



## PARKS AND RECREATION COMMISSION MEETING

Thursday December 21, 2023 – 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 Microsoft Teams platform:**

- 1) Go to [www.teams.com](http://www.teams.com)
- 2) Enter Meeting ID# 294 611 675 519
- 3) Enter password: qVQRfj

**If you choose to attend via phone:**

- 1) Call 1-469-998-7682
- 2) Enter Meeting ID#: 856 203 213#

*If technological problems interrupt the virtual meeting component, the meeting will continue in-person.*

### AGENDA

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of the Minutes for November 30, 2023 (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](mailto: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](mailto: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 Teams 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 \*5.

6. Assistant Commissioners Report (See Report Topics Below)
  5. Old Business
    - NA
  6. New Business
    - Request of Mr. David Webb to speak to the Commission regarding the following:
      - Technical/staff communication issues
      - Duties of the park commission
      - Clarity into when/why documentation for 149 West Boylston Drive was sought after the last meeting
        - Why there is no documentation of recommendations or site visits from 2022
    - Request of Mr. David Webb to speak to the Commission regarding the attached email and documents
  7. Date of Next Meeting:
    - January 11, 2024
    - February 1, 2024 (Sports Permit Meeting)
    - February 29, 2024 (Event Permit Meeting)
    - April 4, 2024
    - April 25, 2024
    - May 23, 2024
    - June 13, 2024
  8. Meeting Adjourned (Roll Call)
-



**PARKS AND RECREATION COMMISSION MINUTES**

Thursday November 30, 2023 – 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 Microsoft Teams platform:**

- 1) Go to [www.teams.com](http://www.teams.com)
- 2) Enter Meeting ID# 234 605 032 703
- 3) Enter password: ziPrQT

**If you choose to attend via phone:**

- 1) Call 1-469-998-7682
- 2) Enter Meeting ID#: 140 222 865#

*If technological problems interrupt the virtual meeting component, the meeting will continue in-person.*

**Administration Present:**

Robert C. Antonelli, Jr., Assistant Commissioner  
Scott Morin, Maintenance Director (Virtual)  
John Grant, General Foreman (Virtual)  
Milagros Pacheco, Staff Assistant III

1. Call to Order – Meeting was called to order at 6:46 PM
2. Attendance (Roll Call) Commissioners Present:
  - a. Nick Chacharone
  - b. Brian Dardy
  - c. Kevin Githiari
  - d. Eric Goldstein
  - e. Eric Stratton
  - f. Natalie Turner
  - g. Erin Zamarro



3. Acceptance of the Minutes
  - a. Commissioner Stratton made a motion to approve the minutes for September 28, 2023. Second by Commissioner Turner. All were in favor. Minutes were approved 7 – 0.
  - b. Commissioner Goldstein made a motion to approve the minutes for October 26, 2023. Second by Commissioner Turner. Commissioner Stratton abstained. Minutes were approved 6 – 0 – 1.
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@worchesterma.gov](mailto:Parks@worchesterma.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@worchesterma.gov](mailto:Parks@worchesterma.gov). Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.
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6. Assistant Commissioners Report (See Report Topics Below)
5. Old Business
  - NA
6. New Business
  - Request of Carl Gomes to speak to the Commission regarding 149 West Boylston Drive
    - Mr. Gomes spoke to the Commission in reference to some emails, and a letter from Beals and Thomas dated 7-30-21 as well as a letter he had not previously seen in other occasions when he asked for clarification.
    - Assistant Commissioner Antonelli explained that he had asked Beals and Thomas to put in writing a conversation they had on the phone in reference to the maintenance of the 149 West Boylston parcel in reference to their recommendation on mowing.
    - There were further discussions in reference to the letter, to the maintenance of the parcel, the fact that the parcel had already been mowed, and that it would continue to get mowed as necessary and weather permitting in the Fall of every year.

- Assistant Commissioner Antonelli agreed to contact the neighborhood if there was a reason that mowing would not happen on a yearly basis.
  - Mr. Webb said he wanted to establish facts and had questions about letters received from Beals & Thomas in reference to the 149 West Boylston parcel. He wanted to know when they were received, he said there were communication issues. He continued asking questions that had already been answered. He made suggestions that Assistant Commissioner Antonelli had made determinations on something that was not based on the recommendation with regards to cutting 149 West Boylston Drive. There were various discussions between Mr. Webb and the Parks Commission.
- Request of Mr. David Webb to speak to the Commission regarding the following:
  - Communication – See above
    - Commissioner Goldstein made a motion to file the Communication item. Second by Commissioner Turner. All were in favor. Motion was approved 7 – 0.
  - Use of City Vehicles -
    - Mr. Webb spoke about a sticker that was on a city vehicle, that had already been removed. He had questions about what type of vehicles can be on the park. There were discussions between Mr. Webb and the Parks Commission in reference to who is allowed to drive vehicles on the park. It was advised that only staff or in some special events only after being approved and having staff present. Mr. Webb said he just wanted to antagonize Assistant Commissioner Antonelli.
    - Commissioner Turner made a motion to file the Use of City Vehicles item. Second by Commissioner Chacharone. All were in favor. Motion was approved 7 – 0.
- Request of Andy Serrato to speak to the Commission regarding issues at Newton Hill
  - Mr. Andy Serrato spoke in reference to the partying and illegal activities going on at Newton Hill from Friday to Saturday morning, as well as the homeless, and the illegal dumping. He said he's been in communication with Assistant Commissioner Antonelli, and he has been helping with Security and what he can. They are looking to put up cameras, but they are also looking for additional help in order to put an end to these activities.
  - Assistant Commissioner Antonelli said he has worked with the Friends of Newton Hill for 26 years, trying to improve the area, but it continues to have issues up there with homelessness, inappropriate activities at night, and parking. He said he has been working and

communicating these issues with the Worcester Police Department, Quality of Life, and the Doherty High School. He said he has instructed the 1 unarmed security guard to track parking on Pleasant St. and in the surrounding neighborhoods next to Elm Park. He said he would continue to push and work together to try to alleviate this, but it seems never ending.

- Rick Miller wanted to bring this issue to the Commission's attention, regarding the after-hour parties and the homeless activity that has been frustrating for the neighborhood. He mentioned that for the last 22 years Friends of Newton Hill has been actively volunteering their time to improve that facility, and none of that would have got done without the partnership and the work with Rob and the Parks Department, he said everyone played an important role in that facility, going from an overgrown vandalized 60 acre property to a basically a 12 month year facility where there's biking, there's cross country skiing, Disc golfing, there are people from all over New England come to that facility. He thanked Assistant Commissioner Antonelli for his commitment to the Friends of Newton Hill, and for all he has done to help them achieve their goals. He added that he wants to do what he can to minimize the illegal activities and he added that it is a public safety thing. He said sometimes there are there overnight, the activity starts at 11:00 PM and it goes on until 1 – 2 AM. He said the Assistant Commissioner has helped with security, but security's shift ends at midnight 12:00 AM. He asked for whatever can be done to minimize or put an end to this issue.
- Mr. Greg Degermajian a long-life citizen of Worcester, and neighbor of Newton Hill spoke in support of Friends of Newton Hill, Rick Miller, and Andy Serrato.
- There was discussions on how to approach to help this situation, there were some suggestions as well as questions about cameras, the possibility of having the School Department and the City Manager take responsibility and assist with this as they also have ownership of some of this land. Assistant Commissioner Antonelli said he will continue to work with other city agencies, as well as the Worcester Tech and Doherty to try to come up with other resources.

7. Date of Next Meeting:

- December 21, 2023
- January 11, 2024
- February 1, 2024 (Sports Permit Meeting)
- February 29, 2024 (Event Permit Meeting)
- April 4, 2024
- April 25, 2024
- May 23, 2024
- June 13, 2024

8. Meeting Adjourned (Roll Call)

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**ASSISTANT COMMISSIONER'S REPORT:**

1. General:

- Review of design plans for Whispering Wall Renovation at Lincoln Square.
  - Mr. Antonelli explained that they are trying to make the Memorial accessible, currently it is not accessible, it has stairs on either side, they are also looking to move the memorial from its current location closer to the Blvd., closer to the auditorium, back to its original location.
  - Ray Dunetz from Ray Dunetz Landscape Architecture, Inc. gave a presentation on the Whispering Wall Renovations at Lincoln Square he discussed the timeline, the history, the existing deteriorating conditions, site analysis, and the concept which involves relocated stone memorial pavers, relocated and restored Memorial relocated and restored flagpole, granite stairs reset as paving, new shade trees, new concrete walks, new trash receptacle, stairs & walls removed, new plant beds, new interpretive signage, granite stairs reset paving, new stone paving, new lawn, new pedestrian lights and new benches with wheel chair space.
  - There were further discussions in reference to: Winn Companies restoring the old boys club, as well as constructing a new senior housing building next to it. The Memorial would be maintained by Winn after it has been completed. Terms of display, the opportunity to add audio or brail for the audio impaired. The construction timeline, and funding. Request for a bike rack, as well as benches, lamp posts, planting of flower beds and trees, fencing. The possibility of planting the trees to the side in order to have an open view of the front of the memorial.
  - Commissioner Chacharone made a motion to approve the conceptual design to include some revisions as per request. Second by Commissioner Stratton. All were in favor. Motion was approved 7 – 0.
- Grant Applications –
  - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded
  - Land & Water Conservation Fund Grant – University Park - Awarded
  - Land & Water Conservation Fund Grant – Great Brook Valley - Submitted

- PARC & LAND Grant Program – Sever Street – Awarded
  - Commonwealth of Massachusetts Grant Award for Elm Park - Awarded
- Economic Development Initiatives –
  - NA
- Cultural Events-
  - NA
- Park Vandalism & Graffiti – NA
- Donations –
  - Donation from Fontaine Brothers for labor & materials to build picnic tables, tables were placed at Coes Beach.
  - Donation from North Atlantic States Regional Council of Carpenters and Latino Club for labor to build picnic tables. Carpenters built 4 tables and are working on another 6.
- 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 – NA
  - Boynton Park – NA
  - Burncoat Park – NA
  - Burncoat Playground – NA
  - Cascades Park – NA
  - Castle Park – NA
  - Coal Mine Brook – NA
  - Common – NA
  - Coes Park (Knife) – NA
    - Stearns Tavern
    - Playground
  - Coes Pond – NA
  - Columbus Park –
    - NA
  - Cookson Park – NA
  - Cristoforo Columbo (East Park) –
    - Bid awarded and getting ready or construction of a new little league field.
  - Crompton Park – NA
  - Dodge Park – NA
  - Elm Park – NA
  - Newton Hill – NA
  - Fairmont Park – NA
  - Farber Field – NA
  - Grant Square – NA
  - 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 – Bid and awarded for a forebay/water detention system.
  - 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 – Update
  - 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 – Bid and currently awarding process for a Water Spray Park, Dog Park, Playground, and a rectangular field.
  - TY Cobb – NA
  - University Park – Will be building a Water Spray Park on the Gate Street area
  - 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 Artwork 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 26, 2024
  - 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 – Will be hiring in the Spring.
  - Aquatics – NA
    - Christian’s Law – NA
  - Recreation Worcester - NA
  - Holiday Tree – December 1, 2023 @ 4:00 PM
  - Worcester Common Ice-Skating Rink – Holiday Tree Lighting on 12/1/23
  - Waterfowl in Park – NA
  - Out-to-Lunch – NA
  - Trash – NA
  - ESCo – NA
  - Park Permits –
    - NA
  - Access/ ADA – NA
  - Mobile Concession/ Food Truck - NA
  - ATV – Recreational Vehicle – NA
  - Veterans Memorials - NA
  - Misc. Information –
    - NA

