

PARKS AND RECREATION COMMISSION MEETING

Thursday June 16, 2022 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

If you choose to use the WebEx platform:

- 1) Go to www.webex.com
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID#: 2306 429 7375
- 4) Enter password: Parkscomm6-16

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2306 429 7375

AGENDA

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of Minutes for the April 28, 2022 & May 26, 2022 (Roll Call)
4. To request a reasonable accommodation or interpretation or submit written comments or questions in advance of the meeting, please contact the Parks, Recreation & Cemetery Division by email at Parks@worcesterma.gov. Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina de la Division de Parques, Recreo & Cementerio por correo electronico a Parks@worcesterma.gov. Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.
5. Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, you may join us directly within the 50 Skyline Drive Meeting Room A, follow the information above to join via the WebEx application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user you may dial *3.
6. Committee Reports

Golf Course Subcommittee – None

Policy Subcommittee – None

Naming & Land Use Subcommittee – None

7. Assistant Commissioners Report (See Report Topics Below)

5. Old Business

- Mr. Geoff Killebrew Question Review
- Green Hill Handball Court Commission Letter Review

6. New Business

- NA

7. Date of Next Meeting:

- September 15, 2022
- October 20, 2022
- November 17, 2022
- December 15, 2022
- January 19, 2023
- February 2, 2023
- March 2, 2023
- March 30, 2023
- April 27, 2023
- May 25, 2023
- June 15, 2023

8. Meeting Adjourned (Roll Call)



PARKS AND RECREATION COMMISSION MINUTES

Thursday – May 26, 2022 – 6:30 P.M.

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#: 2301 185 5678
- 4) Enter password: Parkscomm5-26

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2301 185 5678

Commissioners Present:

Scott Cashman
Julie Ann Lamacchia
Natalie Turner
Erin Zamarro

Administration Present:

Robert C. Antonelli, Jr., Assistant Commissioner
Jeffrey Tomaino, Recreation Coordinator
Milagros Pacheco, Sr. Accountant
Scott Morin (Online)

-
1. Meeting was called to order at 7:00 PM
 2. Attendance (Roll Call) – Four (4) Commission Members were present at the May 26, 2022 meeting.
 3. Acceptance of the minutes for March 31, 2022 and April 28, 2022.
 - 3.1. Ms. Zamarro made a motion to approve the March 31, 2022 minutes. Second by Ms. Lamacchia. All were in favor. Motion approved 4 – 0
 - 3.2. April 28, 2022 minutes - Tabled
 4. 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 Skyline Drive 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.

5. Committee Reports

5.1. Golf Course Subcommittee – None

5.2. Policy Subcommittee – None

5.3. Naming & Land Use Subcommittee – None

6. Commissioners Report (See Report Topics Below)

ASSISTANT COMMISSIONER'S REPORT:

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

- Request of The 3rd Annual Beats & Barbecue Festival to allow alcoholic beverages as part of a Music Event on the Worcester Common
 - Mr. Cyrus Alexander spoke on behalf of his 3rd annual Beats & Barbecue event scheduled for September 17, 2022 at the Common, this year he is requesting approval to serve alcohol.
 - Ms. Zamarro made a motion to approve. Second by Ms. Lamacchia. All were in favor. Motion was approved 4 – 0.
- Request of Worcester Hip-Hop Congress for a Community Event at East Park.
 - Mr. Angel Geronimo was present via webex on behalf of the Hip Hop Congress first time event scheduled for July 16, 2022 at East Park with Break Dancing, DJ's, MC's or rapping and graffiti art. There will be dance contests, artists performing their songs, dance workshops and battles.
 - Ms. Zamarro made a motion to approve. Second by Ms. Lamacchia. All were in favor. Motion was approved 4 – 0.
- Request of Z Defacto for a Community Arts Festival Crompton Park.
 - Nana & Kendra Mensah spoke on behalf of their first event Z Defacto Art Festival at Crompton Park scheduled for August 27, 2022 they spoke about having an event with food vendors, Artist, performances and activity for kids.
 - Ms. Zamarro made a motion to approve with modifications to layout plan. Second by Ms. Lamacchia. All were in favor. Motion was approved 4 – 0.
- Request of Los Fieles 508 for a car show at Green Hill Park.
 - Mr. Marcelino Guerra & Luis Diaz spoke on behalf of the first time Los Fieles 508 car show event scheduled for July 9, 2022 at Green Hill Park. He stated that they were having this event to help raise funds for the Manny Familia 267 Foundation, which intended to help the community by offering swimming lessons and to help Police Officers have the proper equipment in their vehicles.
 - Ms. Turner made a motion to approve with the conditions that the applicant accepts the City's requirements. Second by Ms. Lamacchia. All were in favor. Motion was approved 4 – 0.

