important notes below

1. **Events:** All events charging admission will need to submit a full proposal to the Parks & Recreation Commission a minimum of 3 months prior to the event date. The proposal is to include all event details, and meet requirements as set forth by the Parks & Recreation Commission. A special events application may need to be completed and submitted to the Special Events Committee. All new events as well as large scale events will need to submit a proposal 3 months in advance and go in front of the Parks & Recreation Commission for the first 3 years of the events life.
2. **Confetti:** Confetti/rice/artificial flower pedals are not allowed at any park due to environment impact, safety of wildlife, and the mess that is left. A fine may be assigned to those who disregard this rule.
3. **Staff needs and fees:** The City of Worcester DPW & Parks, Parks & Recreation Division requires staff at all event/permits for the duration of the event including event set up and breakdown times, this and other requirements will be determined on a case-by-case basis. Staff fees will apply at \$60 per hour minimum of 4 hours per day, per staff assigned. A non-refundable down payment of \$125.00 will be required at the time the application is submitted to reserve the date. Fees will vary based on event types, needs for additional staff, electricity, longer hours, trash pickup fee, magnitude of event. Final payment will be due at least one (1) month prior to the event day. Payments made less than one month prior will have to submit a certified payment such as a bank check or a money order. Union rules requires us to give all staff assigned an 8 hr. shift a 30-minute lunch and (2) 15-minute breaks.
4. **Refunds:** Refunds will NOT be given if event is not cancelled in writing within the required timeframe. A 24-hour written cancellation notice is required to avoid additional fees, emails will be accepted as a written form of notification. Weekend cancellation notices must be received by noon (12:00 PM) on the last business day prior to your event and it must be confirmed and approved by DPW & Parks – Parks & Recreation Division staff. Confirmation/approval is deemed confirmed when the event representative receives a written confirmation/email from the Parks Administration. A full fee will be charged to those who do not cancel in time. Rain dates are available at the time of request not after and will only be honored if cancelled and rescheduled in a timely manner according to this policy. An email sent to parks@worcesterma.gov will also be accepted as a written cancellation with a follow up call to 508-799-1190.
5. **Special Events:** Some organizations will be required to contact the Special Events Committee based on the location and the scale of the event. Please call 508-799-1400. It is your responsibility to obtain all necessary permits from other city divisions as applicable to your event and submit copies to Parks Administration along with your completed application. A parks permit will not be issued until all necessary permits are obtained (e.g., tent permit, food permits, sound permits, Entertainment license, etc.). If an admission fee is being charged you may need a permit from License Commission.
6. **Liability Insurance:** The City of Worcester DPW & Park, Parks & Recreation Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement with indemnifies and holds harmless the City of Worcester. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to people or property resulting from the issuance of this permit.
7. **Alcohol:** Alcoholic Beverages are not allowed in city parks (See item 21 on the rules and regulations). No person shall drink any alcoholic beverage as defined in Chapter 138, Section 1, or the Massachusetts General Laws while on, in, or upon any facility under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division. (Exception: Worcester Common)
8. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces as per city ordinance is not allowed.
9. **Facility Clean up:** Cleanup of park at completion of event is expected. The Park must be left clean, clear of portable toilets, dumpsters, fencing or any material used for a specific event. Park must be left readily available for other park users.
10. **Parking:** Vehicles are prohibited from parking or traveling in any grass areas or any sidewalks or on the Worcester Common. You will be required to submit an alternative parking plan for those facilities that don't have parking lots. Illegal parking such as but not limited to parking on sidewalks or grass areas will not be allowed Parks Security will enforce. Event holder is responsible to notify and inform event participants/spectator of legal parking options.

11. **Water:** October 1st of each year all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
12. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
13. **Administration:** The City of Worcester DPW & Parks, Parks & Recreation Division reserves the right to minimize, reschedule or cancel use of facility based on renovations, maintenance, weather conditions or emergency situations. Pertaining to field use, if there are puddles on the fields and/or you step on any portion of the field and feel water squishes out from under your shoe, the field is closed with no games and/or practices. Playing on wet fields poses a safety hazard and causes severe field damage.
14. **Transferring of permits:** There shall be **No** transferring of permits from one permittee to another.
15. **Beaches/Water bodies:** Events held at beach facilities or public waterways may require to be in compliance with Christian's Law. Personal flotation devices/US Coast Guard certified Life Jackets for beach facilities: The permittee shall be responsible for meeting and exceeding all requirements of "Christians Law" which includes the following:
 - a. Provide a properly sized and snug fitting type I, II, or III PFD to all minor children determined to be either a non-swimmer or an at-risk swimmer.
 - b. Ensure that all minors are swim tested at the first swimming session.
 - c. Allow parents or legal guardians to provide their own fitting personal flotation device (PFD) to their child if they choose.

A Copy of this State law is available on the City of Worcester website or at the Parks Office

16. **Set up map:** Please submit a set up map showing location of tents, tables, chairs, grill etc. You can use a google maps aerial view of the location or you may hand draw your own set up map.
17. **Review Policy:** All permits will be reviewed by Parks Division for opportunities & challenges after completion of event, to enhance and make all events better. We look forward to enhancing and helping all events become better.
18. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event.
19. DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other city documents

Below is a list of phone numbers for your assistance in the permit process:

Special Events Committee: 455 Main Street	508-799-1400
Police Department – Off Duty Police and Sound Permits – 9-11 Lincoln Square.....	508-799-8606
Inspectional Services- Food, Portable toilet permits – 25 Meade Street.....	508-799-8539
Inspectional Services – Tents, generators – 25 Meade Street.....	508-799-1198
Fire prevention – Open flame permits – 141 Grove Street.....	508-799-1822
License Commission – Fleas Markets/selling of items/serving alcohol.....	508-799-1400
EMS.....	508-799-8606
Parks Security.....	508-612-1121

Initials: _____

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Human Rights Policy. It is the policy of the city to assure that every individual shall have equal access to and benefit from all public services, accommodations, and employment opportunities to protect every individual in the enjoyment and exercise of civil rights and to encourage and bring about mutual understanding and respect among all individuals of the city. It is clear that behavior which denies equal treatment to any of our citizens as a result of their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability or source of income undermines civil order and deprives persons of the benefits of a free and open society. Nothing in this section shall be constructed as supporting or advocating any particular religious view or lifestyle. To the contrary, it is the intention of this section that all persons be treated fairly and equally, and it is the expressed intent of this ordinance to bring about the elimination of prejudice, intolerance, bigotry, discrimination, and the disorder occasioned thereby.

The undersigned guarantees that the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division will be strictly observed.