- Golf Course:
    - Fees & Policies – Assistant Commissioner Antonelli and Matthew Moison, Head Pro at Green Hill Golf course presented the desired changes in policies and fees as follows:
      - Policy
        - Eliminate 9-hole bookings on weekends before 10 AM off hole #1.
        - Allow back 9, 9-hole bookings from 6:30 to 7:30 AM
    - This policy is designed to maximize revenues for prime-time tee time space and minimize disruption of 18-hole traffic.
    - Tier Pricing Schedule for outings- This policy would tier pricing to the amount of service required for the outing.
      - Full-service outings \$95 for shotgun start (price unchanged), \$80 for tee time start. (Price increase of \$5) includes:
        - Development of player listing in software, Tee time or shotgun assignments
          - Score card preparation, driving range, contests sign preparation, deployment, and retrieval.
          - Online scoring, announcements, sponsor sign deployment and retrieval, Per player pro-shop credit of \$10.
      - No service outings \$80 for shotgun start, \$65 for tee time start.
      - Increase Outing shotgun start minimum from 72 to 84 players.
    - Increase annual season permit rates by \$50 per category except for junior golfers.
    - Increase Green Fees
      - Weekend 18 holes by \$2.00
      - Senior 18 holes by \$1.00
      - Morning Special by \$2.00
    - Continue to allow the Director of Golf to recommend specials and marketing ideas to the Assistant Commissioner for approval
    - There were discussions and questions about the changes.
    - Commissioner Chacharone made a motion to approve Policy procedure and Golf Fee changes as presented. Second by Commissioner Dardy. Motion was approved 6 - 1.
  - Golf Course Donations - NA
- Date of Next meeting – December 21, 2023
- Commissioner Chacharone made a motion to adjourn. Second by Commissioner Stratton. All were in favor. Motion approved 7 – 0. Meeting adjourned at 8:49 PM.

A copy of this full meeting will be available to view and listen to at:  
[www.worcesterma.gov/city-clerk/public-meetings/agendas-minutes](http://www.worcesterma.gov/city-clerk/public-meetings/agendas-minutes)



**Antonelli, Robert C. Jr., Parks Asst. Comm.**

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**From:** David Webb [REDACTED]  
**Sent:** Tuesday, December 19, 2023 8:33 AM  
**To:** Parks; 311; Pacheco, Milagros; Richford, Melissa; Antonelli, Robert C. Jr., Parks Asst. Comm.  
**Subject:** Agenda not posted yet  
**Attachments:** Microsoft Word - whitesupcul07.doc - okun\_-\_white\_sup\_culture.pdf; 2023-12-18 19\_26\_11-Parks and Recreation Commission \_ City of Worcester MA - Vivaldi.png

**Caution:** This email came from outside the City of Worcester. Do not click on links or open attachments unless you are sure you recognize the sender and you know the contents are safe.

Maybe you're just being tardy - or it's further "technical issues" but I'd like to remind you that I am requesting to be on this months agenda, that the items to be discussed are

The agenda items are

- technical/staff communication issues
- duties of park commission
- clarity into when/why documentation for 149 West Boylston drive was sought after the last meeting
  - Why there is no documentation of recommendations or site visits from 2022

And further, bring to your attention that the agenda is not yet posted for this meeting  
<https://www.worcesterma.gov/city-clerk/public-agency-meetings/parks-and-recreation-commission33>

Assuming that means the commissioners packet has also not been completed yet, I am submitting this document to be added.

I can provide it in PDF if M Richford has issues opening it.

David



# PARKS AND RECREATION COMMISSION

## EVENT DETAILS

< PREVIOUS

NEXT >

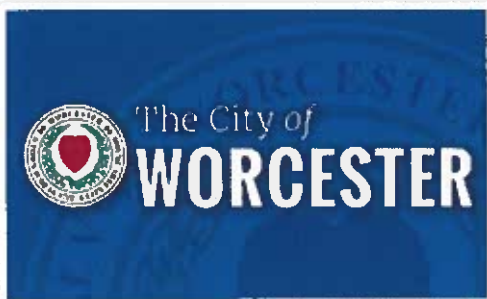
### Time

Thursday, December 21, 2023 • 6:30 PM

### Where?

Parks, Recreation and Cemetery Division Building, 50 Officer Manny Familia Way - 

[Map It](#)



Worcester is known as the "Heart of the Commonwealth". Named after the city of Worcester, England, the town was incorporated on June 14, 1722 and chartered as a city on February 29, 1848.

AGENDA NOT AVAILABLE

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## white supremacy culture

by Tema Okun . **dRWORKS** . [www.dismantlingracism.org](http://www.dismantlingracism.org)

- I dedicate this piece to the late Kenneth Jones, a long-time colleague, mentor, and friend who helped me become wise about many things and kept me honest about everything else. I love you and miss you beyond words.
- This piece on white supremacy culture builds on the work of many people, including (but not limited to) Andrea Ayvazian, Bree Carlson, Beverly Daniel Tatum, M.E. Dueker, Nancy Emond, Kenneth Jones, Jonn Lunsford, Sharon Martinas, Joan Olsson, David Rogers, James Williams, Sally Yee, as well as the work of Grassroots Leadership, Equity Institute Inc, the People's Institute for Survival and Beyond, the Challenging White Supremacy workshop, the Lillie Allen Institute, the Western States Center, and the contributions of hundreds of participants in the DR process.

\* These sections are based on the work of Daniel Buford, a lead trainer with the People's Institute for Survival and Beyond who has done extensive research on white supremacy culture.

This is a list of characteristics of white supremacy culture that show up in our organizations. Culture is powerful precisely because it is so present and at the same time so very difficult to name or identify. The characteristics listed below are damaging because they are used as norms and standards without being proactively named or chosen by the group. They are damaging because they promote white supremacy thinking. Because we all live in a white supremacy culture, these characteristics show up in the attitudes and behaviors of all of us – people of color and white people. Therefore, these attitudes and behaviors can show up in any group or organization, whether it is white-led or predominantly white or people of color-led or predominantly people of color.

### **perfectionism\***

- little appreciation expressed among people for the work that others are doing; appreciation that is expressed usually directed to those who get most of the credit anyway
- more common is to point out either how the person or work is inadequate
- or even more common, to talk to others about the inadequacies of a person or their work without ever talking directly to them
- mistakes are seen as personal, i.e. they reflect badly on the person making them as opposed to being seen for what they are – mistakes
- making a mistake is confused with being a mistake, doing wrong with being wrong
- little time, energy, or money put into reflection or identifying lessons learned that can improve practice, in other words little or no learning from mistakes
- tendency to identify what's wrong; little ability to identify, name, and appreciate what's right
- often internally felt, in other words the perfectionist fails to appreciate her own good work, more often pointing out his faults or 'failures,' focusing on

inadequacies and mistakes rather than learning from them; the person works with a harsh and constant inner critic

**antidotes:** develop a culture of appreciation, where the organization takes time to make sure that people's work and efforts are appreciated; develop a learning organization, where it is expected that everyone will make mistakes and those mistakes offer opportunities for learning; create an environment where people can recognize that mistakes sometimes lead to positive results; separate the person from the mistake; when offering feedback, always speak to the things that went well before offering criticism; ask people to offer specific suggestions for how to do things differently when offering criticism; realize that being your own worst critic does not actually improve the work, often contributes to low morale among the group, and does not help you or the group to realize the benefit of learning from mistakes

### **sense of urgency**

- continued sense of urgency that makes it difficult to take time to be inclusive, encourage democratic and/or thoughtful decision-making, to think long-term, to consider consequences
- frequently results in sacrificing potential allies for quick or highly visible results, for example sacrificing interests of communities of color in order to win victories for white people (seen as default or norm community)
- reinforced by funding proposals which promise too much work for too little money and by funders who expect too much for too little

**antidotes:** realistic workplans; leadership which understands that things take longer than anyone expects; discuss and plan for what it means to set goals of inclusivity and diversity, particularly in terms of time; learn from past experience how long things take; write realistic funding proposals with realistic time frames; be clear about how you will make good decisions in an atmosphere of urgency; realize that rushing decisions takes more time in the long run because inevitably people who didn't get a chance to voice their thoughts and feelings will at best resent and at worst undermine the decision because they were left unheard

### **defensiveness**

- the organizational structure is set up and much energy spent trying to prevent abuse and protect power as it exists rather than to facilitate the best out of each person or to clarify who has power and how they are expected to use it
- because of either/or thinking (see below), criticism of those with power is viewed as threatening and inappropriate (or rude)
- people respond to new or challenging ideas with defensiveness, making it very difficult to raise these ideas
- a lot of energy in the organization is spent trying to make sure that people's feelings aren't getting hurt or working around defensive people
- white people spend energy defending against charges of racism instead of

- examining how racism might actually be happening
- the defensiveness of people in power creates an oppressive culture

**antidotes:** understand that structure cannot in and of itself facilitate or prevent abuse; understand the link between defensiveness and fear (of losing power, losing face, losing comfort, losing privilege); work on your own defensiveness; name defensiveness as a problem when it is one; give people credit for being able to handle more than you think; discuss the ways in which defensiveness or resistance to new ideas gets in the way of the mission

### **quantity over quality\***

- all resources of organization are directed toward producing measurable goals
- things that can be measured are more highly valued than things that cannot, for example numbers of people attending a meeting, newsletter circulation, money spent are valued more than quality of relationships, democratic decision-making, ability to constructively deal with conflict
- little or no value attached to process; if it can't be measured, it has no value
- discomfort with emotion and feelings
- no understanding that when there is a conflict between content (the agenda of the meeting) and process (people's need to be heard or engaged), process will prevail (for example, you may get through the agenda, but if you haven't paid attention to people's need to be heard, the decisions made at the meeting are undermined and/or disregarded)

**antidotes:** include process or quality goals in your planning; make sure your organization has a values statement which expresses the ways in which you want to do your work; make sure this is a living document and that people are using it in their day to day work; look for ways to measure process goals (for example if you have a goal of inclusivity, think about ways you can measure whether or not you have achieved that goal); learn to recognize those times when you need to get off the agenda in order to address people's underlying concerns

### **worship of the written word**

- if it's not in a memo, it doesn't exist
- the organization does not take into account or value other ways in which information gets shared
- those with strong documentation and writing skills are more highly valued, even in organizations where ability to relate to others is key to the mission

**antidotes:** take the time to analyze how people inside and outside the organization get and share information; figure out which things need to be written down and come up with alternative ways to document what is happening; work to recognize the contributions and skills that every person brings to the organization (for example, the ability to build relationships with those who are important to the organization's mission); make sure anything written can be clearly understood (avoid academic language, 'buzz' words,

etc.)

