



PARKS AND RECREATION COMMISSION MEETING

Thursday May 4, 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 WebEx platform:

- 1) Go to www.webex.com
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID# 2302 064 2812
- 4) Enter password: Parkscomm5-4

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2302 064 2812

AGENDA

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of the Minutes for February 2, 2023 (Roll Call) & March 23, 2023 (Table)
4. To request a reasonable accommodation or interpretation or submit written comments or questions in advance of the meeting, please contact the Parks, Recreation & Cemetery Division by email at Parks@worcesterma.gov. Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina de la Division de Parques, Recreo & Cementerio por correo electronico a Parks@worcesterma.gov. Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.
5. Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, you may join us directly within the 50 Officer Manny Familia Way Meeting Room A, follow the information above to join via the WebEx application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user you may dial *3.

6. Assistant Commissioners Report (See Report Topics Below)
 5. Old Business
 - Community Preservation Act Memo to the City Council 1-24-23
 6. New Business
 - Urban Forestry Master Plan which can be found here: [Trees in the City - Right Tree, Right Place | City of Worcester, MA \(worcesterma.gov\)](#)
 - Urban and Community Forestry (UCF) Inflation Reduction Act Notice of Funding Opportunity which can be found here: [Urban Forests | US Forest Service \(usda.gov\)](#)
 7. Date of Next Meeting:
 - May 25, 2023
 - June 15, 2023
 - September 28, 2023
 - October 26, 2023
 - November 16, 2023
 - December 14, 2023
 - January 11, 2024
 - February 1, 2024 (Event & Sports Permit Meeting)
 - February 29, 2024
 - March 21, 2024
 - April 25, 2024
 - May 23, 2024
 - June 13, 2024
 8. Meeting Adjourned (Roll Call)
-



PARKS AND RECREATION COMMISSION MINUTES

Thursday February 2, 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 WebEx platform:

- 1) Go to www.webex.com
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID#: 2319 400 2392
- 4) Enter password: Parkscomm2-2

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2319 400 2392

AGENDA

1. Call to Order – at 6:33 PM
2. Attendance (Roll Call) –
 - a. Commissioners in attendance:
 - i. Scott Cashman
 - ii. Eric Goldstein
 - iii. Natalie Turner
 - iv. Erin Zamarro
 - b. Administrative staff in attendance:
 - i. Jeffrey Tomaino, Recreation Coordinator
 - ii. Scott Morin, Maintenance Director
 - iii. Mily Pacheco, Staff Assistant III
3. Acceptance of Minutes for the November 17, 2022 & January 19, 2023 (Roll – Tabled)

4. To request a reasonable accommodation or interpretation or submit written comments or questions in advance of the meeting, please contact the Parks, Recreation & Cemetery Division by email at Parks@worcesterma.gov. Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina de la Division de Parques, Recreo & Cementerio por correo electronico a Parks@worcesterma.gov. Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.
5. Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, you may join us directly within the 50 Officer Manny Familia Way Meeting Room A, follow the information above to join via the WebEx application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user you may dial *3.
6. Assistant Commissioners Report (See Report Topics Below)
5. Old Business
 - NA
6. New Business
 - NA
7. Date of Next Meeting:
 - March 23, 2023 (Revised date)
 - April 27, 2023
 - May 25, 2023
 - June 15, 2023

7. Meeting Adjourned (Roll Call)

ASSISTANT COMMISSIONER’S REPORT:

1. General:

Sports & Events Permit Presentation:

- **PARKS & RECREATION ADMINISTRATIVE OFFICE CONTACT INFORMATION**
 - 50 OFFICER MANNY FAMILIA (GREEN HILL PARK) WORCESTER, MA 01605
 - MAIN OFFICE # (508) 799-1190
 - OFFICE FAX # (508) 799-1293 PARKS@WORCESTERMA.GOV

4 TYPES OF PARKS PERMITS

- **SPORTS PERMIT**
- **EVENT PERMIT**

- STAGE PERMIT
- STEARNS TAVERN
- HOW TO OBTAIN A PERMIT
- FACILITY CLEANUP & TRASH
- PARKING
- ELECTRIC
- FOOD
- PORTABLE RESTROOMS
- POLICIES
- CANCELLATION POLICY
- DPW & PARKS DIVISION POLICY
- CITY OF WORCESTER PARK RULES & REGULATIONS
- FIELD CONDITIONS & GOOD NEIGHBOR PRACTICE
- PAYMENT OPTIONS
- BALANCES
- EVENT PERMIT FEES
- EVENT PERMIT STAFF FEES
- SPORTS PERMIT FEES
- STAFF FEES
- PARKS SECURITY
- CONTACT INFORMATION: MOBILE # (508) 612-1121
- EMAIL: PARKSSECURITY@WORCESTERMA.GOV

- **New Business:**

- Commissioner Turner requested that administration gives a follow up on the letter submitted to the City Manager in reference to the fence for the Handball Court at Green Hill Park. She also requested to look at the Noise Ordinance/Sound Permit regulation.
- Date of Next meeting – March 2, 2023
- Commissioner Zamarro made a motion to adjourn. Second by Commissioner Turner. All were in favor. Motion approved 4 – 0. Meeting adjourned at 7:18 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



ASSISTANT COMMISSIONER'S REPORT:

1. General:

- Review the Urban Forestry Master Plan
 - Urban Forestry Master Plan which can be found here:
 - [Trees in the City - Right Tree, Right Place | City of Worcester, MA \(worcesterma.gov\)](#)
 - Urban and Community Forestry (UCF) Inflation Reduction Act Notice of Funding Opportunity which can be found here:
 - [Urban Forests | US Forest Service \(usda.gov\)](#)
- Request to allow alcohol on the Worcester Common from the Food Truck Festival of America
- Request use of Elm Park for a Family Friendly Educational Hands on Event
- Request for use of Elm park for the Water Lantern Festival
- Request for use of Worcester Common for the Worcester African Festival
- Grant Applications –
 - Land & Water Conservation Fund Grant – Coal Mine Brook – Awarded
 - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded
 - Land & Water Conservation Fund Grant – University Park - Awarded
 - Land & Water Conservation Fund Grant – Great Brook Valley - Submitted
 - PARC & LAND Grant Program – Sever Street – Awarded
 - Massachusetts Port Authority Community Charitable Giving and Community Relations Program - Submitted
- 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 – Update
 - Common – NA
 - Coes Park (Knife) – NA
 - Stearns Tavern
 - Playground
 - Coes Pond – NA
 - Columbus Park –
 - NA
 - Cookson Park – NA
 - Cristoforo Columbo (East Park) –
 - NA
 - Crompton Park – NA
 - Dodge Park – NA
 - Elm Park – Update
 - Newton Hill - NA
 - Fairmont Park – NA
 - Farber Field – NA
 - Grant Square – Update
 - Great Brook Valley Playground – NA
 - Green Hill Park Renovation – NA
 - Green Hill Farm
 - Community Gardens
 - WWI
 - Greenwood Park – NA
 - Hadwen Park – NA
 - Harrington Field – NA
 - Harry Sherry Field (S. Worcester) - NA
 - Holland Rink - NA
 - Holmes Field - NA
 - Indian Hill Park – NA
 - Indian Lake Beach – NA
 - Institute Park – NA
 - Walkway Design
 - Salisbury Pond - Update
 - Kendrick Field – NA
 - Knights of Columbus – NA
 - Korean War Memorial – NA
 - Lake Park – NA