The undersigned agrees to indemnify and hold harmless the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division from and against any and all claims, suits or any person or property arising out of the above named facilities by any participant, spectator or other person affiliated with the undersigned becomes aware of an unsafe condition at or on the facilities, and continues to perform at or on the Facilities, without first notifying the DPW & Parks, Parks, Recreation & Cemetery Division of the unsafe condition and giving a reasonable time to correct said unsafe condition.

- THE UNDERSIGNED SHALL SUBMIT PROOF OF INSURANCE, WITH THE SIGNING OF THIS PERMIT OR FILING OF THIS APPLICATION, WITH THE CITY OF WORCESTER AS AN ADDITIONAL INSURED.
- CLEAN UP WILL BE THE RESPONSIBILITY OF THE GROUP USING SAID FACILITIES, INCLUDING REFUSE FROM SPECTATORS AND PARTICIPANTS. ALL REFUSE SHALL BE BAGGED AND REMOVED FROM SITE.
- NO CHANGE OF ENTERTAINMENT WITHOUT PRIOR APPROVAL WILL BE PERMITTED.

I understand the information above and have received all the Rules and Regulations and take responsibility for ensuring the organizations compliance with these rules and terms. If I leave this organization, I will inform my predecessor of this information. I am, through my signature able to bond the organization stated in this application to the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division.

PENALTIES: Any person violating any of the above rules shall for each offence be punished by a fine not more than \$200.00 (General Laws Chapter 45, Sect. 24, Amended May 20, 1977). Violators also risk permanent revocation of current and future DPW & Parks - Parks, Recreation & Cemetery Division facility permits.

PRINT NAME OF APPLICANT/REPRESENTATIVE: _____ DATE: _____

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____

Initials: _____

City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division Rules & Regulations

The DPW & Parks – Parks, Recreation & Cemetery Division of the City of Worcester, by virtue of the authority delegated to it under chapter 45 of the General Laws of Massachusetts and every other power thereto enabling, hereby makes and publishes the following rules and regulations which shall not only be limited to the following and DPW & Parks – Parks, but Recreation & Cemetery Division reserves the right to make additional changes or expansions without notice at any given time.

Within the limit of lands under the management of the City of Worcester – Department of Public Works and Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

1. To destroy, misuse or about park property, or to injure or climb trees, lawns, shrubs, plants in any park playground, beach, or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
2. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
3. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, or fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
4. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
5. To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks – Parks, Recreation & Cemetery Division any reasonable direction given by any police officer or by any DPW & Parks – Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
6. To throw, deposit or leave any litter or rubbish any park, playground, or beach area, except in container placed for such purpose. Household trash, hazardous waste, debris, or any other material **cannot** be thrown/dumped into any park or park container.
7. To feed waterfowl & animals is prohibited in any park, playground, or beach.
8. To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
9. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
10. To operate a phonogram, bullhorns, radio loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorn, radio, loudspeaker, or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property of building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester.
11. To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks, Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise Tabaco, alcohol, medication, drugs, or pornographic material.
12. To discharge or have any firearms in any park, playground, or beach, except with a permit for those areas specifically authorized by the DPW & Parks, Parks, Recreation & Cemetery Division.
13. To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM, or other set times except with a written permit from the DPW & Park, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
14. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
15. To drive any Commercial vehicle into any park except on business of the DPW & Parks, Parks, Recreation & Cemetery Division, or to give driving instruction to any person in any automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or to repair cars in a park, or to park any car on any car road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
16. To erect a booth, tent, sleeping tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, without the written permit of the DPW & Parks, Parks, Recreation & Cemetery Division, or to use a tent unless stake-less and/or without the written permission of the DPW & Parks, Parks, Recreation & Cemetery Division.
17. To play any active ball games in any park, playground, or beach except in areas set aside for such games.

18. To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
19. To place any leaves or debris removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
20. To drive any vehicle upon any sidewalk of any boundary road or public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
21. **Alcoholic Beverages:** To possess, sell or drink any alcoholic beverages as define in Chapter 138 Section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks, Parks, Recreation & Cemetery Division permit.
22. To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
23. **Closing Hours:** Parks shall be closed to the public between the hours of 10:00 PM and 5:00 AM or as posted except if authorized in a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
24. **Waiver right:** The DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
25. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
26. To boat/float on a flotation device, motorized watercraft, or winter snow/ice vehicles (snowmobiles, etc.) are not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized watercrafts shall be launched within 150' of any public beach.
27. To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are Elm Park (3 meres) and University Park Pond. At all sites the ice must be declare safe by the DPW & Parks, Parks, Recreation & Cemetery Division.
28. No group outing/picnics will be guaranteed in any park, playground, or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division has been obtained.
29. The DPW & Parks, Parks, Recreation & Cemetery Division shall first approve any field, facility, or structure improvements, desired to be made by any organizations permitted to use a public park.
30. In the event of inclement weather conditions on a given date, DPW & Parks, Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field under their determination such use will have a negative long-term effect on the facility.
31. Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non-Holidays). There will be no refunds or credits issued for any reason, no information will be given, nor permit will be issued over the telephone. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations.
32. Drones (UAS) and other aircraft: Drones, other unmanned aerial vehicles including remote control aircraft, and aircraft in general cannot be flown in the City of Worcester Public Parks or open spaces; unless under special permission from the City of Worcester, Commission of the Department of Public Works & Parks, or his designee, and with an issued approved parks permit. Please refer to the Federal Aviation Administration (FAA) Rules & Regulations.
33. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
34. **Additional policy for the use of the Common:** To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW& Parks, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks, Parks, Recreation & Cemetery Division.

Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00

The above Rules and regulations have been approved by the Parks & Recreation Commission Initials: _____



2023 Application for metal detecting

Name _____ Address _____

City _____ State _____ Zip _____

Organization _____ Phone _____

Email address: _____

Beach name: _____

Purpose: _____

Date _____ Time _____ To _____

Date _____ Time _____ To _____

Date _____ Time _____ To _____

Date _____ Time _____ To _____

Date _____ Time _____ To _____

Date _____ Time _____ To _____

Date _____ Time _____ To _____

Date _____ Time _____ To _____

Date _____ Time _____ To _____

Date _____ Time _____ To _____

Have you ever had a similar permit? yes no number of people to attend _____

1. Metal detecting is not allowed at any city park or sports fields due to irrigations, electrical or plumbing lines. Metal detecting is only at the beaches with a permit.
2. The fee for metal detecting is \$100.00 for 10 dates 4 hours per date. Dates should be listed above.
3. Applicant shall restore a disturbed area to its original condition by removing all evidence of digging and/or probing. All trash/litter or other debris uncovered must be removed and placed in an approved trash receptacle.
4. Any trash left behind will be cleared by parks staff at a charge of 60.00/hr. with a minimum of four (4) hours per staff (this fee is subject to change).
5. DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other city documents