### **only one right way**

- the belief there is one right way to do things and once people are introduced to the right way, they will see the light and adopt it
- when they do not adapt or change, then something is wrong with them (the other, those not changing), not with us (those who 'know' the right way)
- similar to the missionary who does not see value in the culture of other communities, sees only value in their beliefs about what is good

*antidotes:* accept that there are many ways to get to the same goal; once the group has made a decision about which way will be taken, honor that decision and see what you and the organization will learn from taking that way, even and especially if it is not the way you would have chosen; work on developing the ability to notice when people do things differently and how those different ways might improve your approach; look for the tendency for a group or a person to keep pushing the same point over and over out of a belief that there is only one right way and then name it; when working with communities from a different culture than yours or your organization's, be clear that you have some learning to do about the communities' ways of doing; never assume that you or your organization know what's best for the community in isolation from meaningful relationships with that community

### **paternalism**

- decision-making is clear to those with power and unclear to those without it
- those with power think they are capable of making decisions for and in the interests of those without power
- those with power often don't think it is important or necessary to understand the viewpoint or experience of those for whom they are making decisions
- those without power understand they do not have it and understand who does
- those without power do not really know how decisions get made and who makes what decisions, and yet they are completely familiar with the impact of those decisions on them

*antidotes:* make sure that everyone knows and understands who makes what decisions in the organization; make sure everyone knows and understands their level of responsibility and authority in the organization; include people who are affected by decisions in the decision-making

### **either/or thinking\***

- things are either/or — good/bad, right/wrong, with us/against us
- closely linked to perfectionism in making it difficult to learn from mistakes or accommodate conflict
- no sense that things can be both/and
- results in trying to simplify complex things, for example believing that poverty is simply a result of lack of education

- creates conflict and increases sense of urgency, as people feel they have to make decisions to do either this or that, with no time or encouragement to consider alternatives, particularly those which may require more time or resources
  - often used by those with a clear agenda or goal to push those who are still thinking or reflecting to make a choice between 'a' or 'b' without acknowledging a need for time and creativity to come up with more options
- antidotes:* notice when people use 'either/or' language and push to come up with more than two alternatives; notice when people are simplifying complex issues, particularly when the stakes seem high or an urgent decision needs to be made; slow it down and encourage people to do a deeper analysis; when people are faced with an urgent decision, take a break and give people some breathing room to think creatively; avoid making decisions under extreme pressure

### **power hoarding**

- little, if any, value around sharing power
  - power seen as limited, only so much to go around
  - those with power feel threatened when anyone suggests changes in how things should be done in the organization, feel suggestions for change are a reflection on their leadership
  - those with power don't see themselves as hoarding power or as feeling threatened
  - those with power assume they have the best interests of the organization at heart and assume those wanting change are ill-informed (stupid), emotional, inexperienced
- antidotes:* include power sharing in your organization's values statement; discuss what good leadership looks like and make sure people understand that a good leader develops the power and skills of others; understand that change is inevitable and challenges to your leadership can be healthy and productive; make sure the organization is focused on the mission

### **fear of open conflict**

- people in power are scared of expressed conflict and try to ignore it or run from it
  - when someone raises an issue that causes discomfort, the response is to blame the person for raising the issue rather than to look at the issue which is actually causing the problem
  - emphasis on being polite
  - equating the raising of difficult issues with being impolite, rude, or out of line
- antidotes:* role play ways to handle conflict before conflict happens; distinguish between being polite and raising hard issues; don't require those who raise hard issues to raise them in 'acceptable' ways, especially if you are using the ways in which issues are raised as an excuse not to address those

issues; once a conflict is resolved, take the opportunity to revisit it and see how it might have been handled differently

### **individualism\***

- little experience or comfort working as part of a team
- people in organization believe they are responsible for solving problems alone
- accountability, if any, goes up and down, not sideways to peers or to those the organization is set up to serve
- desire for individual recognition and credit
- leads to isolation
- competition more highly valued than cooperation and where cooperation is valued, little time or resources devoted to developing skills in how to cooperate
- creates a lack of accountability, as the organization values those who can get things done on their own without needing supervision or guidance

*antidotes:* include teamwork as an important value in your values statement; make sure the organization is working towards shared goals and people understand how working together will improve performance; evaluate people's ability to work in a team as well as their ability to get the job done; make sure that credit is given to all those who participate in an effort, not just the leaders or most public person; make people accountable as a group rather than as individuals; create a culture where people bring problems to the group; use staff meetings as a place to solve problems, not just a place to report activities

### **i'm the only one**

- connected to individualism, the belief that if something is going to get done right, 'I' have to do it
- little or no ability to delegate work to others

*antidotes:* evaluate people based on their ability to delegate to others; evaluate people based on their ability to work as part of a team to accomplish shared goals

### **progress is bigger, more\***

- observed in how we define success (success is always bigger, more)
- progress is an organization which expands (adds staff, adds projects) or develops the ability to serve more people (regardless of how well they are serving them)
- gives no value, not even negative value, to its cost, for example, increased accountability to funders as the budget grows, ways in which those we serve may be exploited, excluded, or underserved as we focus on how many we are serving instead of quality of service or values created by the ways in which we serve

*antidotes:* create Seventh Generation thinking by asking how the actions of

the group now will affect people seven generations from now; make sure that any cost/benefit analysis includes all the costs, not just the financial ones, for example the cost in morale, the cost in credibility, the cost in the use of resources; include process goals in your planning, for example make sure that your goals speak to how you want to do your work, not just what you want to do; ask those you work with and for to evaluate your performance

### **objectivity\***

- the belief that there is such a thing as being objective or 'neutral'
- the belief that emotions are inherently destructive, irrational, and should not play a role in decision-making or group process
- invalidating people who show emotion
- requiring people to think in a linear (logical) fashion and ignoring or invalidating those who think in other ways
- impatience with any thinking that does not appear 'logical'

**antidotes:** realize that everybody has a world view and that everybody's world view affects the way they understand things; realize this means you too; push yourself to sit with discomfort when people are expressing themselves in ways which are not familiar to you; assume that everybody has a valid point and your job is to understand what that point is

### **right to comfort**

- the belief that those with power have a right to emotional and psychological comfort (another aspect of valuing 'logic' over emotion)
- scapegoating those who cause discomfort
- equating individual acts of unfairness against white people with systemic racism which daily targets people of color

**antidotes:** understand that discomfort is at the root of all growth and learning; welcome it as much as you can; deepen your political analysis of racism and oppression so you have a strong understanding of how your personal experience and feelings fit into a larger picture; don't take everything personally

One of the purposes of listing characteristics of white supremacy culture is to point out how organizations which unconsciously use these characteristics as their norms and standards make it difficult, if not impossible, to open the door to other cultural norms and standards. As a result, many of our organizations, while saying we want to be multi-cultural, really only allow other people and cultures to come in if they adapt or conform to already existing cultural norms. Being able to identify and name the cultural norms and standards you want is a first step to making room for a truly multi-cultural organization.

### **Partial Bibliography:**

*Notes from People's Institute for Survival and Beyond Workshop*, Oakland, CA, spring 1999. *Notes from Challenging White Supremacy Workshop*, San Francisco, CA, spring 1999. Beverly Daniel Tatum, **Why Are All**

**the Black Kids Sitting Together in the Cafeteria?** NY: HarperCollins, 1997. Derrick Jensen, **A Language Older Than Words**. NY: Context Books, 2000. Paul Kivel, **Uprooting Racism**. PA: New Society Publishers, 1996. Anne Wilson Schaef, **Living in Process**. NY: Ballantine, 1998. For complete bibliography, see complete notebook for dRwork's Dismantling Racism process.

**dRWORKS** is a group of trainers, educators and organizers working to build strong progressive anti-racist organizations and institutions. **dRWORKS** can be reached at [www.dismantlingracism.org](http://www.dismantlingracism.org).





**ASSISTANT COMMISSIONER'S REPORT:**

1. General:

- Review of updated Park permits, rules & regulations and fees & policies.
- Update on the Community Preservation Act
- Update on Grant Award for Great Brook Valley
- Grant Applications –
  - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded
  - Land & Water Conservation Fund Grant – University Park - Awarded
  - Land & Water Conservation Fund Grant – Great Brook Valley - Awarded
  - PARC & LAND Grant Program – Sever Street – Awarded
  - Commonwealth of Massachusetts Grant Award for Elm Park - Awarded
- 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 – NA
  - Boynton Park – NA
  - Burncoat Park – NA
  - Burncoat Playground – NA
  - Cascades Park – NA
  - Castle Park – NA
  - Coal Mine Brook – NA
  - Common – NA
  - Coes Park (Knife) – NA
    - Stearns Tavern
    - Playground
  - Coes Pond – NA
  - Columbus Park –
    - NA
  - Cookson Park – NA

- Cristoforo Columbo (East Park) –
  - Update
- Crompton Park – NA
- Dodge Park – NA
- Elm Park – NA
  - Newton Hill - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – NA
- 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 – Update
- 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 – Update
- TY Cobb – NA
- University Park – Update
- 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 Artwork 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 26, 2024
  - 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 – NA
  - Worcester Common Ice-Skating Rink - Update
  - Waterfowl in Park – NA
  - Out-to-Lunch – NA
  - Trash – NA
  - ESCo – NA
  - Park Permits –
    - See above
  - Access/ ADA – NA
  - Mobile Concession/ Food Truck - NA
  - ATV – Recreational Vehicle – NA
  - Veterans Memorials - NA
  - Misc. Information –
    - NA
- Golf Course:
  - Fees & Policies - NA
  - Golf Course Donations - NA

# **PARKS AND RECREATION COMMISSION MEETING**

Thursday December 21, 2023 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

Virtual with Teams

## **ASSISTANT COMMISSIONER'S REPORT**

**GENERAL**

**PARKS & RECREATION  
FEES & CHARGES POLICY 2024**

**EVENT PERMITS:**

1. Individuals or groups (This permit is for a location, in a specific park at a set time as approved based on submitted application.)
2. Application fee \$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 depending on event size. Additional fees will apply if trash is left and not taken if you specified on the permit you were removing your own trash. **There will be NO discounts given for this fee**
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 with a minimum of 4 hours or for the length of the event including setup and breakdown times. **There will be NO discounts given for this fee**
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, or for the length of the event including setup and breakdown times per staff assigned. **There will be NO discounts given for this fee**

**SPECIAL EVENTS/FUNCTIONS:**

Organizations/groups/individuals requesting a permit for events will be charged fees as determined on an individual basis (Including Staff, utilities, permits by other departments or needs as required/requested) 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. **There will be NO discounts given for this fee**

**SPORT PERMITS:**

- > 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)
- 3. Fees will be charged to organizations/leagues that are for profit – **There will be NO discounts given for this fee**
  - > There is a two (2) hour minimum for all permits, per day
  - > **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 FEES:**

1. Field and court fees are as follows for **non-profit organizations** - \$22.50/Hr./Field for off peak hours prior to 6:00 PM - \$45.00/Hr./Field for peak hours after 6:00 PM
2. Field and court fees are as follows for-profit organizations - \$45.00/Hr./Field for off peak hours prior to 6:00 PM - 90.00/Hr./Field for peak hours after 6:00 PM (Discounts do not apply to staff cost or to for-profit organizations).
3. **Synthetic Fields:** All practices and games times need to start on the even hours at these fields **no exceptions.**
4. **Synthetic fields may require staff at games. The fee is \$150.00 per hour with a minimum of two hours. There will be NO discounts given for this fee**