- Lake View Playground – NA
- Logan Field – NA
- Morgan Landing – NA
- Mulcahy Field – NA
- Oakland Heights Playground – NA
- Providence Street Playground – NA
- Ramshorn Island – NA
- Rockwood Field – NA
- Salisbury Park (Bancroft Tower) – NA
- Shale Street Playground – NA
- Shore Park – NA
- Spillane Field – NA
- South Worcester Park - NA
- Tacoma Street Playground – NA
- TY Cobb – NA
- University Park – NA
- Vernon Hill – NA
- Wetherall Estates (Duffy Field) – NA
- 149 West Boylston Drive - NA
- Winslow & Pleasant – NA
- Aquatic Master Plan – NA
- Open Space and Recreation Plan – NA
- North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
- Art-in-the-Park – Request to keep Art Work in Elm Park - NA
- Dog Park, Licensing & Control of Dogs – NA
- Rectangular Field Development – NA
- Park Monument Review – NA
- Misc. items:
 - Keep Worcester Clean –
 - NA
 - City Council Orders –
 - NA
 - City Council Petitions –
 - NA
 - Forestry Operations –
 - Tree City USA - NA
 - ALB (Asian Longhorned Beetle)
 - EAB (Emerald Ash Borer)
 - Arbor Day – April 28, 2023
 - Budget – Operational & Capital - NA
 - Parks, Recreation & Cemetery Division – NA
 - Capital Improvement Program – NA
 - City Five Point Financial Plan – NA
 - City Auditor Communications - NA
 - Summer Youth Employment Program – Update
 - Aquatics – NA
 - Christian’s Law – NA
 - Recreation Worcester - NA
 - Holiday Tree – NA

- Worcester Common Ice Skating Rink - NA
- 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 - NA
 - Golf Course Donations - NA



The City of
WORCESTER

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

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Or

Virtual with WebEx

ASSISTANT COMMISSIONER'S REPORT

GENERAL

Eric D. Batista
City Manager



CITY OF WORCESTER

cm2023apr20101903

Attachment for Item # 10.36 H

April 25, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

I respectfully request City Council review, deliberation and adoption of the attached resolution to file, accept, and expend a grant of up to Fifty Thousand Dollars and No Cents (\$50,000.00) made available through Massachusetts Port Authority (Massport) Community Charitable Giving and Community Relations Program, as received from Jay J. Fink, PE., Commissioner of Department of Public Works and Parks, and forwarded for the consideration of your Honorable Body.

The Massport funds will support the Park Stewards Program, which has become a key component of both the City's youth summer employment strategy and summer park maintenance. There will be 30 youths hired through this program to receive a minimum of seven (7) weeks of employment during the summer months and are involved in activities such as trash-pick up, tree planting, graffiti removal, park maintenance, landscaping and other related activities. This innovative program was introduced in July 2010 as a partnership linking neighborhood teens with neighborhood-based jobs. The model has proven very successful in keeping youth engaged and safe during summer months and it also partners them with organizations and agencies experienced with their needs for alternative summer recreation and employment.

The Park Steward employment and recreational programs provide critically important opportunities to our youth. These jobs serve as the foundation for a lifetime of workforce development, linking our young people with organizations and agencies that provide

OFFICE OF THE CITY MANAGER, CITY HALL, WORCESTER, MA 01608

TELEPHONE (508) 799-1175 | FAX (508) 799-1208

EMAIL: citymanager@worcesterma.gov

valuable experiences and keep our youth engaged and safe during the summer months.
A required match will be met from the general operating budget.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Eric D. Batista". The signature is stylized with large, overlapping loops and a prominent horizontal stroke.

Eric D. Batista
City Manager



To: Eric D. Batista, City Manager
From: Jay J. Fink, P.E., Commissioner
Date: April 25, 2023
Re: Finance Request

I respectfully request City Council approval of the attached Resolution to apply for, accept and expend Massachusetts Port Authority (Massport) funds through their Community Summer Jobs Program for the Park Steward Program, a summer youth employment initiative. Massport recently released a grant opportunity of up to \$50,000 through its Charitable Giving and Community Relations Program. This Program aims to improve the economic health of youth in Massport impacted communities by providing funding to support summer employment opportunities through the Massport Community Summer Jobs Program.

The Park Steward Program has become an important component of both the City's youth summer employment strategy and summer park maintenance. Youth employed through this program receive a minimum of 7 weeks of employment during the summer months and are involved in activities such as trash pick-up, tree planting, graffiti removal, park maintenance, landscaping, trail maintenance, and other related activities. This innovative program was introduced in July 2010 as a partnership linking neighborhood teens with neighborhood-based jobs. The model has proven very successful in keeping youth engaged and safe during summer months. It also partners them with organizations and agencies experienced with their needs for alternative summer recreation and employment.

During the summer of 2022, the Park Steward Program provided employment for 30 youth in 6 city parks. These youth not only learned valuable work readiness skills, they worked to clean parks located in their own neighborhoods, thus strengthening their connection

and investment in the community and compounding the benefits inherent in productive employment.

The required match will be met from the general operating budget. All hiring is seasonal.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jay J. Fink". The signature is fluid and cursive, with a prominent initial "J" and "F".

Jay J. Fink, P.E.
Commissioner, Department of Public Works & Parks

Attachment

A RESOLUTION TO FILE, ACCEPT AND EXPEND A GRANT OF UP TO FIFTY THOUSAND AND NO CENTS (\$50,000.00) FROM THE MASSACHUSETTS PORT AUTHORITY (MASSPORT) CHARITABLE GIVING AND COMMUNITY RELATIONS PROGRAM TO SUPPORT SUMMER YOUTH EMPLOYMENT OPPORTUNITIES IN WORCESTER

WHEREAS: The City of Worcester is committed to serving the youth population of our city, particularly those who are considered to be an at-risk population; and

WHEREAS: The Office of the City Manager has identified priorities for local youth, develop strategies and a long term plan to address the needs of youth, and to coordinate with other youth serving organizations in the City to better provide services and programs to the at-risk youth population; and

WHEREAS: The Office of the City Manager is committed to seeking and securing any and all available funding to provide resources to support and facilitate the youth initiatives, programs and services in the City and to implement the strategies identified in the *Agenda for Youth*; and

WHEREAS: The Department of Public Works and Parks; Parks, Recreation and Cemetery Division will identify priorities and programs for these youth to accomplish, with assistance from neighborhood organizations that best support the needs of our parks; and

WHEREAS: The Department of Public Works & Parks; Parks, Recreation & Cemetery Division will fund the match requirements as part of the Divisions general Operating Budget, and

WHEREAS: The Massport Charitable Giving Program aims to improve the economic health of youth in communities where Massport operates facilities by providing funding to support summer employment opportunities.

NOW, THEREFORE BE IT RESOLVED:

1. That the City Manager be and is hereby authorized to file and accept this Massport Charitable Giving Program with and from the Commonwealth of Massachusetts Port Authority.
2. That the City Manager be and is hereby authorized to take any such other actions as are necessary to carry out the terms, purpose and conditions of the grant to be administered by the Department of Public Works and Parks; Parks, Recreation and Cemetery Division.
3. That this resolution shall take effect upon passage.



Eric D. Batista
City Manager

CITY OF WORCESTER

cm2023apr18081627

Attachment for Item # 10.9 C

April 25, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to a request for an update on the conditions of Elm Park Pond, as received from Jay J. Fink, Commissioner of Public Works and Parks, is forwarded for the information of your Honorable Body.

Respectfully submitted,

Eric D. Batista
City Manager



To: Eric D. Batista, City Manager
From: Jay J. Fink, P.E., Commissioner
Date: April 25, 2023
Re: Elm Park Pond

The Department of Public Works & Parks respectfully submits this memo for your review and consideration and to forward to the City Council for their review. This information is submitted in response to City Council Order #: 12278 wherein a request was made for a report concerning the current conditions of Elm Park Pond.