- Request Mr. Geoff Killebrew to speak to the Commission.
 - Mr. Killebrew spoke to the Parks Commission in reference to his event scheduled for June 25, 2022 at Elm Park. Mr. Killebrew applied for the Creative Intersections Grant by the Mass Cultural Council and requested the Parks Department or Park Spirit to be a collaborator. He distributed documents to the Parks Commission. He spoke in reference to busking. He stated he had applied for a Park Spirit Grant to cover the cost of the event at Elm Park. He discussed getting a discount off the permit. He also went on to ask about fees for a Vendor permit at Elm Park he asked for clarity on the fees for vending.
 - Mr. Antonelli addressed some of the questions in reference to the park permit request, the vendor process, and the request for a busking permit.
 - Ms. Turner made a motion to table this item until Administration has received detailed request from Mr. Killebrew in writing, until Administration has had time to review documents submitted to the Commission, and the busking request be removed as is not under Parks jurisdiction. Second by Ms. Zamarro. All were in favor. Motion was approved 4 – 0.
- Request of the Jesse Burkett Little League to perform improvements to the infield of the athletic field located at Wetherall Park (Duffy Field).
 - Mr. Michael Cormier spoke on behalf of Jesse Burkett Little League in reference to convert Duffy Field Little League field into a softball field.
 - Ms. Turner made a motion to approve. Second by Ms. Lamacchia. All were in favor. Motion was approved 4 – 0.
- 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 - Submitted
 - Outdoor Recreation Legacy Partnership Grant –
 - Indian Lake Beach - Submitted
 - PARC & LAND Grant Program – NA
- Economic Development Initiatives –
 - NA
- Cultural Events - NA
 - Park Vandalism & Graffiti – NA
 - Donations – NA
 - Capital Improvement Programs
 - Apricot Street Playground - NA
 - Ball Property - NA
 - Banis Street Playground - NA
 - Beaver Brook Park - NA
 - Bell Pond – NA
 - Bennett Field – NA
 - Betty Price Playground – NA
 - Blackstone Gateway Park – NA
 - Blithwood Park – Public hearing on Master Planning process June 6 & 13, 2022 @ 6:00PM

- Boynton Park – NA
- Burncoat Park – NA
- Burncoat Playground – NA
- Cascades Park – NA
- Castle Park – NA
- Coal Mine Brook – Update
- Common – NA
- Coes Park (Knife) – NA
- Stearns Tavern
• Playground
- Coes Pond – NA
- Columbus Park – NA
- Cookson Park – NA
- Cristoforo Columbo (East Park) – NA
- Crompton Park – NA
- Dodge Park – NA
- Elm Park – NA
- Newton Hill - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – Update
- Great Brook Valley Playground – NA
- Green Hill Park Renovation – NA
- Green Hill Farm
• Community Gardens
• WWI
- Greenwood Park – NA
- Hadwen Park – NA
- Harrington Field – NA
- Harry Sherry Field (S. Worcester) - NA
- Holland Rink - NA
- Holmes Field - NA
- Indian Hill Park – NA
- Indian Lake Beach – NA
- Institute Park – NA
- Walkway Design
- Salisbury Pond
- 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
- 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 –
 - Worcester Tree Ordinance
 - Chandler Hill (Bell Hill)
- City Council Petitions – NA
- Forestry Operations –
 - Tree City USA - Update
 - ALB (Asian Longhorned Beetle)
 - EAB (Emerald Ash Borer)
 - Arbor Day
- 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 –
 - See second item on the agenda
 - Access/ ADA – NA