Applicant's signature: _____ Date: _____

Initials: _____

City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division Rules & Regulations

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1. To destroy, misuse or about park property, or to injure or climb trees, lawns, shrubs, plants in any park playground, beach, or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
2. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
3. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, or fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
4. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
5. To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks – Parks, Recreation & Cemetery Division any reasonable direction given by any police officer or by any DPW & Parks – Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
6. To throw, deposit or leave any litter or rubbish any park, playground, or beach area, except in container placed for such purpose. Household trash, hazardous waste, debris, or any other material cannot be thrown/dumped into any park or park container.
7. To feed waterfowl & animals is prohibited in any park, playground, or beach.
8. To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
9. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
10. To operate a phonogram, bullhorns, radio loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorn, radio, loudspeaker, or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property of building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester.
11. To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks, Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise Tabaco, alcohol, medication, drugs, or pornographic material.
12. To discharge or have any firearms in any park, playground, or beach, except with a permit for those areas specifically authorized by the DPW & Parks, Parks, Recreation & Cemetery Division.
13. To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM, or other set times except with a written permit from the DPW & Park, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
14. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
15. To drive any Commercial vehicle into any park except on business of the DPW & Parks, Parks, Recreation & Cemetery Division, or to give driving instruction to any person in any automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or to repair cars in a park, or to park any car on any car road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
16. To erect a booth, tent, sleeping tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, without the written permit of the DPW & Parks, Parks, Recreation & Cemetery Division, or to use a tent unless stake-less and/or without the written permission of the DPW & Parks, Parks, Recreation & Cemetery Division.
17. To play any active ball games in any park, playground, or beach except in areas set aside for such games.

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20. To drive any vehicle upon any sidewalk of any boundary road or public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
21. **Alcoholic Beverages:** To possess, sell or drink any alcoholic beverages as define in Chapter 138 Section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks, Parks, Recreation & Cemetery Division permit.
22. To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
23. **Closing Hours:** Parks shall be closed to the public between the hours of 10:00 PM and 5:00 AM or as posted except if authorized in a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
24. **Waiver right:** The DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
25. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
26. To boat/float on a flotation device, motorized watercraft, or winter snow/ice vehicles (snowmobiles, etc.) are not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized watercrafts shall be launched within 150' of any public beach.
27. To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are Elm Park (3 meres) and University Park Pond. At all sites the ice must be declare safe by the DPW & Parks, Parks, Recreation & Cemetery Division.
28. No group outing/picnics will be guaranteed in any park, playground, or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division has been obtained.
29. The DPW & Parks, Parks, Recreation & Cemetery Division shall first approve any field, facility, or structure improvements, desired to be made by any organizations permitted to use a public park.
30. In the event of inclement weather conditions on a given date, DPW & Parks, Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field under their determination such use will have a negative long-term effect on the facility.
31. Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non-Holidays). There will be no refunds or credits issued for any reason, no information will be given, nor permit will be issued over the telephone. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations.
32. Drones (UAS) and other aircraft: Drones, other unmanned aerial vehicles including remote control aircraft, and aircraft in general cannot be flown in the City of Worcester Public Parks or open spaces; unless under special permission from the City of Worcester, Commission of the Department of Public Works & Parks, or his designee, and with an issued approved parks permit. Please refer to the Federal Aviation Administration (FAA) Rules & Regulations.
33. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
34. **Additional policy for the use of the Common:** To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW& Parks, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks, Parks, Recreation & Cemetery Division.

Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00
The above Rules and regulations have been approved by the Parks & Recreation Commission Initials: _____



The City of
WORCESTER

Department of Public Works & Parks

Department of Public Works & Parks
Parks, Recreation & Cemetery Division
50 Officer Manny Familia Way, Worcester, MA 01605
P | 508-799-1190 F | 508-799-1293
parks@worchesterma.gov

MEMORANDUM OF UNDERSTANDING

The Worcester DPW&Parks; Parks, Recreation & Cemetery Division authorizes the usage of Park keys/controller:

Scoreboard controller: _____

Location of Facility: _____

Dates of use: From: _____

To: _____

Name: _____

Address: _____

Phone #: _____

Upon acceptance of the following terms and conditions:

1. The user assumes all responsibility for theft, fire, vandalism, and any other malfeasance during the period of custody of the controller/keys.
2. Custody of the key/controller will not be extended beyond agreed time, unless approved by the Worcester DPW&Parks; Parks, Recreation & Cemetery Division Assistant Commissioner or his designee.
3. The user agrees to reimburse the Worcester DPW&Parks; Parks, Recreation & Cemetery Division for any costs incurred, resulting from negligent securing of the keys & controller where it gets damaged.
4. DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other city documents

Signature: _____ Date: _____



2023 SPORTS PERMIT APPLICATION

Today's Date: _____

Name of your organization: _____ Website: _____

Name of Applicant: _____ Email: _____

Address: _____ City _____ State _____ Zip _____

Cell Phone# _____ Alternate Phone # _____

Please contact parks security with any after hour concerns: 508-612-1121

- Bancroft tower new operational hours: sunrise to 8:00 pm
- No smoking in parks and open spaces
- No drones, radio control vehicles (land, air, or water) without issued permit from the parks administration office
- The city reserves the right to minimize or cancel use of facilities based on renovations or maintenance.
- Fees are due prior to the beginning of the season
- Discounts will only be given to Non-profit organizations/leagues based on the fee schedule. Staff fees will not be waived or discounted.
- For profit leagues will pay full prize.
- Game and practice schedules must be submitted with application.
- Blank copy of the leagues application with cost included
- Copy of insurance binder
- Any organization with a balance will not be issued a permit or will any dates be reserved until balance is paid
- Any transfer of field use needs to be requested in writing and approved by the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division.
- No alcoholic beverages allowed in any of the sports fields or park other than the Worcester Common with approval for the Parks & Recreation Commission as well as the License Commission.
- There will be no refunds or credits given for any reason as stated on the rules and regulations (attached: item 32)
- League president or representative will be charged the trash fee starting at \$400.00 if trash is left at the park, fee might be higher based on the amount of trash, and number of times this occurs.
- Penalties: any person violating any of the rules shall for each offense be punished by a fine not more than \$200.00 (general laws chapter 45, section 24, amended May 20, 1977)
- Police/staff may be required at the leagues expense if rules and regulations are not adhered to.
- Rain/wet conditions if there are puddles on the fields and/or you step on any portion of the field and if water squishes out from under your shoe, the field is closed with no game play and/or practice. Playing on wet fields poses a safety hazard and causes severe field damage.
- Parking is not allowed on the fields, grass areas or sidewalks or within the confines of any park or facility unless approved by the City of Worcester (except in parking lots)
- DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other city documents.
- League President will be the single contact for all leagues/organizations
- No pets/dogs are allowed on any athletic field as per City of Worcester ordinance.
- League will need to supply our rules & regulations to all individuals associated with the league