In Fiscal Year 2012 & 2013 the City of Worcester received two Commonwealth of Massachusetts PARC Grants for the renovation of Elm Park which included a new pond edge around the North & Elm Meres, new internal walkways, new lighting, playground upgrades & safety surfacing, and the addition of new picnic tables and benches. During this same time, the Department of Public Works & Parks installed a pumping system which extracts water from an aquifer approximately 80-feet underground to pump fresh water into the pond. The City decided to stop using public drinking water from the water filtration plant to fill the pond in the North Mere. Additionally, in partnership with Worcester Technical High School, WPI, the Rotary Club of Worcester, the Worcester Chamber of Commerce and the Myra Hiatt Kraft Family, the City of Worcester renovated and dedicated a fully accessible bridge between the South & Elm Meres in 2015 to Myra Hiatt Kraft.

Over the past few years, in partnership with our State Delegation at the Commonwealth of Massachusetts Executive Office of Energy and Environmental Affairs, Department of Conservation and Recreation, the City of Worcester was authorized to use funding from the state budget which allowed the City to design improvements at Elm Park. The main use of this funding was for maintenance & design services associated with the three meres (ponds) at Elm Park to continue combating the effects of invasive overgrowth.

The funding supplied by the Commonwealth has allowed DPW & Parks as well as the Department of Sustainability & Resilience to begin the development of plans to assist in the removal of invasive weeds & plant growth as well as ways to increase the depth within the three meres:

In the North Mere, the Department of Sustainability & Resilience (DSR) is working on a design for the treatment and removal of the invasive plants. This plan was heard by the Conservation Commission in November 2022 and approved. The

design includes removal of plant growth from the North Mere. Work is expected to begin in this Mere within the next few months.

In the South Mere, the Department of Public Works and Parks; Parks, Recreation & Cemetery Division has initiated a design project for the maintenance of the natural pond edge (non-wall area). This plan is still in design and a site visit was recently completed with the Conservation Commission Agent. DPW & Parks will be working on adjustments to the design based on this meeting and will finalize a plan. The plan is required to have Conservation Commission approval before implementation begins.

The Elm Mere will need further study once the North & South Meres are designed, permitted and once the work has begun. DPW & Parks along with DSR will be looking at the successes within the North & South Meres to design a plan for the Elm Mere.

DPW & Parks will also be looking to complete some additional design at the pond weir, located in the North Mere. This design/inspection will focus on possible leaks within the existing weir, potential upgrades to the weir, as well as an assessment to determine whether the elevation of the weir can be raised to increase the elevation of the pond. Raising the pond elevation at the North Mere may also increase the elevation into the Elm and South Meres. This work is currently conceptual in nature and needs to be verified through a full design and permitting process.

The City will work with Consultants and Wetland Scientists to identify other possible sources of water, including deeper wells or aquifers, management of other water resources to increase the pond depth, and new treatments to reduce/eliminate the invasive overgrowth.

As it relates to the water level, Elm Park Pond is reliant on weather, specifically rain to keep the Meres full. This is truly evident when you visit the facility after it rains. This would be the case even if the City decided to continue the practice of pumping public drinking water from the water filtration plant into the pond. During drought scenarios the use of public drinking water would need to be reduced/shutdown as it would be throughout the system to conserve the drinking water supply. During times of little or no rain (last summer) the water level of the pond receded, this is not a new phenomenon. The pumping system which was installed is not capable of being the sole source of additional water for the pond, other than rain. The system was not designed to meet that capacity, nor did it have the available water supply during initial testing to meet this need. Additionally, the aquifer is also dependent on rain to stay at a level useful to pump water into the pond.

The DPW & Parks and the DSR are committed to investigating all possible options to increase pond elevation and reduce invasive weeds and plant growth in the pond. As

plans progress and we near implementation of these designs, we will share updates with you and the City Council.

Additionally, amenities in the Park including the playground, bridges, lighting, benches, and picnic tables are regularly reviewed and addressed for upkeep. In partnership with the Worcester Technical High School, plans are underway to make repairs/renovations to the Myra Hiatt Kraft and Elm Bridges. This work will be completed by the students and will include replacement of damaged wood throughout both bridges and repainting of both bridges. Oftentimes, this work is weather dependent and needs specific requirements for it to be completed. The plan is to have this work completed before the end of the current school year. This partnership is a win-win for the City: our youth gain valuable experience; they can take pride in work that gets completed within a public facility; and City residents are able to continue to enjoy these amenities.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jay J. Fink', with a stylized flourish at the end.

Jay J. Fink, P.E.
Commissioner, Department of Public Works & Parks



2023 PERMIT APPLICATION FOR EVENT IN A PARK

Name of Requested Facility: Worcester Commons Today's Date: 1-25-23

Name of Your Organization: Food Truck Festivals of America Website: www.ftfofamerica.com

Name of Applicant: Anthony Pepe Email: [REDACTED]

Address: [REDACTED] City: [REDACTED] State: [REDACTED] Zip: [REDACTED]

Cell Phone#: [REDACTED] Alternate Phone #: [REDACTED]

Event Date: 6/10/23 Rain Date: N/A Start Time: 11am End Time: 5pm

Set up Date & Start time: 6/9/23 3pm Breakdown Date & End Time: 6/10/23 7pm

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

Describe event in detail: 11th Annual Worcester Food Truck + Craft Beer Festival with 25 food trucks + 25 craft beers and an artisan market

Have you ever had a similar permit? YES NO Estimated amount of people to attend: 3000

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

If the event is located at the Common: Are you requesting to serve alcohol? Yes No

(Approval from the Parks & Recreation Commission will be required as well as an approval from the License Commission)

Are you a non-profit organization with a 501C3? Yes No (Please provide copy of certificate) ID# Lupus Foundation
IS a nonprofit who get our liquor license for last 10 years

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

This section must be completed by the Police Department ONLY

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

wppaydetailofficeemail@worcesterma.gov - 508-799-8686

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

Does the event require a Sound Permit? Yes No

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

Official Signature: _____ Date: _____

Initials: _____

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

Yes No

Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)

Will you be requesting the Parks Division to remove and dispose of your trash? (A starting fee of \$400.00 will apply for removal/disposal of trash, this fee may increase based on the amount of trash. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it.)

Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms.)

Will you be renting portable restrooms? Please provide information on company: United

* All events with portable restroom must have a minimum of 1 accessible unit in each cluster.

* Each accessible unit must be placed with entrance facing an accessible surface/walkway.

Will you be requesting the use of our electricity? (Not all locations have access to electricity. Cost is \$30 per hour. If our electrician is required for electrical hook up, it will cost an additional \$60 per hour, min. of 4 hours per day.) If using a multi-media/sound company, please provide name & phone number: _____

Will you be using a generator? (A permit from Inspectional Services will be required, contact information page 4 (Copy of the generator permit will be required by Parks.) Trucks have own on their trucks

Will you be serving food? (A permit from Inspectional Services may be required, please see page 4 for contact information.) 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.

Will you be using Grills? (A permit from the Fire Department may be required if using propane grills, please contact the Fire Department. Contact information available on page 4. If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.)

Will you be using Tents? (All tents must be stake-less. A permit may be required from Inspectional Services for tents that are larger than 10' x 10', please see page 4 for Contact Information.) Size of Tents: 10x10 Number of Tents: _____ Tent Company Name: _____

Will there be any inflatable devices/bouncy houses? (All devices must be stake-less, and approval will be based on current public health guidance. Company: _____)

Will you be using tables and chairs? The city does not supply tables or chairs, please show location on set up map.