- Mobile Concession/ Food Truck - NA
 - ATV – Recreational Vehicle – NA
 - Veterans Memorials - NA
 - Misc. Information – NA
- Golf Course: NA
- Golf Course Donations: NA
- Old Business:
 - Request for a fence around the Green Hill Park Handball Court
 - There was a Parks Commission discussion
 - Ms. Turner made a motion to put together a formal letter/petition to the city Manager and City Council to request any available funds to resurface the Green Hill Park handball court, add fence and make it accessible. Second by Ms. Lamacchia. All were in favor. Motion approved 4 – 0.
 - Ms. Lamacchia made a motion to have Chairman Cashman draft the letter for the City Manager and council, Ms. Lamacchia will review. Second by Ms. Turner. All were in favor. Motion approved. 4 – 0.
- Meeting Adjourned
 - Ms. Zamarro made the motion to adjourn, Second by Ms. Turner. All were in favor. Motion approved 4 – 0. Meeting adjourned at 8:15 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. Referral to Policy Subcommittee: NA
2. Referral to Naming/ Land Usage Subcommittee: NA
3. Referral to Golf Course Subcommittee: NA
4. General:
 - Master Plan review and approval of conceptual designs for the New Park at the former Becker College Property at 69 Sever Street.
 - Request of Commissioner Natalie Turner for copies of all permit applications.
 - 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 - Submitted
 - Outdoor Recreation Legacy Partnership Grant – Indian Lake Beach - Submitted
 - PARC & LAND Grant Program – NA
 - Economic Development Initiatives –
 - NA
 - Cultural Events-
 - NA
 - Park Vandalism & Graffiti – NA
 - Donations –
 - NA
 - Capital Improvement Programs
 - Apricot Street Playground - NA
 - Ball Property - NA
 - Banis Street Playground - NA
 - Beaver Brook Park - NA
 - Bell Pond – NA
 - Bennett Field – NA
 - Betty Price Playground – NA
 - Blackstone Gateway Park – NA
 - Blithwood Park – Update
 - Boynton Park – NA
 - Burncoat Park – NA
 - Burncoat Playground – NA
 - Cascades Park – NA
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 - Coal Mine Brook – NA
 - Common – NA

- Coes Park (Knife) – NA
 - Stearns Tavern
 - Playground
- Coes Pond – NA
- Columbus Park –
 - NA
- Cookson Park – NA
- Cristoforo Columbo (East Park) –
 - NA
- Crompton Park – NA
- Dodge Park – NA
- Elm Park – NA
 - Newton Hill - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – NA
- Great Brook Valley Playground – NA
- Green Hill Park Renovation – NA
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- 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:
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 - Out-to-Lunch – NA
 - Trash – NA
 - ESCo – NA
 - Park Permits –
 - See second item on the agenda
 - Access/ ADA – NA
 - Mobile Concession/ Food Truck - NA
 - ATV – Recreational Vehicle – NA
 - Veterans Memorials - NA
 - Misc. Information –
 - NA
- Golf Course:
 - NA
 - Golf Course Donations: NA



PARKS AND RECREATION COMMISSION MEETING

Thursday June 16, 2022 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Skyline Drive Worcester, MA 01605

Or

Virtual with WebEx

ASSISTANT COMMISSIONER'S REPORT

GENERAL

Public and WebEx Virtual Meeting Invitation



The City of

WORCESTER

City of Worcester DPW & Parks ;