### **TOURNAMENT PERMITS:**

1. Non-Synthetic fields Flat fee of \$950.00 for a day (additional fees will be added based on the permit needs) **There will be NO discounts given for this fee**
2. Synthetic Field fee is \$2200.00 for a day (additional fees will be added based on permit needs) **There will be NO discounts given for this fee**
3. **Synthetic fields may require staff at games. There will be NO discounts given for this fee**

### **BUSKING/STREET PERFORMERS:**

1. The fee for the busking/street performer is \$50.00 for a two-week permit.

**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. 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/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 individual/organizations each month if the invoice is not paid within 45 days of the invoice date



**2024 PERMIT APPLICATION FOR EVENT IN A PARK**

Name of Requested Facility: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Your Organization: \_\_\_\_\_ Website: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Residential Address of Applicant: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Event Date: \_\_\_\_\_ Rain Date: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Set up Date & time: \_\_\_\_\_ Breakdown Date & Time: \_\_\_\_\_

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

**Please allow up to 30 days for permit to be processed**

Describe event in detail: \_\_\_\_\_

**DAY OF EVENT CONTACT PERSON (IF DIFFERENT FROM ABOVE APPLICANT)**

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone#: \_\_\_\_\_

Are you advertising/promoting this event?  Yes  No How are you advertising/promoting? \_\_\_\_\_

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

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

Liability Insurance Policy Number \_\_\_\_\_ (Please supply a copy of the binder/COI)

## Permit Guidelines

1. **Permits:** All permit applications must be filled out completely and must have a down payment of \$125.00 to hold date. Groups of 15 or more are required to obtain a permit.
2. **Outstanding balances:** Any permit holder with an outstanding balance must pay off in full before putting a deposit down for new permit. Down payments are non-refundable
3. **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 occurrence.
4. **Confetti:** Confetti/rice/artificial flower pedals are not allowed at any park due to environment impact, safety of wildlife, and the debris that is left. A fine may be assigned to those who disregard this rule.
5. **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 with a minimum of 4 hours, 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, hours, trash pickup fee, and 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. Collective bargaining agreement requires us to give all staff assigned an 8 hr. shift a 30-minute lunch and (2) 15-minute breaks.
6. **Refunds:** Refunds will NOT be given unless is not cancelled in writing within the required timeframe. Down payments are non-refundable. A 48-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 10:00am on the Friday prior to your event and 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 on 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](mailto:parks@worcesterma.gov) will also be accepted as a written cancellation with a follow up call to 508-799-1190.
7. **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.
8. **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 which 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.
9. **Alcohol:** Alcoholic Beverages are not allowed in City parks (See Item 27 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).
10. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces, as per city ordinance, is not allowed.
11. **Facility Clean-up:** Cleanup of park at completion of event is required. All trash must be removed within the time started on the breakdown date and time section of the permit. The City of Worcester DPW & Parks are not responsible for anything left in the park and all items will be disposed of. 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. The City of Worcester DPW & Parks reserves the right to charge permit applicant for any cost of trash cleanup and removal from the site.

12. **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 do not 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.
13. **Water:** October 1<sup>st</sup> of each year, all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
14. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
15. **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.
16. **Transferring of permits:** There shall be **NO** transferring of permits from one permittee to another.
17. **Beaches/Water bodies:** Events held at beach facilities or public waterways may require 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 "Christian's 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 and at the Parks Office. \*

18. **Set-up map:** Please submit a set up map showing location of tents, tables, chairs, grill etc. You may use a Google maps aerial view of the location, or you may hand draw your own set up map.
19. **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.
20. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event. If policy holder doesn't abide by or follow the parks rules and regulations, then they will need to go in front of the Parks Commission.
21. 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  
License Commission – Flea Markets/selling of items/serving alcohol – 455 Main Street.....508-799-1400  
Parks Security.....508-612-1121

**PARKS & RECREATION**

**EVENT FEES & CHARGES POLICY 2024**

**EVENT PERMITS:**

1. Individuals or groups (This permit is for a location, in a specific park at a set time as approved based on submitted application.)
2. Application fee \$250.00/UPTO FOUR (4) HOURS/PARK.
3. A 50% discount will be given to City of Worcester Residents and nonprofit organization off their 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 depending on event size. Additional fees will apply if trash is left and not taken if you specified on the permit you where removing your own trash. **There will be NO discounts given for this fee**
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. **There will be NO discounts given for this fee**
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, per staff assigned. **There will be NO discounts given for this fee.**

**SPECIAL EVENTS/FUNCTIONS:** Organizations/groups/individuals requesting a permit for events 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. **There will be NO discounts given for this fee**

**ADMINISTRATIVE CHARGE:** An Administrative fee of \$125.00 will be charged for any changes made to a permit that has been finalized.

**REFUND POLICY:** City of Worcester Department of Public Works & Park, Parks, Recreation & Cemetery Division will not refund any permits due to weather conditions. All will be determined on an individual basis. The City of Worcester will work with event organizers to set rain dates at the time the application is submitted.

**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/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 individual/organizations each month if the invoice is not paid within 45 days of the invoice date.

**A map of your event layout must be submitted with application\***

**Please draw your event set up in the box below or submit on a separate paper**



## Parks Division

### **This section must be completed by permit requester and the Parks Division ONLY**

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

Yes  No      Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)

Yes  No      Will you be requesting the Parks Division to remove and dispose of your trash? (A fee will apply for removal/disposal of trash, this fee may increase based on the amount of trash and size of event. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it. Permit holder will be charged an additional fees if we have to remove the trash if no is checked off). **There will be NO discounts given for this fee**

Yes  No      Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms.)  
\*Bathrooms for the Common permits will need to have page 6 filled out

Yes  No      Will you be requesting the use of our electricity?  
(Not all locations have access to electricity. There is a cost to use the electricity. If our electrician is required for electrical hook up, it will be an additional amount, min. of 4 hours per day) If electricity is available, all special events that need more than the one (1) standard plug, will need to have our electrician onsite for duration of entire event. **There will be NO discounts given for this fee**  
\*If using a multi-media/sound company, please provide name & phone number: \_\_\_\_\_  
\*Any equipment or safety equipment must be supplied by the event organizer and or the company used for planning event (electric cords, electrical jackets, cones, etc.)

Yes  No      Will you be using tables and chairs? The city does not supply tables or chairs, please show location on set up map.

Yes  No      Will there be any inflatable games/bouncy houses?  
(All devices must be **stake-less**, and approval will be based on current public health guidance. Company: \_\_\_\_\_)

Yes  No      Will you be using any banners? (Cost of banner install is determined by equipment/ staff needed)

Yes  No      Are you requesting the use of our portable metal stage?  
(The size is 24' x 24', it can also be used open halfway with a back. This stage is not accessible.). **There will be NO discounts given for this fee.**

How many vehicles are you planning on parking? \_\_\_\_\_ (Will need a parking plan for the event)

Yes  No      Do you need a vehicle to load/unload for this event (there is a 10-minute unload/load time fame)?

How many vehicles \_\_\_\_\_

Reason for vehicle: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Notes from Parks Division:

Name of Parks Employee (Please Print): \_\_\_\_\_

Official Parks Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Police Department

### **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. Police Department – Off Duty Police and Sound Permits – 9-11 Lincoln Square - 508-799-8686  
[wdpaydetailofficeemailist@worcesterma.gov](mailto:wdpaydetailofficeemailist@worcesterma.gov)

\_\_\_\_\_ Yes \_\_\_\_\_ No Are you having amplified sound (Microphones, speakers, blowhorns, radios, sound system)?

\_\_\_\_\_ Yes \_\_\_\_\_ No Will this event require Police Supervision? If Yes, number of Officers: \_\_\_\_\_

\_\_\_\_\_ Yes \_\_\_\_\_ No Does the event require a Sound Permit?

\_\_\_\_\_ Yes \_\_\_\_\_ No Has a Sound Permit been obtained? (A copy of the permit must be attached)

Notes from Police Department:

Name of Police Officer (Please Print): \_\_\_\_\_

Official Police Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EMS

### **This section must be completed by the EMS 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.  
EMS 508-421-5728

\_\_\_\_\_ Yes \_\_\_\_\_ No Will you have EMS services available? (This is not mandatory, but maybe recommended)

Notes from EMS:

Name of EMS (Please Print): \_\_\_\_\_

Official EMS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Inspectional Services-Food Division

**This section must be completed by permit requester and Inspectional Services Food Division ONLY**

Anyone requesting a Park Permit will need complete this and then go to Inspectional Services-Food Division and have them sign below in reference to food. The Inspectional Services-Food Division will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services-Food Division. There is no exception to this requirement. Inspectional Services 25 Meade Street 508-799-8539

\_\_\_\_ Yes \_\_\_\_ No Will you be serving food?

Copy of the food permit will be required by Parks. Oil will not be allowed to be disposed of in sewer drains, a disposal plan must be submitted with the application.

\_\_\_\_ Yes \_\_\_\_ No Will you be having food trucks?

\*All food trucks must have the proper permits

Notes from Inspectional Services:

Name of Inspectional Services Food Employee: \_\_\_\_\_

Official of Inspectional Services Food Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Inspectional Services-Housing Division

**This section must be completed by permit requester and Inspectional Services- Housing Division ONLY**

Anyone requesting a Park Permit will need to notify Inspectional Services- Housing Division and have them complete and sign below in reference to portable restrooms. The Inspectional Services will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services. There is no exception to this requirement. Inspectional Services 25 Meade Street 508-799-8539

\_\_\_\_ Yes \_\_\_\_ No Will you be renting portable restrooms? (Events with estimated 100-300 attendees need to have a minimum of one (1) ADA portable)

\* 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.

\* Must get permit from Inspectional Service- Housing Division

Notes from Inspectional Services:

Name of Inspectional Services Housing Employee (Please Print): \_\_\_\_\_

Official Inspectional Services Housing Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Inspectional Services-Building Division

**This section must be completed by permit requester and Inspectional Services-Buildings Division ONLY**

Anyone requesting a Park Permit will need complete this and then go to Inspectional Services – Buildings and have them sign below in reference to generators and tents. The Inspectional Services-Buildings Division will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services. There is no exception to this requirement. Inspectional Services 25 Meade Street 508-799-1198

\_\_\_\_ Yes \_\_\_\_ No 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 20' x20', Size of Tents: \_\_\_\_\_ Number of Tents: \_\_\_\_\_ Tent Company Name: \_\_\_\_\_

Inspectional services will reach out to the Parks Office if letter is needed for the bigger tents

Notes from Inspectional Services:

Name of Inspectional Services Building Employee (Please Print): \_\_\_\_\_

Official Inspectional Services Building Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Fire Prevention Department

**This section must be completed by permit requester and Fire Prevention**

Anyone requesting a Park Permit will need to notify the Fire Prevention Department and have them complete and sign below in reference to grills and generators. The Inspectional Services will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services. There is no exception to this requirement. Fire prevention 25 Meade Street 508-799-1822

\_\_\_\_ Yes \_\_\_\_ No Will you be using Grills? What size Grill? \_\_\_\_\_ How many grills? \_\_\_\_\_

(A permit from the Fire Department may be required if using propane grills. If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.)