Initials: _____

Please answer the questions below and see notes – A set up map will be required

- | Yes | No | |
|------------|-----------|--|
| _____ | _____ | Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight) |
| _____ | _____ | Will you be requesting the Parks Division to remove and dispose of your trash? (A starting fee of \$400.00 will apply for removal/disposal of trash, this fee may increase based on the amount of trash. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it.) |
| _____ | _____ | Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms) |
| _____ | _____ | Will you be renting portable restrooms? (Please provide information on company _____)
* All events with portable restroom must have a minimum of 1 accessible unit in each cluster
* Each accessible unit must be placed with entrance facing an accessible surface/walkway. |
| _____ | _____ | Will you be requesting the use of our electricity? Not all locations have access to electricity. Cost is \$30 per hour. If our electrician is required for electrical hook up, it will cost an additional \$60 per hour, min. of 4 hours per day. If using a multi-media/sound company, please provide name & phone number _____ |
| _____ | _____ | Will you be using a generator? (A permit from Inspectional Services will be required, please see page 4 for their phone number and address) Copy of the generator permit will be required by parks. |
| _____ | _____ | Will you be serving food? (A permit from Inspectional Services may be required, please see page 4 for their phone number and address) Copy of the food permit will be required by parks. Oil will not be allowed to be disposed of in the sewer drains, a disposal plan will have to be submitted with the application. |
| _____ | _____ | Will you be using Grills? (A permit from the Fire Department may be required if using propane grills, please contact the Fire Department, phone number, and address available on page 4) If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park. |
| _____ | _____ | Will you be using Tents? (All tents must be stake-less) (A permit maybe required from Inspectional Services for tents that are larger than 10' x 10', please see page 4 for phone number and address)
Size of tents: _____ Number of Tents: _____ Tent Company Name: _____ |
| _____ | _____ | Will there be any inflatable devices/bouncy houses? (All devices must be stake-less , and approval will be based on current public health guidance) Company _____ |
| _____ | _____ | Will you be using tables and chairs? (The city does not supply tables or chairs, please show location on set up map) |
| _____ | _____ | Will you have EMS services available? (This is not mandatory, but it is recommended, phone number is on page 4) |
| _____ | _____ | Will you be using any banners? (No nails or staples allowed only rope or tape, large banners will be put up by Parks staff 2 weeks prior to the event, a \$30 fee will apply for Elm & Institute Park, other parks will be determined by location) |
| _____ | _____ | Are you requesting the use of our portable metal stage? (The cost to rent the stage is \$960.00) (The stage is 24' x 24', it can also be used open halfway with a back, this stage is not accessible) |

Initials: _____

Please see important notes below

1. **Events:** All events charging admission will need to submit a full proposal to the Parks & Recreation Commission a minimum of 3 months prior to the event date. The proposal is to include all event details, and meet requirements as set forth by the Parks & Recreation Commission. A special events application may need to be completed and submitted to the Special Events Committee. All new events as well as large scale events will need to submit a proposal 3 months in advance and go in front of the Parks & Recreation Commission for the first 3 years of the events life.
2. **Confetti:** Confetti/rice/artificial flower pedals are not allowed at any park due to environment impact, safety of wildlife, and the mess that is left. A fine may be assigned to those who disregard this rule.
3. **Staff needs and fees:** The City of Worcester DPW & Parks, Parks & Recreation Division requires staff at all event/permits for the duration of the event including event set up and breakdown times, this and other requirements will be determined on a case-by-case basis. Staff fees will apply at \$60 per hour minimum of 4 hours per day, per staff assigned. A non-refundable down payment of \$125.00 will be required at the time the application is submitted to reserve the date. Fees will vary based on event types, needs for additional staff, electricity, longer hours, trash pickup fee, magnitude of event. Final payment will be due at least one (1) month prior to the event day. Payments made less than one month prior will have to submit a certified payment such as a bank check or a money order. Union rules requires us to give all staff assigned an 8 hr. shift a 30-minute lunch and (2) 15-minute breaks.
4. **Refunds:** Refunds will NOT be given if event is not cancelled in writing within the required timeframe. A 24-hour written cancellation notice is required to avoid additional fees, emails will be accepted as a written form of notification. Weekend cancellation notices must be received by noon (12:00 PM) on the last business day prior to your event and it must be confirmed and approved by DPW & Parks – Parks & Recreation Division staff. Confirmation/approval is deemed confirmed when the event representative receives a written confirmation/email from the Parks Administration. A full fee will be charged to those who do not cancel in time. Rain dates are available at the time of request not after and will only be honored if cancelled and rescheduled in a timely manner according to this policy. An email sent to parks@worcesterma.gov will also be accepted as a written cancellation with a follow up call to 508-799-1190.
5. **Special Events:** Some organizations will be required to contact the Special Events Committee based on the location and the scale of the event. Please call 508-799-1400. It is your responsibility to obtain all necessary permits from other city divisions as applicable to your event and submit copies to Parks Administration along with your completed application. A parks permit will not be issued until all necessary permits are obtained (e.g., tent permit, food permits, sound permits, Entertainment license, etc.). If an admission fee is being charged you may need a permit from License Commission.
6. **Liability Insurance:** The City of Worcester DPW & Park, Parks & Recreation Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement with indemnifies and holds harmless the City of Worcester. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to people or property resulting from the issuance of this permit.
7. **Alcohol:** Alcoholic Beverages are not allowed in city parks (See item 21 on the rules and regulations). No person shall drink any alcoholic beverage as defined in Chapter 138, Section 1, or the Massachusetts General Laws while on, in, or upon any facility under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division. (Exception: Worcester Common)
8. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces as per city ordinance is not allowed.
9. **Facility Clean up:** Cleanup of park at completion of event is expected. The Park must be left clean, clear of portable toilets, dumpsters, fencing or any material used for a specific event. Park must be left readily available for other park users.
10. **Parking:** Vehicles are prohibited from parking or traveling in any grass areas or any sidewalks or on the Worcester Common. You will be required to submit an alternative parking plan for those facilities that don't have parking lots. Illegal parking such as but not limited to parking on sidewalks or grass areas will not be allowed Parks Security will enforce. Event holder is responsible to notify and inform event participants/spectator of legal parking options.