Will you have EMS services available? (This is not mandatory, but maybe recommended, contact information on page 4)

Will you be using any banners? (No nails or staples allowed, only rope or tape. Large banners will be put up by Parks staff 2 weeks prior to the event, a \$30 fee will apply for Elm & Institute Park, other parks will be determined by location.

Are you requesting the use of our portable metal stage? (The cost to rent the stage is \$960.00 the size is 24' x 24', it can also be used open halfway with a back. This stage is not accessible.)

Initials: _____

Please see important notes below:

1. **Events:** All events charging admission will need to submit a full proposal to the Parks & Recreation Commission a minimum of 3 months prior to the event date. The proposal is to include all event details, and meet requirements as set forth by the Parks & Recreation Commission. A Special Events application may need to be completed and submitted to the Special Events Committee. All new events, as well as large scale events, will need to submit a proposal 3 months in advance and go in front of the Parks & Recreation Commission for the first 3 years of the events occurrence.
2. **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.
3. **Staff needs and fees:** The City of Worcester DPW & Parks, Parks & Recreation Division requires staff at all event/permits for the duration of the event including event set up and breakdown times, this and other requirements will be determined on a case-by-case basis. Staff fees will apply at \$60 per hour minimum of 4 hours per day, per staff assigned. A non-refundable down payment of \$125.00 will be required at the time the application is submitted to reserve the date. Fees will vary based on event types, needs for additional staff, electricity, 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. Union rules requires us to give all staff assigned an 8 hr. shift a 30-minute lunch and (2) 15-minute breaks.
4. **Refunds:** Refunds will NOT be given unless is not cancelled in writing within the required timeframe. A 24-hour written cancellation notice is required to avoid additional fees; emails will be accepted as a written form of notification. Weekend cancellation notices must be received by noon (12:00 PM) on the last business day prior to your event and 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 will also be accepted as a written cancellation with a follow up call to 508-799-1190.
5. **Special Events:** Some organizations will be required to contact the Special Events Committee based on the location and the scale of the event. Please call 508-799-1400. It is your responsibility to obtain all necessary permits from other City divisions as applicable to your event and submit copies to Parks Administration along with your completed application. A Parks Permit will not be issued until all necessary permits are obtained (e.g., Tent Permit, Food Permits, Sound Permits, Entertainment License, etc.). If an admission fee is being charged, you may need a permit from License Commission.
6. **Liability Insurance:** The City of Worcester DPW & Park, Parks & Recreation Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement 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.
7. **Alcohol:** Alcoholic Beverages are not allowed in City parks (See Item 21 on the rules and regulations). No person shall drink any alcoholic beverage as defined in Chapter 138, Section 1, or the Massachusetts General Laws while on, in, or upon any facility under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division. (Exception: Worcester Common).
8. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces, as per city ordinance, is not allowed.
9. **Facility Clean-up:** Cleanup of park at completion of event is expected. The park must be left clean, clear of portable toilets, dumpsters, fencing or any material used for a specific event. Park must be left readily available for other park users.
10. **Parking:** Vehicles are prohibited from parking or traveling in any grass areas or any sidewalks or on the Worcester Common. You will be required to submit an alternative parking plan for those facilities that 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.

11. **Water:** October 1st of each year, all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
12. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
13. **Administration:** The City of Worcester DPW & Parks, Parks & Recreation Division reserves the right to minimize, reschedule or cancel use of facility based on renovations, maintenance, weather conditions or emergency situations. Pertaining to field use, if there are puddles on the fields and/or you step on any portion of the field and feel water squishes out from under your shoe, the field is closed with no games and/or practices. Playing on wet fields poses a safety hazard and causes severe field damage.
14. **Transferring of permits:** There shall be **NO** transferring of permits from one permittee to another.
15. **Beaches/Water bodies:** Events held at beach facilities or public waterways may require 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.

16. **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.
17. **Review Policy:** All permits will be reviewed by Parks Division for opportunities & challenges after completion of event, to enhance and make all events better. We look forward to enhancing and helping all events become better.
18. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event.
19. DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other City documents

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

Special Events Committee: 455 Main Street	508-799-1400
Police Department – Off Duty Police and Sound Permits – 9-11 Lincoln Square.....	503-799-8606
Inspectional Services- Food, Portable toilet permits – 25 Meade Street.....	508-799-8539
Inspectional Services – Tents, Generators – 25 Meade Street.....	508-799-1198
Fire prevention – Open flame permits – 141 Grove Street	508-799-1822
License Commission – Flea Markets/selling of items/serving alcohol – 455 Main Street	508-799-1400
EMS.....	508-421-5728
Parks Security.....	508 612-1121

Initials: _____

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

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

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

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

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

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

PRINT NAME OF APPLICANT/REPRESENTATIVE: Anthony Pepe DATE: 1-25-23

SIGNATURE OF APPLICANT/ REPRESENTATIVE: 

Initials: _____

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

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

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

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

17. To play any active ball games in any park, playground, or beach except in areas set aside for such games. 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.
18. 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.
19. To drive any vehicle upon any sidewalk of any boundary road or public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
20. 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.
21. 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.
22. 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.
23. 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.
24. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
25. 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.
26. 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.
27. 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.
28. 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.
29. In the event of inclement weather conditions on a given date, DPW & Parks, Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field under their determination such use will have a negative long-term effect on the facility.
30. Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non-Holidays). There will be no refunds or credits issued for any reason, no information will be given, nor permit will be issued over the telephone. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations.
31. 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.
32. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
33. Additional policy for the use of the Common: To commit any trespass between the hours of 10:00 PM and 5:00 AM except with a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks, Parks, Recreation & Cemetery Division.

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

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

PARKS & RECREATION

FEES & CHARGES POLICY 2023

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

SPORT PERMITS:

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

EVENT PERMITS:

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

COMMUNITY BUILDINGS:

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

METAL DETECTING PERMITS:

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

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

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

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

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

FEE STRUCTURE: \$125.00 Non refundable down payment will be required at the time of request. Fees will be applied to each individual event as per each individual's/organizations/league's needs, as well as sports fees will be applied as per each organization's needs. Filing false information to the City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division could result in loss of permit, the organization, individual/group will be required to attend a Parks & Recreation Commission meeting to justify the alleged filing and would consequently need approval from the Parks & Recreation Commission for future requests. A 7% late fee will be assessed to all leagues/organizations each month if the invoice is not paid within 45 days of the invoice date

Initials _____



STEVEN M. SARGENT
Chief of Police

DEPARTMENT OF POLICE
CITY OF WORCESTER
MASSACHUSETTS 01608 -1172
508-799-8600



SOUND PERMIT

DATE: January 25, 2023

Permission is granted to: Food Truck Festivals of America – Anthony Pepe 781-405-5639
Michelle Buckley 781 956 3832

For the purpose of: 14th Annual Food Truck Festival and Craft Beer Festival

To use a sound truck, sound equipment on the streets of Worcester on Worcester Common on
June 10, 2023
Between the hours of 8am and 7pm
(Set up 6/9/23 at 3pm)

The sound is to be kept at a reasonable volume, not to disturb people in their homes or at their places of business. NOT to be used before 7:00 A.M. or after 9:00 P.M.

Permit is subject to inspection by Police. Permit is void if restrictions are violated.

Note: The City of Worcester Noise Ordinance (Ch. 9 Sec. 1a) states in part "that no person shall increase the amplification level of the sound generated by such activities to the point where it is consistently and plainly audible in a public place at a distance of more than 50 feet from the perimeter of the property containing such activity."

A violation of the City of Worcester Noise Ordinance may result in the issuance of a \$50 (fifty) non-criminal disposition.