\*For any grill you must have a 20 BC fire extinguisher on site.

\* The Worcester Fire Department may limit the quantity of LP-Gas that may be stored under a permit, such as during special events, where unusual conditions exist. Additional requirements may be included that are within the intent and purpose of 527 CMR Table 1.12.8.50 and 527 CMR 69.

\_\_\_\_ Yes \_\_\_\_ No Will you be using a generator?

\*Will need a permit from Fire Prevention (no matter the size of the generator)

\*Application to keep, store, manufacture, and/or handle flammable and/or combustible liquids, per Massachusetts Comprehensive Fire Safety Code, 527 CMR 1.00: Ch.66 (Flammable & Combustible Liquids), section 66.1.5. The scope of 527 CMR 1.00 includes, but is not limited to, the following in accordance with M.G.L. c. 22D and M.G.L. c. 148 and as prescribed by M.G.L. c. 143 § 96.

\*Fire Prevention follows NFPA 96 Section 17.5.2.1 for generators at events

Notes from Fire Department:

Name of Fire Prevention Employee (Please Print): \_\_\_\_\_

Official Fire Prevention Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Public Facilities

**This section must be completed by permit requester and the Public Facilities ONLY**

**This section pertains to any permits for the front of City Hall, the Plaza, and the Garage**

\_\_\_ Yes \_\_\_ No Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)

\_\_\_ Yes \_\_\_ No Will you be utilizing the restrooms inside the facility? (There is a cleaning fee of \_\_\_\_\_ per event)

\_\_\_ Yes \_\_\_ No 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.

\_\_\_ Yes \_\_\_ No 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 al) All special events will need to have our electrician onsite for duration of whole event.

\*If using a multi-media/sound company, please provide name & phone number: \_\_\_\_\_

\*Any equipment or safety equipment must be supplied by the event organizer and or the company used for planning event (electric cords, electrical jackets, cones, etc.)

Notes from Public Facilities:

Name of Public Facilities Employee (Please Print): \_\_\_\_\_

Official Public Facilities Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## 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. 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.
2. Permit request for fields will only be issued **between 9:00AM and 3:30 PM, Monday – Friday (Non-Holidays business days)**. 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.
3. **Groups of 15 or more are required to obtain a permit**
4. **All event permit holders have the right to use the vendors/concessionaires of their choice. Daily vendor/concessionaire that have been assigned a park cannot vend unless written permission is given to the Parks office from the event permit holder.**
5. **To use permit given for something other than for the designated event/vending/sport specified on application.**
6. **Failure to have all proper permits submitted prior to the event may be fined and may incur additional cost that may occur.**
7. To destroy, or misuse 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.
8. **The use of but not limited to confetti, rice, artificial flowers, paint, etc. are not allowed at any park due to environmental impact, safety of wildlife, and the debris that is left. A fine and cleanup cost may be assigned to those who disregard this rule.**
9. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
10. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
11. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
12. 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.
13. **To throw, deposit or leave any rubbish or litter in 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 violates the City of Worcester Ordinance, Chapter eight of the Revised Ordinances of 2008, Section 6A.**
14. To feed waterfowl & animals is prohibited in any park, playground, or beach. **Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.**
15. 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.
16. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
17. **To operate a phonogram, bullhorns, radio, loudspeaker, 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 2008 Part One – as Amended Through July 18, 2023 of the City of Worcester. Any phonogram, bullhorn, radio, speaker, 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, public property or building a permit/permits from the City of Worcester will be required.**
18. 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.
19. 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.
20. 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.
21. **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 type of vehicle in any park or to learn to drive any vehicle 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 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.**
22. **To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads. 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 event permit and staff supervision from DPW & Parks, Parks, Recreation & Cemetery Division. Only city vehicles and DPW & Parks, Parks, Recreation & Cemetery vehicles are allowed access inside park.**

23. 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.
24. To play any active ball games in any park, playground, or beach except in areas set aside for such games.
25. 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. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
26. 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.
27. **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.
28. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
29. 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.
30. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
31. 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.
32. 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.
33. 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.
34. 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 or park at their determination such use will have a negative long-term effect on the facility.
35. 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.
36. All vending/concessions must abide by the vending/ concession rules, the City of Worcester Ordinance and the Parks, Recreation, & Cemetery Division Rules and Regulations. Failure to follow all ordinances, rules and regulations may result in fines and could have vending/concession permit revoked.
37. All vending/concessions must have been approved by the standard city process and have an official vending/concession permit.
38. Any sport league or organization hosting, managing, or operating a sports tournament, must submit a Sports Tournament Permit Application for this particular event.
39. Itinerant musicians, street performers, buskers are not allowed without a permit from the Parks & Recreation Commission as identified in the City of Worcester Ordinance Chapter 12, Section 26 (h)(6) of the Revised Ordinances of 2008 -Part One- as Amended Through July 18, 2023 of the City of Worcester. No person shall act or perform as an itinerant musician on any public street or private way shown in the official map of the city, or in any public park, playground, or the Worcester Common. Without submitting a permit request and the written permission of the Parks & Recreation Commission.
40. All Parks & Recreation Commission agenda items must be submitted a minimum of 3 (tree) business days before each meeting to the [parks@worcesterma.gov](mailto:parks@worcesterma.gov) email.
41. **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.
42. **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.
43. **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.

**Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00 plus any additional cost to the City of Worcester**

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

**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.

**I agree to abide by all the Parks rules and regulations, all City Ordinances, policies and procures.**

Signature of Applicant/ Representative: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT NAME OF APPLICANT/REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT/ REPRESENTATIVE: \_\_\_\_\_





**2024 TOURNAMENT APPLICATION**

Name of Requested Facility: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Your Organization: \_\_\_\_\_ Website: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Email: \_\_\_\_\_

Residential Address of Applicant: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Tournament Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set up Date & Start time: \_\_\_\_\_ Breakdown Date & End Time: \_\_\_\_\_

Staffing will be determined by the needs of each tournament; and it will be determined by Parks Administration.

**A map of your tournament layout must be submitted with application\***

**DAY OF TOURNAMENT CONTACT PERSON (IF DIFFERENT FROM ABOVE APPLICANT)**

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Cell Phone#: \_\_\_\_\_

**Please allow up to 30 days for permit to be processed**

Describe tournament in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you promoting this tournament? \_\_\_ Yes \_\_\_ No How are you promoting? \_\_\_\_\_

Have you ever had a similar permit? \_\_\_\_\_ Yes \_\_\_\_\_ No

Estimated number of participants: \_\_\_\_\_ Estimated number of spectators: \_\_\_\_\_

Will you be charging admissions or selling any items at this tournament? (You may need a Hawker & Peddlers license) \_\_\_ Yes \_\_\_ No

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

Liability Insurance Policy Number \_\_\_\_\_ (Please supply a copy of the binder/COI)

**Please see important notes below:**

1. **Permits:** All permit applications must be filled out completely and must have a down payment of \$125.00 to hold date.
2. **Outstanding balances:** Any permit holder with an outstanding balance must pay off in full before putting a deposit down for new permit
3. **Tournaments:** All tournaments charging admission will need to submit a full proposal to the Parks & Recreation Commission a minimum of 3 months prior to the tournament date. The proposal is to include all tournament details, and meet requirements as set forth by the Parks & Recreation Commission. 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 occurrence.
4. **Sound:** Will need to get a sound permit from the Police Department for any amplified sound being used. Must abide by the City of Worcester noise ordinance. Please see the Rules and Regulations #10
5. **Confetti:** Confetti/rice/artificial flower pedals are not allowed at any park due to environment impact, safety of wildlife, and the debris that is left. A fine may be assigned to those who disregard this rule.
6. **Staff needs and fees:** The City of Worcester DPW & Parks, Parks & Recreation Division will assign staff according to the needs of the permit. Staff fees will apply at \$60 per hour with a minimum of 4 hours, 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, hours, trash pickup fee, and magnitude of tournament. 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. Collective bargaining agreement requires us to give all staff assigned an 8 hr. shift a 30-minute lunch and (2) 15-minute breaks.
7. **Refunds:** Refunds will NOT be given unless is not cancelled in writing within the required timeframe. A 48-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 10:00am on the Friday prior to your event and 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 on 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](mailto:parks@worcesterma.gov) will also be accepted as a written cancellation with a follow up call to 508-799-1190.
8. **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 which 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.
9. **Alcohol:** Alcoholic Beverages are not allowed in City parks (See Item 27 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).
10. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces, as per city ordinance, is not allowed.
11. **Facility Clean-up:** Cleanup of park at completion of event is required. The City of Worcester DPW & Parks are not responsible for anything left in the park. 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. The City of Worcester DPW & Parks reserves the right to charge permit applicant for any cost for cleanup and removal of site immediately after event.
12. **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 do not have parking lots.

13. Illegal parking, such as but not limited to, parking on sidewalks or grass areas will not be allowed, Parks Security will enforce. Tournament holder is responsible to notify and inform event participants/spectator of legal parking options.
14. **Water:** October 1<sup>st</sup> of each year, all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
15. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
16. **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.
17. **Transferring of permits:** There shall be **NO** transferring of permits from one permittee to another.
18. **Set-up map:** Please submit a set up map showing location of tents, tables, chairs, grill etc. You may use a Google maps aerial view of the location, or you may hand draw your own set up map.
19. **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.
20. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event. If policy holder doesn't abide by or follow the parks rules and regulations, then they will need to go in front of the Parks Commission.
21. 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

**If there are any concerns, you can call Park Security at the number below**

Parks Security.....508-612-1121

**PARKS & RECREATION**

**FEES & CHARGES POLICY 2024**

**TOURNAMENT PERMITS:**

1. Individuals or groups (This permit is for a location, in a specific park at a set time as approved based on submitted application.)
2. Non-Synthetic fields Flat fee of \$950.00 for a day (additional fees will be added based on the permit needs)
3. Synthetic Field fee is \$2200.00 for a day (additional fees will be added based on permit needs)
4. Trash removal/disposal fee will start at \$400.00 and will increase based on the size of the tournament. This fee does not include facility clean up. A minimum of \$240.00 will be charged for trash picked up throughout the facility depending on event size. Additional fees will apply if trash is left and not taken if you specified on the permit you were removing your own trash. **There will be NO discount given for this fee**
5. A tournament is a series of games or contests that make up a single unit of competition (as on a professional golf tour), the championship playoffs of a league or conference, or an invitational event
6. 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. **There will be NO discount given for this fee**
7. 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.**

**ADMINISTRATIVE CHARGE:** An Administrative fee of \$125.00 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 tournament organizers to set rain dates at the time the application is submitted.

**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/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 individual/organizations each month if the invoice is not paid withing 45 days of the invoice date.