11. **Water:** October 1st of each year all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
12. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
13. **Administration:** The City of Worcester DPW & Parks, Parks & Recreation Division reserves the right to minimize, reschedule or cancel use of facility based on renovations, maintenance, weather conditions or emergency situations. Pertaining to field use, if there are puddles on the fields and/or you step on any portion of the field and feel water squishes out from under your shoe, the field is closed with no games and/or practices. Playing on wet fields poses a safety hazard and causes severe field damage.
14. **Transferring of permits:** There shall be **No** transferring of permits from one permittee to another.
15. **Beaches/Water bodies:** Events held at beach facilities or public waterways may require to be in compliance with Christian's Law. Personal flotation devices/US Coast Guard certified Life Jackets for beach facilities: The permittee shall be responsible for meeting and exceeding all requirements of "Christians Law" which includes the following:
 - a. Provide a properly sized and snug fitting type I, II, or III PFD to all minor children determined to be either a non-swimmer or an at-risk swimmer.
 - b. Ensure that all minors are swim tested at the first swimming session.
 - c. Allow parents or legal guardians to provide their own fitting personal flotation device (PFD) to their child if they choose.

A Copy of this State law is available on the City of Worcester website or at the Parks Office

16. **Set up map:** Please submit a set up map showing location of tents, tables, chairs, grill etc. You can use a google maps aerial view of the location or you may hand draw your own set up map.
17. **Review Policy:** All permits will be reviewed by Parks Division for opportunities & challenges after completion of event, to enhance and make all events better. We look forward to enhancing and helping all events become better.
18. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event.

Below is a list of phone numbers for your assistance in the permit process:

Special Events Committee: 455 Main Street	508-799-1400
Police Department – Off Duty Police and Sound Permits – 9-11 Lincoln Square.....	508-799-8606
Inspectional Services- Food, Portable toilet permits – 25 Meade Street.....	508-799-8539
Inspectional Services – Tents, generators – 25 Meade Street.....	508-799-1198
Fire prevention – Open flame permits – 141 Grove Street.....	508-799-1822
License Commission – Fleas Markets/selling of items/serving alcohol.....	508-799-1400
EMS.....	508-799-8606
Parks Security.....	508-612-1121

Initials: _____

GAME DATES

League name: _____ League rep: _____

Name of field: _____ Type of sport: _____

Starting & ending dates: _____ S M T W T F S (circle day/s of the week)

Starting & ending times: _____ Dates to exclude: _____

Field name: _____ Type of sport: _____

Starting & ending dates: _____ S M T W T F S (circle day/s of the week)

Starting & ending times: _____ Dates to exclude: _____

Field name: _____ Type of sport: _____

Starting & ending dates: _____ S M T W T F S (circle day/s of the week)

Starting & ending times: _____ Dates to exclude: _____

Field name: _____ Type of sport: _____

Starting & ending dates: _____ S M T W T F S (circle day/s of the week)

Starting & ending times: _____ Dates to exclude: _____

Field name: _____ Type of sport: _____

Starting & ending dates: _____ S M T W T F S (circle day/s of the week)

Starting & ending times: _____ Dates to exclude: _____

Field name: _____ Type of sport: _____

Starting & ending dates: _____ S M T W T F S (circle day/s of the week)

Starting & ending times: _____ Dates to exclude: _____

Initials: _____

PRACTICE DATES

League name: _____ League rep: _____

Name of field: _____ Type of sport: _____

Starting & ending dates: _____ S M T W T F S (circle day/s of the week)

Starting & ending time: _____ Dates to be excluded: _____

Name of field: _____ Type of sport: _____

Starting & ending dates: _____ S M T W T F S (circle day/s of the week)

Starting & ending time: _____ Dates to be excluded: _____

Name of field: _____ Type of sport: _____

Starting & ending dates: _____ S M T W T F S (circle day/s of the week)

Starting & ending time: _____ Dates to be excluded: _____

Name of field: _____ Type of sport: _____

Starting & ending dates: _____ S M T W T F S (circle day/s of the week)

Starting & ending time: _____ Dates to be excluded: _____

Name of field: _____ Type of sport: _____

Starting & ending dates: _____ S M T W T F S (circle day/s of the week)

Starting & ending time: _____ Dates to be excluded: _____

Name of field: _____ Type of sport: _____

Starting & ending dates: _____ S M T W T F S (circle day/s of the week)

Starting & ending time: _____ Dates to be excluded: _____

Initials: _____

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Human Rights Policy. It is the policy of the city to assure that every individual shall have equal access to and benefit from all public services, accommodations, and employment opportunities to protect every individual in the enjoyment and exercise of civil rights and to encourage and bring about mutual understanding and respect among all individuals of the city. It is clear that behavior which denies equal treatment to any of our citizens as a result of their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability or source of income undermines civil order and deprives persons of the benefits of a free and open society. Nothing in this section shall be constructed as supporting or advocating any particular religious view or lifestyle. To the contrary, it is the intention of this section that all persons be treated fairly and equally, and it is the expressed intent of this ordinance to bring about the elimination of prejudice, intolerance, bigotry, discrimination, and the disorder occasioned thereby.

The undersigned guarantees that the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division will be strictly observed.

The undersigned agrees to indemnify and hold harmless the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division from and against any and all claims, suits or any person or property arising out of the above named facilities by any participant, spectator or other person affiliated with the undersigned becomes aware of an unsafe condition at or on the facilities, and continues to perform at or on the Facilities, without first notifying the DPW & Parks, Parks, Recreation & Cemetery Division of the unsafe condition and giving a reasonable time to correct said unsafe condition.

- THE UNDERSIGNED SHALL SUBMIT PROOF OF INSURANCE, WITH THE SIGNING OF THIS PERMIT OR FILING OF THIS APPLICATION, WITH THE CITY OF WORCESTER AS AN ADDITIONAL INSURED.
- CLEAN UP WILL BE THE RESPONSIBILITY OF THE GROUP USING SAID FACILITIES, INCLUDING REFUSE FROM SPECTATORS AND PARTICIPANTS. ALL REFUSE SHALL BE BAGGED AND REMOVED FROM SITE.
- NO CHANGE OF ENTERTAINMENT WITHOUT PRIOR APPROVAL WILL BE PERMITTED.

I understand the information above and have received all the Rules and Regulations and take responsibility for ensuring the organizations compliance with these rules and terms. If I leave this organization, I will inform my predecessor of this information. I am, through my signature able to bond the organization stated in this application to the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division.

PENALTIES: Any person violating any of the above rules shall for each offence be punished by a fine not more than \$200.00 (General Laws Chapter 45, Sect. 24, Amended May 20, 1977). Violators also risk permanent revocation of current and future DPW & Parks - Parks, Recreation & Cemetery Division facility permits.

PRINT NAME OF APPLICANT/REPRESENTATIVE: _____ DATE: _____

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____

Initials: _____

City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division Rules & Regulations

The DPW & Parks – Parks, Recreation & Cemetery Division of the City of Worcester, by virtue of the authority delegated to it under chapter 45 of the General Laws of Massachusetts and every other power thereto enabling, hereby makes and publishes the following rules and regulations which shall not only be limited to the following and DPW & Parks – Parks, but Recreation & Cemetery Division reserves the right to make additional changes or expansions without notice at any given time.