Signed Copy on file per Lt. Sawyer
Deputy Chief of Police



The City of
WORCESTER
Department of Public Works & Parks

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

2023 PERMIT APPLICATION FOR EVENT IN A PARK

Name of Requested Facility: Worcester Commons Today's Date: 1-25-23
 Name of Your Organization: Food Truck Festivals of America Website: www.ftfofamerica.com
 Name of Applicant: Anthony Pepe Email: [REDACTED]
 Address: [REDACTED] City: [REDACTED] State: [REDACTED] Zip: [REDACTED]
 Cell Phone#: [REDACTED] Alternate Phone #: [REDACTED]
 Event Date: 6/10/23 Rain Date: N/A Start Time: 11am End Time: 5pm
 Setup Date & Start time: 6/9/23 3pm Breakdown Date & End Time: 6/10/23 7pm
 Stalling will be determined by the needs of each organization, it will vary by event, and it will be determined by Parks Administration

Describe event in detail: 11th Annual Worcester Food Truck + Craft Beer Festival!
with 25 food trucks + 25 craft beers and an artisan market

Have you ever had a similar permit? YES NO Estimated amount of people to attend: 3000

Will you be charging admissions or selling any items at this event? (You may need a Hawker & Peddler's license) YES NO

If the event is located at the Common: Are you requesting to serve alcohol? Yes No

(Approval from the Parks & Recreation Commission will be required as well as an approval from the License Commission)
 Are you a non-profit organization with a 501C3? Yes No (Please provide copy of certificate) ID# Lupus Foundation

Are you having amplified sound (Microphones, speakers, blowhorns, radios, sound system)? Yes No
 (You will need a Sound Permit from the Police Department, please see below.) Liquor license for last 10 years

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.
wpdpvdetailofficemallist@worcestermagov - 508-799-8686

Will this event require Police Supervision? Yes No If Yes, number of Officers: 4

Does the event require a Sound Permit? Yes No

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

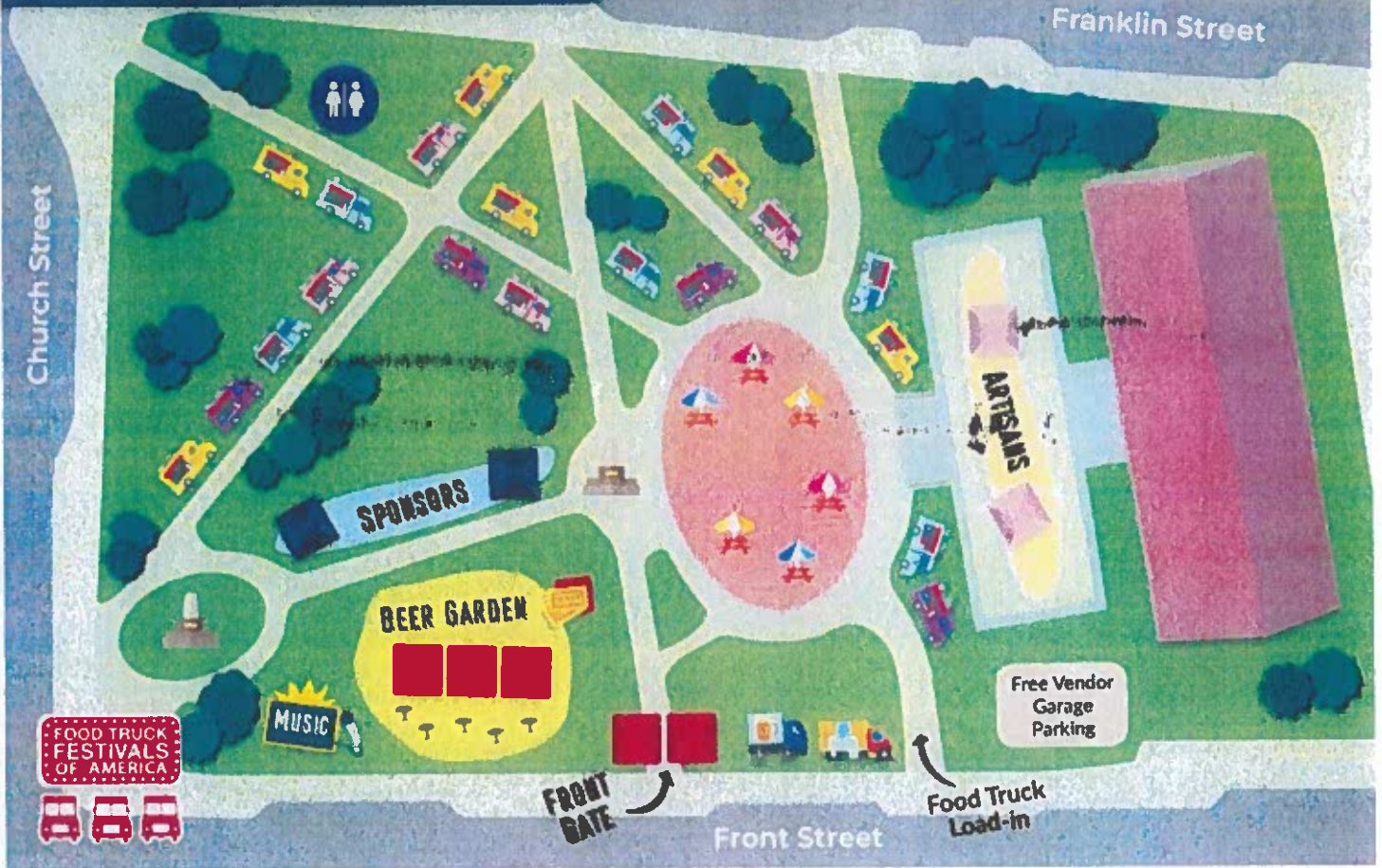
Official Signature: [Signature] Date: 1/26/23

Initials: _____

Worcester Food Truck & Craft Beer Festival

June 10, 2023 • 12 - 5 pm

-  Food Truck
-  Storage Truck
-  Ice Truck
-  Beer Tickets
-  Bathrooms
-  Tent





2023 PERMIT APPLICATION FOR EVENT IN A PARK

Name of requested Facility: Elm Park Today's Date: March 28, 2023
 Name of your organization: SAORI Worcester Website: www.saoriworcester.com
 Name of Applicant: Mihoko Wakabayashi Email: [REDACTED]
 Address: [REDACTED] City [REDACTED] State [REDACTED] Zip [REDACTED]
 Cell Phone# [REDACTED] Alternate Phone # [REDACTED]
 Event Date: Aug. 6, 2023 Rain Date: Aug. 13, 2023 Start Time: 1pm End Time 5pm

Set up Date & Start time: 11am, Aug. 6 Breakdown Date & End Time: 6pm, Aug. 6

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

Describe event in detail: Set up 6 tents. Each tent will be a station of different activities such as weaving, knitting spinning, felting and dyeing where people can learn to understand slow fashion and traditional hands crafts. It's a family friendly educational hands-on event. Open to the public.