Parks, Recreation & Cemetery Division

**Place: Green Hill Park
Parks & Recreation Commission
Meeting - Room A*****

50 Officer Manny Familia Way

Worcester, MA 01605

Date: Thursday, June 16, 2022 @

Time: 6:30 PM

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

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

New Park at the former Becker College Property at 69 Sever St. - MASTER PLAN MEETING #2

The presentation of ideas and preliminary plans (based on the first public hearing comments) developed to meet the needs, wants and desires of the neighbors, citizens and organizations that currently use the facility. The hearing will conclude with a public question and comment forum. All presented information and subsequent public comments will be synthesized to develop a Master Plan, to guide future community and neighborhood endorsed improvements.

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



2022 SPORTS APPLICATION REQUEST

NAME OF ORGANIZATION _____ TODAY'S DATE: _____

NAME OF APPLICANT/REPRESENTATIVE: _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

PHONE # (H) _____ (W) _____ (CELL) _____

EMAIL _____ WEBSITE: _____

PLEASE CONTACT PARKS SECURITY WITH ANY AFTER HOUR CONCERNS: 508-612-1121

- Bancroft Tower New Operational Hours: Sunrise to 8:00 PM
- **As of October of each year all season water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.**
- No Smoking in Parks and Open Spaces
- NO Drones, radio control vehicles (Land, Air, or Water) without issued permit from the Parks administration office
- THE CITY RESERVES THE RIGHT TO MINIMIZE OR CANCEL USE OF FACILITIES BASED ON RENOVATIONS OR MAINTENANCE.
- FEES ARE DUE PRIOR TO THE BEGINNING OF THE SEASON
- DISCOUNTS WILL NOT BE GIVEN UNTIL THE FOLLOWING ARE SUBMITTED:
- COMPLETED SCHEDULE OF GAMES AND PRACTICES
- COMPLETED TEAM ROSTERS
- TEAM LISTINGS
- BLANK COPY OF THE LEAGUES APPLICATION WITH COST INCLUDED
- COPY OF INSURANCE BINDER
- PLEASE REFER TO FEE SCHEDULE AS FEES HAVE CHANGED AS OF JANUARY 1, 2019 (ATTACHED)
- ANY ORGANIZATION WITH A BALANCE WILL NOT BE ISSUED A PERMIT OR WILL ANY DATES BE RESERVED UNTIL BALANCE IS PAID
- ANY TRANSFER OF FIELD USE NEEDS TO BE REQUESTED IN WRITING AND APPROVED BY THE CITY OF WORCESTER – DPW & PARKS – PARKS, RECREATION AND CEMETERY DIVISION
- NO ALCOHOLIC BEVERAGES ALLOWED IN THE ANY PARK FACILITY OR LOCATION
- THERE WILL BE NO REFUNDS OR CREDITS GIVEN FOR ANY REASON AS STATED ON THE RULES AND REGULATIONS (ATTACHED: ITEM 32)
- LEAGUE PRESIDENT OR REPRESENTATIVE WILL BE CHARGED THE TRASH FEE STARTING AT \$400.00 IF TRASH IS LEFT BEHIND AT THE PARK, FEE MIGHT BE HIGHER BASED ON THE AMOUNT OF TRASH, AND NUMBER OF TIMES THIS OCCURS
- PENALTIES: ANY PERSON VIOLATING ANY OF THE RULES SHALL FOR EACH OFFENSE BE PUNISHED BY A FINE NOT MORE THAN \$200.00 (GENERAL LAWS CHAPTER 45, SECTION 24, AMENDED MAY 20, 1977)
- POLICE/STAFF MAY BE REQUIRED AT THE LEAGUES EXPENSE IF RULES AND REGULATIONS ARE NOT ADHERED TO
- RAIN/WET CONDITIONS IF THERE ARE PUDDLES ON THE FIELDS AND/OR YOU STEP ON ANY PORTION OF THE FIELD AND IF WATER SQUISHES OUT FROM UNDER YOUR SHOE, THE FIELD IS CLOSED WITH NO GAME PLAY AND/OR PRACTICE. PLAYING ON WET FIELDS POSES A SAFETY HAZARD AND CAUSES SEVERE FIELD DAMAGE.
- PARKING IS NOT ALLOWED ON THE FIELDS, GRASS AREAS OR SIDEWALKS OR WITHIN THE CONFINES OF ANY PARK OR FACILITY UNLESS APPROVED BY THE CITY OF WORCESTER (EXCEPT IN PARKING LOTS)
- DPW & PARKS, PARKS, RECREATION & CEMETERY DIVISION RESERVES THE RIGHT TO REVISE THE RULES, REGULATIONS, POLICIES AND PROCEDURES AT ANY TIME AND TO RULE ON A SITUATION NOT SPECIFICALLY COVERED IN THIS APPLICATION OR OTHER CITY DOCUMENTS.
- NO PETS/DOGS ARE ALLOWED ON ANY ATHLETIC FIELD AS PER CITY OF WORCESTER ORDINANCE.
- LEAGUE WILL NEED TO SUPPLY OUR RULES & REGULATIONS TO ALL PEOPLE ASSOCIATED WITH THE LEAGUE