Within the limit of lands under the management of the City of Worcester – Department of Public Works and Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

1. To destroy, misuse or about park property, or to injure or climb trees, lawns, shrubs, plants in any park playground, beach, or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
2. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
3. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, or fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
4. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
5. To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks – Parks, Recreation & Cemetery Division any reasonable direction given by any police officer or by any DPW & Parks – Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
6. To throw, deposit or leave any litter or rubbish any park, playground, or beach area, except in container placed for such purpose. Household trash, hazardous waste, debris, or any other material **cannot** be thrown/dumped into any park or park container.
7. To feed waterfowl & animals is prohibited in any park, playground, or beach.
8. To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
9. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
10. To operate a phonogram, bullhorns, radio loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorn, radio, loudspeaker, or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property of building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester.
11. To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks, Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise Tabaco, alcohol, medication, drugs, or pornographic material.
12. To discharge or have any firearms in any park, playground, or beach, except with a permit for those areas specifically authorized by the DPW & Parks, Parks, Recreation & Cemetery Division.
13. To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM, or other set times except with a written permit from the DPW & Park, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
14. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
15. To drive any Commercial vehicle into any park except on business of the DPW & Parks, Parks, Recreation & Cemetery Division, or to give driving instruction to any person in any automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or to repair cars in a park, or to park any car on any car road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
16. To erect a booth, tent, sleeping tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, without the written permit of the DPW & Parks, Parks, Recreation & Cemetery Division, or to use a tent unless stake-less and/or without the written permission of the DPW & Parks, Parks, Recreation & Cemetery Division.
17. To play any active ball games in any park, playground, or beach except in areas set aside for such games.

18. To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
19. To place any leaves or debris removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
20. To drive any vehicle upon any sidewalk of any boundary road or public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
21. **Alcoholic Beverages:** To possess, sell or drink any alcoholic beverages as define in Chapter 138 Section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks, Parks, Recreation & Cemetery Division permit.
22. To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
23. **Closing Hours:** Parks shall be closed to the public between the hours of 10:00 PM and 5:00 AM or as posted except if authorized in a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
24. **Waiver right:** The DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
25. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
26. To boat/float on a flotation device, motorized watercraft, or winter snow/ice vehicles (snowmobiles, etc.) are not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized watercrafts shall be launched within 150' of any public beach.
27. To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are Elm Park (3 meres) and University Park Pond. At all sites the ice must be declare safe by the DPW & Parks, Parks, Recreation & Cemetery Division.
28. No group outing/picnics will be guaranteed in any park, playground, or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division has been obtained.
29. The DPW & Parks, Parks, Recreation & Cemetery Division shall first approve any field, facility, or structure improvements, desired to be made by any organizations permitted to use a public park.
30. In the event of inclement weather conditions on a given date, DPW & Parks, Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field under their determination such use will have a negative long-term effect on the facility.
31. Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non-Holidays). There will be no refunds or credits issued for any reason, no information will be given, nor permit will be issued over the telephone. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations.
32. Drones (UAS) and other aircraft: Drones, other unmanned aerial vehicles including remote control aircraft, and aircraft in general cannot be flown in the City of Worcester Public Parks or open spaces; unless under special permission from the City of Worcester, Commission of the Department of Public Works & Parks, or his designee, and with an issued approved parks permit. Please refer to the Federal Aviation Administration (FAA) Rules & Regulations.
33. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
34. **Additional policy for the use of the Common:** To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW& Parks, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks, Parks, Recreation & Cemetery Division.

Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00

The above Rules and regulations have been approved by the Parks & Recreation Commission Initials: _____

**PARKS & RECREATION FEES/CHARGES POLICY,
Blessed by the Parks & Recreation Commission effective January 1, 2023**

- Fees will be charged for field use permits issued to youth groups/organizations that are city residents under the age of 18, to include but not limited to (softball, baseball, football, soccer, rugby, hockey, basketball, Lacrosse, handball, tennis, cricket, field hockey, Street Hockey or any other sport) This fee can be reduced or waived if the youth league is a 501C3 Non-profit and/or completes regular maintenance on their field.(Discounts do not apply to staff costs)
- Fees will be charged to organizations/leagues that are for profit – No discounts will apply
- There is a two (2) hour per day minimum for all permits
- **OFF PEAK HOURS** for fields/rinks/courts are 8:00 AM – 6:00 PM
- **PEAK HOURS** for fields/rinks/courts are 6:00 PM – 10:00 PM (All fields close at 10:00 PM unless approved by the city, if additional hours are approved the fees will be based on peak hour cost.)

SPORT PERMITS:

1. Field and court fees are as follows for **non-profit organizations** - \$18.00/Hr./Field for off peak hours prior to 6:00 PM - \$36.00/Hr./Field for peak hours after 6:00 PM
2. Field and court fees are as follows for-profit organizations - \$36.00/Hr./Field for off peak hours prior to 6:00 PM - 72.00/Hr./Field for peak hours after 6:00 PM (Discounts do not apply to staff cost or to for-profit organizations).
3. **All synthetic fields may require staff at games. The fee is \$125.00 per hour minimum of two hours per day.**

EVENT PERMITS:

1. Individuals or groups (This permit is for a location, in a specific park at a set time between dawn and dusk.)
2. 8:00 AM – 6:00 PM - \$250.00/UPTO FOUR (4) HOURS/PARK
3. A discount of up to 50% will be given to City of Worcester Residents application fee, once verification is submitted (Discount does not apply to staff cost, For-profit organizations, or Non-Residents)
4. Trash removal/disposal fee will start at \$400.00 and will increase based on the size of the event. This fee does not include facility clean up a minimum of \$240.00 will be charged for trash picked up throughout the facility.
5. Electrical fee \$30.00 per hour of electric use, if the electrician is needed the fee will be an additional \$60.00 per hour minimum of 4 hours.
6. Staff fees will apply to events as deemed necessary by the DPW & Parks, Parks, Recreation & Cemetery Division at a rate of \$60.00 per hour, minimum of 4 hours per day, per staff assigned. There will be **NO** discounts given for this fee.

COMMUNITY BUILDINGS:

1. Rentals: Non-profit groups/organizations - \$250.00/4 hours. Additional fees may apply for staff.
2. Private groups/organizations/individuals - \$350.00/4 hours. – Additional fees may apply for staff.
3. A discount of up to 50% will be given to City of Worcester residents – Discounts do NOT apply to staff cost or to For Profit organizations.
4. *Note: Additional fee for staff will be charged for opening/closing of said facility. The City reserves the right to waive the permit fee for meeting/events that is in the best interest of the City of Worcester. Staff fees will not be waived.

SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS: Organizations/groups/individuals requesting a permit for events/tournaments will be charged fees as determined on an individual basis (Staff, utilities or needs as required by Department) Based on Departmental and Parks & Recreation Commission requirements.

PORTABLE STAGE FEE: The fee for delivery, setup, breakdown, and pickup of the portable stage within the City of Worcester is \$960.00. This fee is non-negotiable.

ADMINISTRATIVE CHARGE: A \$125.00 Administrative fee is included in the permit fee to cover staff, secretarial costs, office supplies, mailings, utility costs, etc. An additional \$125.00 fee will be charged for any changes made to your permit that have been finalized.

REFUND POLICY: City of Worcester Department of Public Works & Park, Parks, Recreation & Cemetery Division will not issue any refunds permits due to weather conditions. All will be determined on an individual basis. The City of Worcester will work with event organizers to get rain dates at the time the application is submitted. Sports organizations will be given the opportunity to call and change the date 24 hours prior to the assigned date.

FEE STRUCTURE: \$125.00 Non-refundable down payment will be required at the time of request. Fees will be applied to each individual event as per each individual's/organizations/league's needs, as well as sports fees will be applied as per each organization's needs. Filing false information to the City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division could result in loss of permit, the organization, individual/group will be required to attend a Parks & Recreation Commission meeting to justify the alleged filing and would consequently need approval from the Parks & Recreation Commission for future requests. A 2% Late fee will be assessed to all leagues/organizations each month if the invoice is not paid withing 45 days of the invoice date.

Initials: _____



2023 STEARNS TAVERN APPLICATION

The facility is a partnership between the City of Worcester DPW&P as Owners and Seven Hills Foundation as the Operators of the building. The Permit process begins with Parks who will interface with Seven Hills to determine the availability of the building and staffing on date/time requested. Once approved, you will be contacted by Seven Hills to confirm date and time and to coordinate any additional needs.

Name _____ Address _____

City _____ State _____ Zip _____

Organization _____

Phone_(best contact #) _____

E-mail address: _____

Event: _____

Date _____ Time To: _____ m. From: _____ m.

Estimate number to attend: (building capacity is 35)

Please provide summary of the event including the contact information of a caterer or a request that we forward a catering menu from our in-house catering service to you, use reverse side if necessary

*It is expected of all organizations that Stearns Tavern is left with all trash removed from the facility (barrels and trash bags will be provided). If we determine this has not occurred after notification by the staff member, there will be a disposal fee assessed of \$240.00 to the applicant.

There is no cost for the use of the building, or the Seven Hills staff member assigned to the event for the first two-hours. However, any time beyond two-hours there will be a \$60.00 charge for each additional hour (or portion thereof).

DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other city documents

Applicant's signature: _____ date: _____



2023 APPLICATION FOR USE OF MEETING ROOMS

Name of requested Facility: _____ Today's Date: _____

Name of your organization: _____

Name of Applicant: _____ Email: _____

Address: _____ City _____ State _____ Zip _____

Cell Phone# _____ Alternate Phone # _____

Event Date: _____ Rain Date: _____ Start Time: _____ End Time _____

Set up Date & Start time: _____ Breakdown Date & End Time: _____

Staffing will be determined by the needs of each organization; it will vary by event, and it will be determined by Parks Administration.

Describe event in detail: _____

Have you ever had a similar permit? _____ YES _____ NO Estimated amount of people to attend: _____

Special request or services required by parks staff: _____

It is expected of all leagues/organizations to clean the meeting room after using it and rearrange tables and chairs to its original set up. A \$240.00 FEE WILL BE CHARGED FOR ROOMS LEFT UNCLEANED AND/OR TABLES AND CHAIRS LEFT UNARRANGED.

Any special requests for parks staff services will be at a charge of \$60.00 per our minimum of 4 hours per staff (This fee is subject to change).

For anyone requesting any meeting room at 50 Officer Manny Familia Way please see the restriction below:

Parking in front of the building during business hours will not be allowed. Applicant will be responsible to assign a person to direct all meeting attendees to park their vehicles at the parking lot between the athletic fields and the handball courts. NO EXCEPTIONS

DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other city documents

APPLICANTS SIGNATURE: _____ DATE: _____

Initials: _____



2023 PORTABLE STAGE APPLICATION

Name of organization: _____ Todays Date: _____

Name of applicant/representative: _____

Address: _____

City: _____ State _____ Zip _____ Phone # _____

Email address: _____ Cell phone # _____

Purpose & Name of event: _____

Date & Time to deliver stage: _____

Date & Time to pick up stage: _____

Location to place stage, attach picture of set up map: _____

- Requests are on a first come first serve basis and must be received 2 months in advance of event in order to receive approval and determine availability of parks department personnel.
- A 24-Hour written cancellation notice is required to avoid additional fees. All weekend/holiday cancellations must be received by 12:00 PM on the last business day prior to your event and must be confirmed/approved in writing by the DPW & Parks, Parks, Recreation & Cemetery Division staff. Confirmation/approval will be deemed confirmed when the applicant receives a written confirmation from the Parks Division Administrative Office. Refunds will not be given to anyone who does not give a 24 HR Cancellation.
- Only one rain date will be given at the time of request not after event date.
- A \$125.00 non-refundable down payment fee will be charged at the time of request.
- PLEASE NOTE: This stage is NOT accessible and only has stairs.
- THE Stage measures 24'(L) x 24'(D) x 4'(H) Fully open or 24'(L) x15.6'(D) x4'(H) With a 8.6' back wall
- DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other city documents

There are labor charges per hour – per staff to deliver and set up the portable stage. Assignments for this duty are according to Union collective bargaining agreements. (A flat fee of \$960.00 will be charged for the use of the stage, this fee reflects delivery and set up of the stage, and breakdown and pick up of the stage, No exceptions/No waivers). All payments for labor charges made by check must be made out to the City of Worcester. Two men accompany the stage during set up, and during the breakdown of the stage. Fee is due prior to event date in full.

Initials: _____

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Human Rights Policy. It is the policy of the city to assure that every individual shall have equal access to and benefit from all public services, accommodations, and employment opportunities to protect every individual in the enjoyment and exercise of civil rights and to encourage and bring about mutual understanding and respect among all individuals of the city. It is clear that behavior which denies equal treatment to any of our citizens as a result of their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability or source of income undermines civil order and deprives persons of the benefits of a free and open society. Nothing in this section shall be constructed as supporting or advocating any particular religious view or lifestyle. To the contrary, it is the intention of this section that all persons be treated fairly and equally, and it is the expressed intent of this ordinance to bring about the elimination of prejudice, intolerance, bigotry, discrimination, and the disorder occasioned thereby.