Have you ever had a similar permit? YES NO Estimated amount of people to attend: 300

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

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

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

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

This section must be completed by the Police Department ONLY

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

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

Does the event require a Sound Permit? Yes No

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

Official Signature: [Signature] Date: 3/31/2023

Initials: MW

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

Yes No

- Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight)
- Will you be requesting the Parks Division to remove and dispose of your trash? (A starting fee of \$400.00 will apply for removal/disposal of trash, this fee may increase based on the amount of trash. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it.)
- Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms)
- Will you be renting portable restrooms? (Please provide information on company _____)
* All events with portable restroom must have a minimum of 1 accessible unit in each cluster
* Each accessible unit must be placed with entrance facing an accessible surface/walkway.
- Will you be requesting the use of our electricity? Not all locations have access to electricity. Cost is \$30 per hour. If our electrician is required for electrical hook up, it will cost an additional \$60 per hour, min. of 4 hours per day. If using a multi-media/sound company, please provide name & phone number _____
- Will you be using a generator? (A permit from Inspectional Services will be required, please see page 4 for their phone number and address) Copy of the generator permit will be required by parks.
- Will you be serving food? (A permit from Inspectional Services may be required, please see page 4 for their phone number and address) Copy of the food permit will be required by parks. Oil will not be allowed to be disposed of in the sewer drains, a disposal plan will have to be submitted with the application.
- Will you be using Grills? (A permit from the Fire Department may be required if using propane grills, please contact the Fire Department, phone number, and address available on page 4) If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.
- Will you be using Tents? (All tents must be **stake-less**) (A permit may be required from Inspectional Services for tents that are larger than 10' x 10', please see page 4 for phone number and address)
Size of tents: 10'x10' Number of Tents: 6 Tent Company Name: _____
- Will there be any inflatable devices/bouncy houses? (All devices must be **stake-less**, and approval will be based on current public health guidance) Company _____
- Will you be using tables and chairs? (The city does not supply tables or chairs, please show location on set up map)
- Will you have EMS services available? (This is not mandatory, but it is recommended, phone number is on page 4)
- Will you be using any banners? (No nails or staples allowed only rope or tape, large banners will be put up by Parks staff 2 weeks prior to the event, a \$30 fee will apply for Elm & Institute Park, other parks will be determined by location)
- Are you requesting the use of our portable metal stage? (The cost to rent the stage is \$960.00) (The stage is 24' x 24', it can also be used open halfway with a back, this stage is not accessible)

Initials: MW

Please see important notes below

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

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

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

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

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

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

Initials: MW

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

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

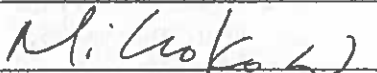
The undersigned agrees to indemnify and hold harmless the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division from and against any and all claims, suits or any person or property arising out of the above named facilities by any participant, spectator or other person affiliated with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

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

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

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

PRINT NAME OF APPLICANT/REPRESENTATIVE: Mihoko Wakabayashi DATE: 3-28-2023

SIGNATURE OF APPLICANT/ REPRESENTATIVE: 

Initials: MW

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

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

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

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

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

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

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

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

SPORT PERMITS:

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

EVENT PERMITS:

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

COMMUNITY BUILDINGS:

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

METAL DETECTING PERMITS:

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

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

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

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

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

FEE STRUCTURE: \$125.00 Non-refundable down payment will be required at the time of request. Fees will be applied to each individual event as per each individual's/organizations/league's needs, as well as sports fees will be applied as per each organization's needs. Filing false information to the City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division could result in loss of permit, the organization, individual/group will be required to attend a Parks & Recreation Commission meeting to justify the alleged filing and would consequently need

approval from the Parks & Recreation Commission for future requests. A 2% Late fee will be assessed to all leagues/organizations each month if the invoice is not paid within 45 days of the invoice date.

Initials: MW

Search this area

Elm Park Hot Dog

Elm Park

PARK AVE

RUSSELL ST

Merstone Bank



Sign

Saint Spyridon
Greek Orthodox
Cathedral



St Spyridon
Preschool



Blue boxes
are tents

Sign

ELM ST
Safelite
AutoGlass

Graco Christia
Centre





The City of
WORCESTER
Department of Public Works & Parks

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

2023 PERMIT APPLICATION FOR EVENT IN A PARK

Name of Requested Facility: Elm Park/Lincoln Pond Today's Date: 2/23/2023
 Name of Your Organization: Water Lantern Festival Website: www.waterlanternfestival.com
 Name of Applicant: Logan Buchanan Email: [REDACTED]
 Address: [REDACTED] City: [REDACTED] State: [REDACTED] Zip: [REDACTED]
 Cell Phone: [REDACTED] Alternate Phone #: _____

Event Date: June 3, 2023 Fair Date: _____ Start Time: 5:30 p.m. End Time: 9:30 a.m.
 Set Up Date & Start Time: June 3 @ 8:00 a.m. Breakdown Date & End Time: June 3 @ 11:00 p.m.

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

Describe event in detail: Water Lantern Festival includes food trucks, nonfood vendors, musical performers and launching of floating lanterns on to the water within a designated area. We will collect all lanterns at the conclusion of the evening and ensure proper clean up facility.

Have you ever had a similar permit? _____ YES NO _____ Estimated amount of people to attend: 2000

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

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

Are you a non-profit organization with a 501(c)(3)? _____ Yes No (Please provide copy of certificate) ID# _____

Are you having amplified sound (Microphones, speakers, blowhorns, radios, sound system)? Yes _____ No
 (If you need a Sound Permit from the Police Department, please see below.)

This section must be completed by the Police Department ONLY

Anyone requesting a Park Permit will need to notify the Police Department Off-Duty Office and have them complete and sign below in reference to Police Supervision and/or Sound Permits. The Police will determine the need for Police Supervision, if any, and the number of officers required. There is no exception to this requirement.
wpdpaydetailofficeemallist@worcestermma.gov - 503-799-8686

Will this event require Police Supervision? Yes _____ NO _____ If Yes, number of Officers: 2

Does the event require a Sound Permit? Yes _____ No

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

Officer Signature: [Signature] Date: 2/23/2023

Initials: LB



DEPARTMENT OF POLICE
 CITY OF WORCESTER
 MASSACHUSETTS 01608 -1172
 508-799-8600



STEVEN M. SARGENT
 Chief of Police

SOUND PERMIT

DATE: April 21, 2023

Permission is granted to: Water Lantern Festival
Logan Buchanan 435 227 6860

For the purpose of: Water Lantern Festival in Elm Park

To use a sound truck, sound equipment on
 the streets of Worcester on

Saturday June 3, 2023 from 5:30pm – 9:30 pm

The sound is to be kept at a reasonable volume, not to disturb people in their homes or at their places of business. NOT to be used before 7:00 A.M. or after 9:00 P.M.

Permit is subject to inspection by Police. Permit is void if restrictions are violated.

Note: The City of Worcester Noise Ordinance (Ch. 9 Sec. 1a) states in part "that no person shall increase the amplification level of the sound generated by such activities to the point where it is consistently and plainly audible in a public place at a distance of more than 50 feet from the perimeter of the property containing such activity."

A violation of the City of Worcester Noise Ordinance may result in the issuance of a \$50 (fifty) non-criminal disposition.

Signed Copy on file per Lt. Sawyer
 Deputy Chief of Police

CITY OF WORCESTER
ENTERTAINMENT LICENSE

2023

THE LICENSE COMMISSION OF WORCESTER, MASSACHUSETTS

HEREBY GRANTS AN
ENTERTAINMENT LICENSE

NAME: Water Lantern Festival Worcester
ADDRESS: 138 Russell Street
DATE: SATURDAY – June 3, 2023 – 5:30 p.m. -9:30 p.m.
TYPE OF ENTERTAINMENT: for recorded music, live music, amplification system

This license is issued provided that all applicable requirements of the state and town and any of its departments, boards, and commissions have been fulfilled. This license is subject to the conditions stated upon it. Failure to comply with these conditions shall invalidate this license and render it null and void.

RESTRICTIONS

This license is issued and held subject to the rules and regulations of the City of Worcester License Commission, as they may be amended from time to time, to any applicable statute or regulation of the Commonwealth of Massachusetts and of any department or agency thereof, as they may be amended from time to time.

This license shall be displayed on the premises in a conspicuous position where it can be easily read.