**A map of your tournament layout must be submitted with application\***

**Please draw your event set up in the box below or submit on a separate paper**





## Parks Division

**This section must be completed by permit requester and the Parks Division ONLY**

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

Yes  No      Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)

Yes  No      Will you be requesting the Parks Division to remove and dispose of your trash? (A fee will apply for removal/disposal of trash, this fee may increase based on the amount of trash and size of event. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it. Permit holder will be charged an additional fees if we have to remove the trash if no is checked off). **There will be NO discounts given for this fee**

Yes  No      Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms.)  
\*Bathrooms for the Common permits will need to have page 6 filled out

Yes  No      Will you be requesting the use of our electricity?  
(Not all locations have access to electricity. There is a cost to use the electricity. If our electrician is required for electrical hook up, it will be an additional amount, min. of 4 hours per day) If electricity is available, all special events that need more than the one (1) standard plug, will need to have our electrician onsite for duration of entire event. **There will be NO discounts given for this fee**  
\*If using a multi-media/sound company, please provide name & phone number: \_\_\_\_\_  
\*Any equipment or safety equipment must be supplied by the event organizer and or the company used for planning event (electric cords, electrical jackets, cones, etc.)

Yes  No      Will you be using tables and chairs? The city does not supply tables or chairs, please show location on set up map.

Yes  No      Will there be any inflatable games/bouncy houses?  
(All devices must be stake-less, and approval will be based on current public health guidance. Company: \_\_\_\_\_)

Yes  No      Will you be using any banners? (Cost of banner install is determined by equipment/ staff needed)

Yes  No      Are you requesting the use of our portable metal stage?  
(The size is 24' x 24', it can also be used open halfway with a back. This stage is not accessible.). **There will be NO discounts given for this fee.**

How many vehicles are you planning on parking? \_\_\_\_\_ (Will need a parking plan for the event)

Yes  No      Do you need a vehicle to load/unload for this event (there is a 10-minute unload/load time fame)?

How many vehicles \_\_\_\_\_

Reason for vehicle: \_\_\_\_\_

Notes from Parks Division:

Name of Parks Employee (Please Print): \_\_\_\_\_

Official Parks Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Police Department

### **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. Police Department – Off Duty Police and Sound Permits – 9-11 Lincoln Square - 508-799-8686

[wpdpaydetailofficeemallist@worcesterma.gov](mailto:wpdpaydetailofficeemallist@worcesterma.gov)

\_\_\_\_ Yes \_\_\_\_ No Are you having amplified sound (Microphones, speakers, blowhorns, radios, sound system)?

\_\_\_\_ Yes \_\_\_\_ No Will this event require Police Supervision? If Yes, number of Officers: \_\_\_\_\_

\_\_\_\_ Yes \_\_\_\_ No Does the event require a Sound Permit?

\_\_\_\_ Yes \_\_\_\_ No Has a Sound Permit been obtained? (A copy of the permit must be attached)

Notes from Police Department:

Name of Police Officer (Please Print): \_\_\_\_\_

Official Police Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## EMS

### **This section must be completed by the EMS 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. EMS 508-421-5728

\_\_\_\_ Yes \_\_\_\_ No Will you have EMS services available? (This is not mandatory, but maybe recommended)

Notes from EMS:

Name of EMS (Please Print): \_\_\_\_\_

Official EMS Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Inspectional Services-Food Division

**This section must be completed by permit requester and Inspectional Services Food Division ONLY**

Anyone requesting a Park Permit will need complete this and then go to Inspectional Services-Food Division and have them sign below in reference to food. The Inspectional Services-Food Division will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services-Food Division. There is no exception to this requirement. Inspectional Services 25 Meade Street 508-799-8539

\_\_\_\_ Yes \_\_\_\_ No Will you be serving food?

Copy of the food permit will be required by Parks. Oil will not be allowed to be disposed of in sewer drains, a disposal plan must be submitted with the application.

\_\_\_\_ Yes \_\_\_\_ No Will you be having food trucks?

\*All food trucks must have the proper permits

Notes from Inspectional Services:

Name of Inspectional Services Food Employee: \_\_\_\_\_

Official of Inspectional Services Food Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Inspectional Services-Housing Division

**This section must be completed by permit requester and Inspectional Services- Housing Division ONLY**

Anyone requesting a Park Permit will need to notify Inspectional Services- Housing Division and have them complete and sign below in reference to portable restrooms. The Inspectional Services will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services. There is no exception to this requirement. Inspectional Services 25 Meade Street 508-799-8539

\_\_\_\_ Yes \_\_\_\_ No Will you be renting portable restrooms? (Events with estimated 100-300 attendees need to have a minimum of one (1) ADA portable)

- \* 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.
- \* Must get permit from Inspectional Service- Housing Division

Notes from Inspectional Services:

Name of Inspectional Services Housing Employee (Please Print): \_\_\_\_\_

Official Inspectional Services Housing Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Inspectional Services-Building Division

**This section must be completed by permit requester and Inspectional Services-Buildings Division ONLY**

Anyone requesting a Park Permit will need complete this and then go to Inspectional Services – Buildings and have them sign below in reference to generators and tents. The Inspectional Services-Buildings Division will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services. There is no exception to this requirement. Inspectional Services 25 Meade Street 508-799-1198

\_\_\_\_ Yes \_\_\_\_ No 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 20' x20', Size of Tents: \_\_\_\_\_ Number of Tents: \_\_\_\_\_ Tent Company Name: \_\_\_\_\_

Inspectional services will reach out to the Parks Office if letter is needed for the bigger tents

Notes from Inspectional Services:

Name of Inspectional Services Building Employee (Please Print): \_\_\_\_\_

Official Inspectional Services Building Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Fire Prevention Department

## **This section must be completed by permit requester and Fire Prevention**

**Anyone requesting a Park Permit will need to notify the Fire Prevention Department and have them complete and sign below in reference to grills and generators. The Inspectional Services will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services. There is no exception to this requirement. Fire prevention 25 Meade Street 508-799-1822**

\_\_\_\_ Yes \_\_\_\_ No Will you be using Grills? What size Grill? \_\_\_\_\_ How many grills? \_\_\_\_\_  
(A permit from the Fire Department may be required if using propane grills. If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.)

\*For any grill you must have a 20 BC fire extinguisher on site.

\* The Worcester Fire Department may limit the quantity of LP-Gas that may be stored under a permit, such as during special events, where unusual conditions exist. Additional requirements may be included that are within the intent and purpose of 527 CMR Table 1.12.8.50 and 527 CMR 69.

\_\_\_\_ Yes \_\_\_\_ No Will you be using a generator?

\*Will need a permit from Fire Prevention (no matter the size of the generator)

\*Application to keep, store, manufacture, and/or handle flammable and/or combustible liquids, per Massachusetts Comprehensive Fire Safety Code, 527 CMR 1.00: Ch.66 (Flammable & Combustible Liquids), section 66.1.5. The scope of 527 CMR 1.00 includes, but is not limited to, the following in accordance with M.G.L. c. 22D and M.G.L c. 148 and as prescribed by M.G.L. c. 143 § 96.

\*Fire Prevention follows NFPA 96 Section 17.5.2.1 for generators at events

Notes from Fire Department:

Name of Fire Prevention Employee (Please Print): \_\_\_\_\_

Official Fire Prevention Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 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. 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.
2. Permit request for fields will only be issued **between 9:00AM and 3:30 PM, Monday – Friday (Non-Holidays business days)**. 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.
3. **Groups of 15 or more are required to obtain a permit**
4. **All event permit holders have the right to use the vendors/concessionaires of their choice. Daily vendor/concessionaire that have been assigned a park cannot vend unless written permission is given to the Parks office from the event permit holder.**
5. **To use permit given for something other than for the designated event/vending/sport specified on application.**
6. **Failure to have all proper permits submitted prior to the event may be fined and may incur additional cost that may occur.**
7. To destroy, or misuse 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.
8. **The use of but not limited to confetti, rice, artificial flowers, paint, etc. are not allowed at any park due to environmental impact, safety of wildlife, and the debris that is left. A fine and cleanup cost may be assigned to those who disregard this rule.**
9. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
10. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
11. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
12. 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.
13. **To throw, deposit or leave any rubbish or litter in 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 violates the City of Worcester Ordinance, Chapter eight of the Revised Ordinances of 2008, Section 6A.**
14. To feed waterfowl & animals is prohibited in any park, playground, or beach. **Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.**
15. 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.
16. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
17. **To operate a phonogram, bullhorns, radio, loudspeaker, 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 2008 Part One – as Amended Through July 18, 2023 of the City of Worcester. Any phonogram, bullhorn, radio, speaker, 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, public property or building a permit/permits from the City of Worcester will be required.**
18. 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.
19. 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.
20. 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.
21. **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 type of vehicle in any park or to learn to drive any vehicle 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 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.**
22. **To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads. 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 event permit and staff supervision from DPW & Parks, Parks, Recreation & Cemetery Division. Only city vehicles and DPW & Parks, Parks, Recreation & Cemetery vehicles are allowed access inside park.**

23. 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.
24. To play any active ball games in any park, playground, or beach except in areas set aside for such games.
25. 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. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
26. 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.
27. **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.
28. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
29. 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.
30. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
31. 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.
32. 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.
33. 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.
34. 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 or park at their determination such use will have a negative long-term effect on the facility.
35. 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.
36. All vending/concessions must abide by the vending/ concession rules, the City of Worcester Ordinance and the Parks, Recreation, & Cemetery Division Rules and Regulations. Failure to follow all ordinances, rules and regulations may result in fines and could have vending/concession permit revoked.
37. All vending/concessions must have been approved by the standard city process and have an official vending/concession permit.
38. Any sport league or organization hosting, managing, or operating a sports tournament, must submit a Sports Tournament Permit Application for this particular event.
39. Itinerant musicians, street performers, buskers are not allowed without a permit from the Parks & Recreation Commission as identified in the City of Worcester Ordinance Chapter 12, Section 26 (h)(6) of the Revised Ordinances of 2008 -Part One- as Amended Through July 18, 2023 of the City of Worcester. No person shall act or perform as an itinerant musician on any public street or private way shown in the official map of the city, or in any public park, playground, or the Worcester Common. Without submitting a permit request and the written permission of the Parks & Recreation Commission.
40. All Parks & Recreation Commission agenda items must be submitted a minimum of 3 (tree) business days before each meeting to the [parks@worchesterma.gov](mailto:parks@worchesterma.gov) email.
41. **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.
42. **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.
43. **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.

**Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00 plus any additional cost to the City of Worcester**

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

**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.

**I agree to abide by all the Parks rules and regulations, all City Ordinances, policies and procures.**

Signature of Applicant/ Representative: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT NAME OF APPLICANT/REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT/ REPRESENTATIVE: \_\_\_\_\_





**2024 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**

- 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 price.
- 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 2)**
- 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

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 having concession stands?

A permit from Inspectional Services will be required, please see page 4 for 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

### Sport Permit Schedule

In the event of a conflict in applications, field usage will be allocated to the highest priority applicant by applying the following schedule:

1. City of Worcester Schools K-12
2. Youth leagues Resident (nonprofit)
3. Youth leagues Resident (for profit)
4. Youth leagues Non Resident (nonprofit)
5. Youth Leagues Non Resident (for profit)
6. Adult league Resident
7. Adult league Non Resident
8. Single day use

Sports permits will be broken up into 3 season and applications will need to be in by the deadline. Any person or league missing the scheduling deadlines will have access to any remaining fields on a first-come, first-served basis after the allocation process is finalized. Submission of a request does not constitute approval. Approval is given according to the allocation policy, after deposit is paid and when permit is issued. Every effort will be made to accommodate the user group's use of fields.