The undersigned guarantees that the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division will be strictly observed.

The undersigned agrees to indemnify and hold harmless the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division from and against any and all claims, suits or any person or property arising out of the above named facilities by any participant, spectator or other person affiliated with the undersigned becomes aware of an unsafe condition at or on the facilities, and continues to perform at or on the Facilities, without first notifying the DPW & Parks, Parks, Recreation & Cemetery Division of the unsafe condition and giving a reasonable time to correct said unsafe condition.

- THE UNDERSIGNED SHALL SUBMIT PROOF OF INSURANCE, WITH THE SIGNING OF THIS PERMIT OR FILING OF THIS APPLICATION, WITH THE CITY OF WORCESTER AS AN ADDITIONAL INSURED.
- CLEAN UP WILL BE THE RESPONSIBILITY OF THE GROUP USING SAID FACILITIES, INCLUDING REFUSE FROM SPECTATORS AND PARTICIPANTS. ALL REFUSE SHALL BE BAGGED AND REMOVED FROM SITE.
- NO CHANGE OF ENTERTAINMENT WITHOUT PRIOR APPROVAL WILL BE PERMITTED.

I understand the information above and have received all the Rules and Regulations and take responsibility for ensuring the organizations compliance with these rules and terms. If I leave this organization, I will inform my predecessor of this information. I am, through my signature able to bond the organization stated in this application to the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division.

PENALTIES: Any person violating any of the above rules shall for each offence be punished by a fine not more than \$200.00 (General Laws Chapter 45, Sect. 24, Amended May 20, 1977). Violators also risk permanent revocation of current and future DPW & Parks - Parks, Recreation & Cemetery Division facility permits.

PRINT NAME OF APPLICANT/REPRESENTATIVE: _____ DATE: _____

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____

Initials: _____

City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division Rules & Regulations

The DPW & Parks – Parks, Recreation & Cemetery Division of the City of Worcester, by virtue of the authority delegated to it under chapter 45 of the General Laws of Massachusetts and every other power thereto enabling, hereby makes and publishes the following rules and regulations which shall not only be limited to the following and DPW & Parks – Parks, but Recreation & Cemetery Division reserves the right to make additional changes or expansions without notice at any given time.

Within the limit of lands under the management of the City of Worcester – Department of Public Works and Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

1. To destroy, misuse or about park property, or to injure or climb trees, lawns, shrubs, plants in any park playground, beach, or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
2. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
3. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, or fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
4. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
5. To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks – Parks, Recreation & Cemetery Division any reasonable direction given by any police officer or by any DPW & Parks – Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
6. To throw, deposit or leave any litter or rubbish any park, playground, or beach area, except in container placed for such purpose. Household trash, hazardous waste, debris, or any other material cannot be thrown/dumped into any park or park container.
7. To feed waterfowl & animals is prohibited in any park, playground, or beach.
8. To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
9. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
10. To operate a phonogram, bullhorns, radio loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorn, radio, loudspeaker, or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property of building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester.
11. To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks, Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise Tabaco, alcohol, medication, drugs, or pornographic material.
12. To discharge or have any firearms in any park, playground, or beach, except with a permit for those areas specifically authorized by the DPW & Parks, Parks, Recreation & Cemetery Division.
13. To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM, or other set times except with a written permit from the DPW & Park, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
14. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
15. To drive any Commercial vehicle into any park except on business of the DPW & Parks, Parks, Recreation & Cemetery Division, or to give driving instruction to any person in any automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or to repair cars in a park, or to park any car on any car road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
16. To erect a booth, tent, sleeping tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, without the written permit of the DPW & Parks, Parks, Recreation & Cemetery Division, or to use a tent unless stake-less and/or without the written permission of the DPW & Parks, Parks, Recreation & Cemetery Division.

17. To play any active ball games in any park, playground, or beach except in areas set aside for such games.
18. To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
19. To place any leaves or debris removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
20. To drive any vehicle upon any sidewalk of any boundary road or public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
21. **Alcoholic Beverages:** To possess, sell or drink any alcoholic beverages as define in Chapter 138 Section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks, Parks, Recreation & Cemetery Division permit.
22. To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
23. **Closing Hours:** Parks shall be closed to the public between the hours of 10:00 PM and 5:00 AM or as posted except if authorized in a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
24. **Waiver right:** The DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
25. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
26. To boat/float on a flotation device, motorized watercraft, or winter snow/ice vehicles (snowmobiles, etc.) are not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized watercrafts shall be launched within 150' of any public beach.
27. To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are Elm Park (3 meres) and University Park Pond. At all sites the ice must be declare safe by the DPW & Parks, Parks, Recreation & Cemetery Division.
28. No group outing/picnics will be guaranteed in any park, playground, or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division has been obtained.
29. The DPW & Parks, Parks, Recreation & Cemetery Division shall first approve any field, facility, or structure improvements, desired to be made by any organizations permitted to use a public park.
30. In the event of inclement weather conditions on a given date, DPW & Parks, Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field under their determination such use will have a negative long-term effect on the facility.
31. Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non-Holidays). There will be no refunds or credits issued for any reason, no information will be given, nor permit will be issued over the telephone. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations.
32. Drones (UAS) and other aircraft: Drones, other unmanned aerial vehicles including remote control aircraft, and aircraft in general cannot be flown in the City of Worcester Public Parks or open spaces; unless under special permission from the City of Worcester, Commission of the Department of Public Works & Parks, or his designee, and with an issued approved parks permit. Please refer to the Federal Aviation Administration (FAA) Rules & Regulations.
33. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
34. **Additional policy for the use of the Common:** To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW& Parks, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks, Parks, Recreation & Cemetery Division.

Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00

The above Rules and regulations have been approved by the Parks & Recreation Commission

Initials: _____



Permit Application Required Documentation

Required by the season due date:

- Permit application
- A roster including the names, ages and addresses of all registered participants at the time of permit application date.
- Down payment
- Schedule of games and tournament including times for the fields requested.
- Schedule of practice times at each facility.
- List of current Board of Directors (with titles) and field manager including e-mail and cell phone information.
- Confirmation in writing by the League/Organization President that CORI checks have been completed on all coaches, volunteers or anyone involved with children under the age of 18.
- Copy of by-laws, code of conduct and disciplinary guidelines.
- Copy of a Certificate of Insurance General Liability naming the City of Worcester as additionally insured party for a minimum of \$1,000,000 per incident coverage and \$2,000,000 aggregate general liability coverage.

Required Within Two Weeks after Final League Deadline:

- A final roster including the names and address of all registered participants as of the date that the league will no longer accept registrations.