Walter Shea, Chairman
Anthony Vigliotti, Commissioner
Charran Fisher, Commissioner

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

- | Yes | No | |
|-------------------------------------|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 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.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will you be renting portable restrooms? Please provide information on company : <u>United Site Services</u> .
* All events with portable restroom must have a minimum of 1 accessible unit in each cluster.
* Each accessible until must be placed with entrance facing an accessible surface/walkway. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you be requesting the use of our electricity? (Not all locations have access to electricity. Cost is \$30 per hour. If our electrician is required for electrical hook up, it will cost an additional \$60 per hour, min. of 4 hours per day.) If using a multi-media/sound company, please provide name & phone number: _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will you be using a generator? (A permit from Inspectional Services will be required, contact information page 4 (Copy of the generator permit will be required by Parks.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will you be serving food? (A permit from Inspectional Services may be required, please see page 4 for contact information.) 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. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will you be using Grills? (A permit from the Fire Department may be required if using propane grills, please contact the Fire Department. Contact information available on page 4. If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will you be using Tents? (All tents must be stake-less. A permit may be required from Inspectional Services for tents that are larger than 10' x 10', please see page 4 for Contact Information.)
Size of Tents: <u>10x10</u> Number of Tents: <u>9</u> Tent Company Name: <u>ITA</u> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Will there be any inflatable devices/bouncy houses? (All devices must be stake-less, and approval will be based on current public health guidance. Company: _____ |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will you be using tables and chairs? The city does not supply tables or chairs, please show location on set up map. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will you have EMS services available? (This is not mandatory, but maybe recommended, contact information on page 4) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Will you be using any banners? (No nails or staples allowed, only rope or tape. Large banners will be put up by Parks staff 2 weeks prior to the event, a \$30 fee will apply for Elm & Institute Park, other parks will be determined by location. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | Are you requesting the use of our portable metal stage? (The cost to rent the stage is \$960.00 the size is 24' x 24', it can also be used open halfway with a back. This stage is not accessible.) |

Initials: LB

Please see important notes below:

1. **Events:** All events charging admission will need to submit a full proposal to the Parks & Recreation Commission a minimum of 3 months prior to the event date. The proposal is to include all event details, and meet requirements as set forth by the Parks & Recreation Commission. A Special Events application may need to be completed and submitted to the Special Events Committee. All new events, as well as large scale events, will need to submit a proposal 3 months in advance and go in front of the Parks & Recreation Commission for the first 3 years of the events occurrence.
2. **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.
3. **Staff needs and fees:** The City of Worcester DPW & Parks, Parks & Recreation Division requires staff at all event/permits for the duration of the event including event set up and breakdown times, this and other requirements will be determined on a case-by-case basis. Staff fees will apply at \$60 per hour minimum of 4 hours per day, per staff assigned. A non-refundable down payment of \$125.00 will be required at the time the application is submitted to reserve the date. Fees will vary based on event types, needs for additional staff, electricity, 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. Union rules requires us to give all staff assigned an 8 hr. shift a 30-minute lunch and (2) 15-minute breaks.
4. **Refunds:** Refunds will NOT be given unless is not cancelled in writing within the required timeframe. A 24-hour written cancellation notice is required to avoid additional fees; emails will be accepted as a written form of notification. Weekend cancellation notices must be received by noon (12:00 PM) on the last business day prior to your event and 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 will also be accepted as a written cancellation with a follow up call to 508-799-1190.
5. **Special Events:** Some organizations will be required to contact the Special Events Committee based on the location and the scale of the event. Please call 508-799-1400. It is your responsibility to obtain all necessary permits from other City divisions as applicable to your event and submit copies to Parks Administration along with your completed application. A Parks Permit will not be issued until all necessary permits are obtained (e.g., Tent Permit, Food Permits, Sound Permits, Entertainment License, etc.). If an admission fee is being charged, you may need a permit from License Commission.
6. **Liability Insurance:** The City of Worcester DPW & Park, Parks & Recreation Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement 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.
7. **Alcohol:** Alcoholic Beverages are not allowed in City parks (See Item 21 on the rules and regulations). No person shall drink any alcoholic beverage as defined in Chapter 138, Section 1, or the Massachusetts General Laws while on, in, or upon any facility under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division, (Exception: Worcester Common).
8. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces, as per city ordinance, is not allowed.
9. **Facility Clean-up:** Cleanup of park at completion of event is expected. The park must be left clean, clear of portable toilets, dumpsters, fencing or any material used for a specific event. Park must be left readily available for other park users.
10. **Parking:** Vehicles are prohibited from parking or traveling in any grass areas or any sidewalks or on the Worcester Common. You will be required to submit an alternative parking plan for those facilities that 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.

11. **Water:** October 1st of each year, all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
12. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
13. **Administration:** The City of Worcester DPW & Parks, Parks & Recreation Division reserves the right to minimize, reschedule or cancel use of facility based on renovations, maintenance, weather conditions or emergency situations. Pertaining to field use, if there are puddles on the fields and/or you step on any portion of the field and feel water squishes out from under your shoe, the field is closed with no games and/or practices. Playing on wet fields poses a safety hazard and causes severe field damage.
14. **Transferring of permits:** There shall be **NO** transferring of permits from one permittee to another.
15. **Beaches/Water bodies:** Events held at beach facilities or public waterways may require 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.

16. **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.
17. **Review Policy:** All permits will be reviewed by Parks Division for opportunities & challenges after completion of event, to enhance and make all events better. We look forward to enhancing and helping all events become better.
18. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event.
19. DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other City documents

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

Special Events Committee: 455 Main Street	508-799-1400
Police Department – Off Duty Police and Sound Permits – 9-11 Lincoln Square.....	508-799-8606
Inspectional Services- Food, Portable toilet permits – 25 Meade Street.....	508-799-8539
Inspectional Services – Tents, Generators – 25 Meade Street.....	508-799-1198
Fire prevention – Open flame permits – 141 Grove Street.....	508-799-1822
License Commission – Flea Markets/selling of items/serving alcohol – 455 Main Street.....	508-799-1400
EMS.....	508-421-5728
Parks Security.....	508-612-1121

Initials: LB

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

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

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

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

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

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

PRINT NAME OF APPLICANT/REPRESENTATIVE: Logan Buchanan DATE: 02/23/23

SIGNATURE OF APPLICANT/ REPRESENTATIVE: 

Initials: LB

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

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

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

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

17. To play any active ball games in any park, playground, or beach except in areas set aside for such games. 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.
18. 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.
19. To drive any vehicle upon any sidewalk of any boundary road or public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.
20. **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.
21. 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.
22. **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.
23. **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.
24. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
25. 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.
26. 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.
27. 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.
28. 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.
29. In the event of inclement weather conditions on a given date, DPW & Parks, Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field under their determination such use will have a negative long-term effect on the facility.
30. Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non-Holidays). There will be no refunds or credits issued for any reason, no information will be given, nor permit will be issued over the telephone. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations.
31. 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.
32. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
33. **Additional policy for the use of the Common:** To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW& Parks, Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks, Parks, Recreation & Cemetery Division.

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

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

PARKS & RECREATION

FEES & CHARGES POLICY 2023

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

SPORT PERMITS:

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

EVENT PERMITS:

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

COMMUNITY BUILDINGS:

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

METAL DETECTING PERMITS:

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

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

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

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

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

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

Initials: LB

Worcester, MA

6 views

Last edit was on February 27

◆ Add layer + Share ○ Preview

✓ Untitled layer

Individual styles

Food Trucks

Stage

Non Food Vendors

Merchandise

Check In

Launch Area

Portable Toilets

Base map



Park Ave

Lincoln Pond

Elm St

Russell St

Russell St

on St

Elm St



Pacheco, Milagros

From: Logan Buchanan <logan@waterlanternfestival.com>
Sent: Thursday, March 30, 2023 12:11 PM
To: Pacheco, Milagros
Subject: Re: Introduction:
Attachments: Worcester.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.