- All sports permits will need to put a deposit down of \$45.00 when submitting an application to hold dates. No permits will be given out if there is an outstanding balance.
- All sport leagues must give a finalized practice and game schedule by the start of the season dates below and give back all unused days.

Season	Application submitting deadline
<b>Spring</b> April 1 <sup>st</sup> - June 30 <sup>th</sup>	March 1 <sup>st</sup>
<b>Summer</b> July 1 <sup>st</sup> - August 31 <sup>st</sup>	June 1 <sup>st</sup>
<b>Fall</b> September 1 <sup>st</sup> - Thanksgiving week	August 1 <sup>st</sup>

All sport leagues/organizations need to inform the Parks office when their season is over

All sport leagues/organizations need to inform the Parks office of any unused days that were originally scheduled

**Please see important notes below**

1. **Synthetic Fields:** All practices and games times need to start on the even hours at these fields **no exceptions.**
2. **Synthetic Fields will not be plowed**
3. **Games:** Games have officials at game (i.e., umpires, referees, or coach/parent acting as an official)
4. **Refunds:** Refunds will NOT be given. You can call or email to add a date if field conditions are unplayable.
5. **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.
6. **Alcohol:** Alcoholic Beverages are not allowed in city parks (See item 27 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)
7. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces as per city ordinance is not allowed.
8. **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.
9. **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.
10. **Water:** October 1<sup>st</sup> of each year all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
11. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
12. **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.
13. **Transferring of permits:** There shall be **No** transferring of permits from one permittee to another.
14. **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.
15. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event.

**PARKS & RECREATION  
FEES & CHARGES POLICY 2024**

- 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** - \$22.50/Hr./Field for off peak hours prior to 6:00 PM - \$45.00/Hr./Field for peak hours after 6:00 PM
2. Field and court fees are as follows for **profit organizations** - \$45.00/Hr./Field for off peak hours prior to 6:00 PM - 90.00/Hr./Field for peak hours after 6:00 PM (Discounts do not apply to staff cost or to for-profit organizations).
3. **Synthetic fields may require staff at games. The fee is \$150.00 per hour with a minimum of two hours.**

**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. 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.

**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: \_\_\_\_\_

## PRACTICE DATES

League name: \_\_\_\_\_ League rep: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

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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: \_\_\_\_\_

## 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. 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.
2. Permit request for fields will only be issued between 9:00AM and 3:30 PM, Monday – Friday (Non-Holidays business days). 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.
3. Groups of 15 or more are required to obtain a permit
4. All event permit holders have the right to use the vendors/concessionaires of their choice. Daily vendor/concessionaire that have been assigned a park cannot vend unless written permission is given to the Parks office from the event permit holder.
5. To use permit given for something other than for the designated event/vending/sport specified on application.
6. Failure to have all proper permits submitted prior to the event may be fined and may incur additional cost that may occur.
7. To destroy, or misuse 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.
8. The use of but not limited to confetti, rice, artificial flowers, paint, etc. are not allowed at any park due to environmental impact, safety of wildlife, and the debris that is left. A fine and cleanup cost may be assigned to those who disregard this rule.
9. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
10. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
11. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
12. 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.
13. To throw, deposit or leave any rubbish or litter in 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 violates the City of Worcester Ordinance, Chapter eight of the Revised Ordinances of 2008, Section 6A.
14. To feed waterfowl & animals is prohibited in any park, playground, or beach. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
15. 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.
16. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
17. To operate a phonogram, bullhorns, radio, loudspeaker, 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 2008 Part One – as Amended Through July 18, 2023 of the City of Worcester. Any phonogram, bullhorn, radio, speaker, 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, public property or building a permit/permits from the City of Worcester will be required.
18. 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.
19. 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.
20. 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.
21. 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 type of vehicle in any park or to learn to drive any vehicle 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 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.
22. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads. 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 event permit and staff supervision from DPW & Parks, Parks, Recreation & Cemetery Division. Only city vehicles and DPW & Parks, Parks, Recreation & Cemetery vehicles are allowed access inside park.
  23. 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.
  24. To play any active ball games in any park, playground, or beach except in areas set aside for such games.
  25. 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. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
  26. 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.
  27. **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.
  28. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
  29. 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.
  30. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
  31. 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.
  32. 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.
  33. 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.
  34. 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 or park at their determination such use will have a negative long-term effect on the facility.
  35. 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.
  36. All vending/concessions must abide by the vending/ concession rules, the City of Worcester Ordinance and the Parks, Recreation, & Cemetery Division Rules and Regulations. Failure to follow all ordinances, rules and regulations may result in fines and could have vending/concession permit revoked.
  37. All vending/concessions must have been approved by the standard city process and have an official vending/concession permit.
  38. Any sport league or organization hosting, managing, or operating a sports tournament, must submit a Sports Tournament Permit Application for this particular event.
  39. Itinerant musicians, street performers, buskers are not allowed without a permit from the Parks & Recreation Commission as identified in the City of Worcester Ordinance Chapter 12, Section 26 (h)(6) of the Revised Ordinances of 2008 -Part One- as Amended Through July 18, 2023 of the City of Worcester. No person shall act or perform as an itinerant musician on any public street or private way shown in the official map of the city, or in any public park, playground, or the Worcester Common. Without submitting a permit request and the written permission of the Parks & Recreation Commission.
  40. All Parks & Recreation Commission agenda items must be submitted a minimum of 3 (tree) business days before each meeting to the [parks@worchesterma.gov](mailto:parks@worchesterma.gov) email.
  41. **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.
  42. **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.
  43. **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.

Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00 plus any additional cost to the City of Worcester

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

**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.

**I agree to abide by all the Parks rules and regulations, all City Ordinances, policies and procures.**

Signature of Applicant/ Representative: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT NAME OF APPLICANT/REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT/ REPRESENTATIVE: \_\_\_\_\_



**2024 Application for Busking/Street Performers**

Name \_\_\_\_\_ Applicant's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone \_\_\_\_\_

Email address: \_\_\_\_\_

Day and time of performances: \_\_\_\_\_

Please provide the type of busking/street performing activity you are doing: \_\_\_\_\_

**Busking will only be done at these three locations From April 1-October 31 during the hours of noon-sunset:**

1. University Park -Corner of Crystal St and Main St side (see attached map)
2. Elm Park- Highland at Park Ave side (see attached map)
3. Institute Park- Near the bathroom building (see attached map)

**Busking/ Street Performers Guidelines**

1. Busking/Street Performers can happen from April 1-October 31 from noon-sunset daily.
2. No performance may contain anything that could be considered offensive by the public.
3. The fee for busking/street performers is \$50.00 for a two-week permit.
4. The use of amplified musical instruments or amplified sound system is not permitted.
5. No City electricity will be used.
6. All trash/litter must be removed and placed in an approved trash receptacle.
7. No obstructing sidewalks, walking paths, or any city placed benches.
8. Event Permits will take precedent over busking/street performers permits. The busking/ street performers permit would have to vacate the area. The DPW & Parks, Parks, Recreation & Cemetery Division will inform permit holder of all permitted events.
9. All performances must abide by the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 2008 Part One – as Amended Through July 18, 2023 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.
10. 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: \_\_\_\_\_

## 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. 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.
2. Permit request for fields will only be issued **between 9:00AM and 3:30 PM, Monday – Friday (Non-Holidays business days)**. 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.
3. **Groups of 15 or more are required to obtain a permit**
4. **All event permit holders have the right to use the vendors/concessionaires of their choice. Daily vendor/concessionaire that have been assigned a park cannot vend unless written permission is given to the Parks office from the event permit holder.**
5. **To use permit given for something other than for the designated event/vending/sport specified on application.**
6. **Failure to have all proper permits submitted prior to the event may be fined and may incur additional cost that may occur.**
7. To destroy, or misuse 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.
8. **The use of but not limited to confetti, rice, artificial flowers, paint, etc. are not allowed at any park due to environmental impact, safety of wildlife, and the debris that is left. A fine and cleanup cost may be assigned to those who disregard this rule.**
9. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
10. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
11. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
12. 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.
13. **To throw, deposit or leave any rubbish or litter in 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 violates the City of Worcester Ordinance, Chapter eight of the Revised Ordinances of 2008, Section 6A.**
14. **To feed waterfowl & animals is prohibited in any park, playground, or beach. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.**
15. 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.
16. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
17. **To operate a phonogram, bullhorns, radio, loudspeaker, 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 2008 Part One – as Amended Through July 18, 2023 of the City of Worcester. Any phonogram, bullhorn, radio, speaker, 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, public property or building a permit/permits from the City of Worcester will be required.**
18. 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.
19. 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.
20. 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.
21. **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 type of vehicle in any park or to learn to drive any vehicle 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 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.**

22. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads. 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 event permit and staff supervision from DPW & Parks, Parks, Recreation & Cemetery Division. Only city vehicles and DPW & Parks, Parks, Recreation & Cemetery vehicles are allowed access inside park.
23. 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.
24. To play any active ball games in any park, playground, or beach except in areas set aside for such games.
25. 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. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
26. 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.
27. **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.
28. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
29. 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.
30. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
31. 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.
32. 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.
33. 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.
34. 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 or park at their determination such use will have a negative long-term effect on the facility.
35. 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.
36. All vending/concessions must abide by the vending/ concession rules, the City of Worcester Ordinance and the Parks, Recreation, & Cemetery Division Rules and Regulations. Failure to follow all ordinances, rules and regulations may result in fines and could have vending/concession permit revoked.
37. All vending/concessions must have been approved by the standard city process and have an official vending/concession permit.
38. Any sport league or organization hosting, managing, or operating a sports tournament, must submit a Sports Tournament Permit Application for this particular event.
39. Itinerant musicians, street performers, buskers are not allowed without a permit from the Parks & Recreation Commission as identified in the City of Worcester Ordinance Chapter 12, Section 26 (h)(6) of the Revised Ordinances of 2008 -Part One- as Amended Through July 18, 2023 of the City of Worcester. No person shall act or perform as an itinerant musician on any public street or private way shown in the official map of the city, or in any public park, playground, or the Worcester Common. Without submitting a permit request and the written permission of the Parks & Recreation Commission.
40. All Parks & Recreation Commission agenda items must be submitted a minimum of 3 (tree) business days before each meeting to the [parks@worcesterma.gov](mailto:parks@worcesterma.gov) email.
41. **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.
42. **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.
43. **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.

**Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00 plus any additional cost to the City of Worcester**

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

**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.

**I agree to abide by all the Parks rules and regulations, all City Ordinances, policies and procures.**

Signature of Applicant/ Representative: \_\_\_\_\_

Date: \_\_\_\_\_

PRINT NAME OF APPLICANT/REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT/ REPRESENTATIVE: \_\_\_\_\_

Eric D. Batista  
City Manager



CITY OF WORCESTER

cm2023dec14085717

Attachment for Item #

8.28 A

December 19, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to an update on the Community Preservation Act, as received from Timothy J. McGourthy, Chief Financial Officer, is forwarded as requested by your Honorable Body.

As you know, this month the City will release the first of the new Community Preservation Act surcharge bills. These assessments result from the vote taken by Worcester residents on November 8, 2022 adopting *Question 5 – Worcester Community Preservation Act*. This vote established a surcharge of 1.5% on the annual property tax to support community housing, parks and recreational uses, and historic preservation within Worcester. At this time, we anticipate raising \$4.4M in FY24 based on the tax rates established by the Worcester City Council. These funds will be made available to the newly established Community Preservation Committee for distribution.