Gotcha. The stage is 16x12x4. It weighs around 2-300 lbs. It is mostly made out of plywood and aluminum. The DJ that we contract out brings in all of his own equipment, so those metrics may fluctuate a little bit depending on who we get to come out for the event.

They usually bring all of the equipment in a small trailer, and just install it where we have told them they are going to be. I have attached a map of where we will tentatively have everything set up. Let me know if you need anything else!

On Thu, Mar 30, 2023 at 8:31 AM Pacheco, Milagros <PachecoM@worcesterma.gov> wrote:

Hi Logan,

No problem!

You don't need to complete the application for your own stage. However, I do need the specifications of the stage (weight, height, length, material). How it will be brought in, installed and removed? I will also need the set up map with the location of the stage within the park.

Thank you,

Mily

From: Logan Buchanan <logan@waterlanternfestival.com>
Sent: Thursday, March 30, 2023 10:16 AM
To: Pacheco, Milagros <PachecoM@worcesterma.gov>
Cc: Fain, Yaffa <FainY@worcesterma.gov>
Subject: Re: Introduction:



The City of
WORCESTER
Department of Public Works & Parks

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

2023 PERMIT APPLICATION FOR EVENT IN A PARK

Name of Requested Facility: Worcester Common + Franklin Street + Town Street Today's Date: Feb 22nd 2023
 Name of Your Organization: Massachusetts Organization of African Descendants Website: moa.org (under reconstruction)
 Name of Applicant: More Chancy Dermoh Kame Email: [REDACTED]
 Address: [REDACTED] City: [REDACTED] State: [REDACTED]
 Cell Phone: [REDACTED] Alternate Phone #: [REDACTED]
 Event Date: August 5th 2023 Rain Date: August 12th 2023 Start Time: 8am End Time: 7pm
 Set up Date & Start time: August 5th 8am Breakdown Date & End Time: 7pm - 8pm August 5th
 Staffing will be determined by the needs of each organization; it will vary by event, and it will be determined by Parks Administration.

Describe event in detail: Worcester African Festival to celebrate African cultures in Worcester. There will be vendors, food, music, etc.

Have you ever had a similar permit? YES NO Estimated amount of people to attend: 1K-2K

Will you be charging admissions or selling any items at this event? (You may need a Hawker & Peddlers license) YES NO
 • Admission at no charge selling items only

If the event is located at the Common: Are you requesting to serve alcohol? Yes No

(Approval from the Parks & Recreation Commission will be required as well as an approval from the License Commission)
 Are you a non-profit organization with a 501C3? Yes No (Please provide copy of certificate) ID# _____

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

This section must be completed by the Police Department ONLY

Anyone requesting a Park Permit will need to notify the Police Department Off-Duty Office and have them complete and sign below in reference to Police Supervision and/or Sound Permits. The Police will determine the need for Police Supervision, if any, and the number of officers required. There is no exception to this requirement.
 wpd@cityofworcesterma.gov - 508-799-6686

Will this event require Police Supervision? Yes No If Yes, number of Officers: _____
 Does the event require a Sound Permit? Yes No
 Has a Sound Permit been obtained? Yes No (A copy of the permit must be attached)

Officer Signature: _____ Date: _____
 Initials: _____

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

No

- Will you be clearing and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)
- Will you be requesting the Parks Division to remove and dispose of your trash? (A starting fee of \$400.00 will apply for removal/disposal of trash, this fee may increase based on the amount of trash. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it.)
- Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms.)
- Will you be renting portable restrooms? Please provide information on company: _____
* All events with portable restroom must have a minimum of 1 accessible unit in each cluster.
* Each accessible unit must be placed with entrance facing an accessible surface/walkway.
- Will you be requesting the use of our electricity? (Not all locations have access to electricity. Cost is \$30 per hour. If our electrician is required for electrical hook up, it will cost an additional \$60 per hour, min. of 4 hours per day.) If using a multi-media/sound company, please provide name & phone number: _____
- Will you be using a generator? (A permit from Inspectional Services will be required, contact information page 4 (Copy of the generator permit will be required by Parks.)
- Will you be serving food? (A permit from Inspectional Services may be required, please see page 4 for contact information.) 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.
- Will you be using Grills? (A permit from the Fire Department may be required if using propane grills, please contact the Fire Department. Contact information available on page 4. If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.)
- Will you be using Tents? (All tents must be stake-less. A permit may be required from Inspectional Services for tents that are larger than 10' x 10', please see page 4 for contact information.)
Size of Tents: 10 x 10 Number of Tents: 5-80 Tent Company Name: N/A yet
- Will there be any inflatable devices/bouncy houses? (All devices must be stake-less, and approval will be based on current public health guidance. Company: _____)
- Will you be using tables and chairs? The city does not supply tables or chairs, please show location on set up map
- Will you have EMS services available? (This is not mandatory, but maybe recommended, contact information on page 4)
- Will you be using any banners? (No nails or staples allowed, only rope or tape. Large banners will be put up by Parks staff 2 weeks prior to the event, a \$30 fee will apply for Elm & Institute Park, other parks will be determined by location.
- Are you requesting the use of our portable metal stage? (The cost to rent the stage is \$960.00 the size is 24' x 24', it can also be used open halfway with a back. This stage is not accessible.)
Initials: JVK

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 organization's compliance with these rules and terms. If I leave this organization, I will inform my predecessor of this information. I am, through my signature able to bond the organization stated in this application to the rules and regulations of the DPW & Parks - Parks, Recreation & Cemetery Division.

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

PRINT NAME OF APPLICANT/REPRESENTATIVE:

Jerron Kama

DATE: 02-23-23

SIGNATURE OF APPLICANT/REPRESENTATIVE:

J Kama

Initials: JVK

- any active ball games in any park, playground, or beach except in areas set aside for such games. To place any snow or ice removed from the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
- To place any leaves or debris removed from private property upon any park property, sidewalk, grass area, roadway, parking area or any boundary road of a public park or of any parkway under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
19. To drive any vehicle upon any sidewalk under the control of the DPW & Parks, Parks, Recreation & Cemetery Division.
 20. Alcoholic Beverages: To possess, sell or drink any alcoholic beverages as defined 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.
 21. 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.
 22. 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.
 23. Waiver rights: The DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
 24. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
 25. 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.
 26. 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 (S. Meres) and University Park Ponds. At all sites the ice must be declared safe by the DPW & Parks, Parks, Recreation & Cemetery Division.
 27. No group eating/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.
 28. 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.
 29. In the event of inclement weather conditions on a given date, DPW & Parks, Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field under their determination such use will have a negative long-term effect on the facility.
 30. Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday - Friday (Non-Holidays). There will be no refunds or credits issued for any reason, no information will be given, nor permit will be issued over the telephone. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations.
 31. 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.
 32. It is unlawful and not allowed, to smoke in any public park, playground, or beach as per the City of Worcester Ordinance.
 33. 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 picnicking, kiteboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks, Parks, Recreation & Cemetery Division.

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

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

Initials: JVK

PARKS & RECREATION

FEES & CHARGES POLICY 2023

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

SPORT PERMITS:

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

EVENT PERMITS:

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

COMMUNITY BUILDINGS:

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

METAL DETECTING PERMITS:

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

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

PORTABLE STAGE FEE: The fee for delivery, setup, breakdown, and pickup of the portable stage within the City of Worcester is \$950.00. This fee is non-negotiable.

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

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

PERMIT 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 organization/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 at the month if the invoice is not paid within 45 days of the invoice date.

initials: JVK