Implementing a new surcharge on Worcester taxpayers brings financial and operational challenges for residents, businesses, and City government. We look forward to working with the Community Preservation Committee and you to ensure the positive outcomes that we expect to see from these new resources coming available to the community.

Respectfully submitted,

Eric D. Batista  
City Manager



TO: Eric D. Batista, City Manager  
 FROM: Timothy J. McGourthy, Chief Financial Officer  
 DATE: December 19, 2023  
 RE: Community Preservation Act Update

Per the request of City Councilors at the December 5, 2023 City Council meeting, I offer the following brief update of the Community Preservation Act surcharge.

On November 8, 2022, the voters of the City of Worcester approved the adoption of *Question 5 – Worcester Community Preservation Act*. This vote accepted Chapter 44B of the Massachusetts General Laws, Sections 3 to 7, known as the Community Preservation Act (CPA), which establishes a fund dedicated to the acquisition, creation, preservation, and support of community housing, parks and recreational uses, and historic buildings and resources. By the terms of this public vote, the CPA fund will be supported by a 1.5% surcharge on the annual property tax assessed on real estate in Worcester beginning in Fiscal Year 2024, and by annual distributions from a State trust fund created by the CPA. The specific allocation and use of these dollars for their stated purposes will be overseen by a new municipal board – the Community Preservation Committee.

Under the terms of the vote, the following will be exempt from the surcharge: (1) property owned and occupied as a domicile by any person who qualifies for low-income housing or low- or moderate-income senior housing; (2) \$100,000 of the value of each taxable parcel of residential property; and (3) \$100,000 of the value of each taxable parcel of class three – commercial property – and class four – industrial property.

The first year of implementation of the surcharge is Fiscal Year 2024, which runs from July 1, 2023 through June 30, 2024. This full FY24 obligation will be divided between two bills: the 3<sup>rd</sup> Quarter (issued December 29, 2023) and 4<sup>th</sup> Quarter (issued March 29, 2024) bills. Therefore, the first CPA surcharge bill will be included in the property tax bill envelopes received by mail next month. In future fiscal years, this surcharge will be incorporated into each quarterly tax bill. At this time, we anticipate that the FY24 CPA will raise approximately \$4.4M in revenues for CPA Trust.

Based on the approved tax rates of \$13.75 for residential properties and \$30.04 for commercial, industrial, and personal properties, properties at the City average will see the following CPA surcharges:

Property Type	Average Value	CPA Surcharge
Single Family – Residential	\$371,094	\$56
Condominium – Residential	\$245,975	\$30
Three-Family – Residential	\$524,309	\$88
Apartment – Residential	\$1,246,431	\$236
Commercial	\$1,200,621	\$496



The CPA provides for an income abatement process through the City Assessor's Office, similar to any property tax abatement or exemption request. Individuals must meet certain low (80% area median income) and moderate (100% area median income) income requirements depending on eligibility category. Abatement forms will be available on the City's Assessing Division webpage beginning January 1, 2024, and will be accepted through April 1 of 2024.

One element of the CPA statute is the potential for a State match supported by fees charged for recording various documents with the Registry of Deeds or Land Court. The match varies annually based on the number of eligible municipalities and revenues raised. Worcester will become eligible for this State match in FY25, based on the revenues we raise in FY24. In FY24, the State distributed \$43,848,687 to municipalities within its first round. If Worcester had initiated the CPA in FY23, the City would have been eligible for a match of approximately 21% or \$924K.

Implementing a new tax or surcharge is always a delicate matter. In addition to the financial impact on property owners within the City, there is the complexity incorporating a new bill within our financial and collection systems. As you know, the City is in the midst of a multi-year transition from a three decade old financial and billing system. As a result, for now, the bills will appear as a separate insert within the tax bill envelope. While we notify and make the bills available to mortgage companies, it will be up to each individual company to determine whether or not the bill is paid via the mortgage or is a direct obligation of the property owner. The City is not a party to that decision. In FY25, we anticipate being live in our new Tyler Technologies tax billing system. This will allow us to incorporate the CPA directly onto the tax bill at which point it is likely that it will be paid by mortgage holders via the escrow arrangement.

Sincerely,

A handwritten signature in blue ink that reads "Timothy J. McGourthy". The signature is written in a cursive, flowing style.

Timothy J. McGourthy  
Chief Financial Officer



**Antonelli, Robert C. Jr., Parks Asst. Comm.**

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**From:** Antonelli, Robert C. Jr., Parks Asst. Comm.  
**Sent:** Thursday, October 19, 2023 4:37 PM  
**To:** Antonelli, Robert C. Jr., Parks Asst. Comm.  
**Subject:** FW: FOR IMMEDIATE RELEASE: Healey-Driscoll Administration Announces Over \$6 Million in Land and Water Conservation Grants to Support Parks and Open Spaces

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**From:** Burney, Danielle (EEA) <[Danielle.Burney@mass.gov](mailto:Danielle.Burney@mass.gov)>  
**Sent:** Wednesday, October 18, 2023 1:35 PM  
**Subject:** FOR IMMEDIATE RELEASE: Healey-Driscoll Administration Announces Over \$6 Million in Land and Water Conservation Grants to Support Parks and Open Spaces

**EXECUTIVE OFFICE OF**  
**ENERGY & ENVIRONMENTAL AFFAIRS**

**GOVERNOR**  
**MAURA T. HEALEY**

**SECRETARY**  
**REBECCA TEPPER**

**LT. GOVERNOR**  
**KIMBERLY DRISCOLL**

**FOR IMMEDIATE RELEASE:**

October 18, 2023

**CONTACT**

Danielle Burney [Danielle.Burney@mass.gov](mailto:Danielle.Burney@mass.gov)



## **Healey-Driscoll Administration Announces Over \$6 Million in Land and Water Conservation Grants to Support Parks and Open Spaces**

**BOSTON** – The Healey-Driscoll Administration today announced over \$6.6 million in grant funding to make parkland and trail improvements and preserve and protect land in Massachusetts. The Executive Office of Energy and Environmental Affairs (EEA) is awarding Land and Water Conservation Fund (LWCF) grants to ten cities and towns in partnership with the National Park Service. The LWCF grants are funded through the sales of federal offshore oil and gas leases, the proceeds of which are then used to support public outdoor recreation areas and facilities.

“The ability to work, play, and enjoy our outdoor spaces is a matter of environmental justice,” said **EEA Secretary Rebecca Tepper**. “This program is another example of the Healey-Driscoll Administration’s efforts to ensure our outdoor recreational areas are fairly and evenly distributed among all Massachusetts communities. From a new splash pad to cool off in the summer to an accessible town green for all people to gather, these grants will go a long way to bringing communities together outdoors.”

The LWCF Grant Program was established by Congress in 1964 to fulfill a bipartisan commitment to safeguard the country’s natural areas, water resources, and cultural heritage and provide everyone with recreational opportunities. The Fund provides up to 50 percent of the total project cost for acquiring land or developing and renovating parkland. Since the program’s inception, more than \$130 million has been directed to the Commonwealth’s parks and open spaces.

“The Malden River Works project is a community-led plan to create a climate resilient waterfront park on the Malden River, featuring a greenway, floating dock, new trees and native plants, and park space which is open to the public and built with accessibility in mind,” said **State Senator Jason Lewis**. “I’m pleased to see that Environmental Justice communities are receiving the attention they deserve. Thank you to the Executive Office of Energy and Environmental Affairs and the National Park Service for providing this support to the City of Malden and Malden River Works.”

“I commend the Healey Administration and the Executive Office of Energy and Environmental Affairs for their commitment in awarding \$1 million to Springfield Bike & Skate Park at Gurdon Bill Park,” said **State Representative Carlos González**. “This investment will greatly benefit Springfield residents, providing enhanced green spaces for a healthier and eco-friendly environment and promoting biking, recreation, and exercise. It is essential that these funds are distributed equitably, ensuring that all Massachusetts citizens, regardless of background or location, can enjoy open spaces. I am grateful that these grants uphold the mission of inclusivity and accessibility.”

Projects receiving LWCF grants are:

MUNICIPALITY	PROJECT NAME	PROJECT DESCRIPTION	GRANT RECOMMENDATION
Boston	Renovation of Clifford Playground	The project will switch one of the softball fields to a little league field; shift the location of the baseball field; add a water spray area in the enlarged universally accessible playground and a multi-sport court, relocate the basketball court, add pickleball markings to the relocated tennis court, adult fitness stations to the enhanced walking trail, a plaza with new cafe style and game tables, a dog park, shade covering to the players' benches, drinking fountains/bottle filling stations, and a rain garden with plantings and an interpretive sign; plant 15 new trees; and swap out old sport lighting for LED sport lighting.	\$1,000,000.00
Dedham	Dedham Town Green	The project will create a fully accessible, free-standing structure that will provide shade and shelter from the weather, accessible furniture, a variety of types of seating for wheelchair accessibility and multi-generational access, non-slip pavers with minimal joint spacing, and a reduction in the number of curb cuts, ADA-compliant water fountain and dog water bowl for service animals.	\$500,000.00
Holden	Spring Ledge Farm	The project will acquire a 112-acre area, next to 100 conserved acres to the east (White Oak Land Conservation Society's "Puffer/ Heiniger property") and a 1000-acre Four Town Greenway to the south.	\$620,000.00
Malden	Malden River Works Park	The project will construct a fully accessible path from the park to Commercial Street lined with over 60 trees and a small, landscaped stormwater retention area fronting Commercial Street with bioswales to retain and clean stormwater, a small bridge over the bioswale, benches, and lighting, and native plantings.	\$654,187.00
Medford	Carr Park Renovation	The project will build a universally accessible 4-season playground; integrated water play features; a shaded central plaza; repurpose boulders and removed debris from the woodland for decor and natural play; install interpretive signage discussing solar energy and climate resilient features at the park; accessible seating and picnic tables; a drinking fountain with bottle filler; pedestrian lighting; and care and pruning for existing trees and planting of additional trees and shrubbery.	\$1,000,000.00
Natick	Pickereel Pond Trail Connector	The project will design and construct a boardwalk to connect north and south Pickereel Pond.	\$150,000.00
Springfield	Springfield Bike & Skate Park at Gurdon Bill Park	The project will include the installation of bike & skate park features, accessible splash pad, playground and picnic amenities, open space improvements, tree plantings, and landscaping.	\$1,000,000.00

Sutton	American Legion Park Renovation	The project will create an updated playground for toddlers to teens with ADA and shaded elements, a picnic grove of new and existing trees with shaded seating, new/more basketball court fencing, removable softball outfield fencing and foul poles for greater safety, and the installation of a pervious pavement parking area and signage.	\$218,932.00
Woburn	Green Street Playground	The project will replace two older pools and filtration building with a new splash pad and equipment vault.	\$480,968.00
Worcester	Great Brook Valley (Roberto Clemente) Improvement Project	The project will include softball field upgrades with new sports lighting, accessible walkways, facility security (wood guardrail and fence), kiosks, stormwater management upgrades, tree planting, parking upgrades with lighting, and other site improvements.	\$1,000,000.00

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