INITIALS

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

YES NO

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

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

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

PORTABLE RESTROOMS: WILL YOU HAVE PORTABLE RESTROOMS? PLEASE PROVIDE INFORMATION COMPANY _____
(PORTABLE RESTROOMS MUST BE REMOVED IMMEDIATELY AFTER EVENT COMPLETION. PLEASE IDENTIFY THE LOCATION OF PORTABLE RESTROOMS ON THE SITE MAP)
➤ All events with portable restrooms must have a minimum of (1) one, or 5% of the total restrooms provided must be accessible.
➤ All events with portable restrooms are required to have a minimum of (1) one accessible unit at each cluster/group.
➤ Each accessible restroom must be placed off of an accessible surface for ease of access.

ELECTRICITY: WILL YOU BE REQUESTING THE USE OF OUR ELECTRICITY?
PLEASE SPECIFY INTENDED USE – STANDARD 110 PLUGS? _____ HOW MANY AND FOR WHAT PURPOSE
PLEASE EXPLAIN _____
YOU WILL NEED TO PROVIDE YOUR OWN EXTENSION CORDS
AN ADDITIONAL FEE WILL BE CHARGED FOR ELECTRIC USE \$25/HR (FOR PLUGGING INTO OUTLETS)
PLEASE EXPLAIN ANY ADDITIONAL NEED OF ELECTRICITY OTHER THEN STANDARD PLUGS _____

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

FOOD: WILL YOU HAVE FOOD? (ANY TYPE OF FOOD THAT HAS NOT BEEN PREPARED IN A LICENSED KITCHEN WILL REQUIRE A FOOD PERMIT FROM INSPECTIONAL SERVICES. PHONE # PAGE 4)
INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____
***AN OIL DISPOSAL PLAN NEEDS TO BE SUBMITTED SEPARATE FROM APPLICATION* OIL WILL NOT BE ALLOWED TO BE DISPOSE D OF IN THE SEWER DRAINS**

GRILLS: WILL YOU BE USING GRILLS? THERE WILL BE A SPECIFIC LOCATION FOR GRILLS AT GREEN HILL PARK (A PERMIT FROM FIRE PREVENTION WILL BE REQUIRED IF USING PROPANE OPERATED GRILL. WHENEVER CHARCOAL GRILLS ARE USED IT IS THE RESPONSIBILITY OF THE APPLICANT TO REMOVE ALL CHARCOAL DEBRIS FROM THE FACILITY. PLEASE IDENTIFY THE LOCATION OF THE GRILL/S ON A SITE MAP) (PHONE # FOR FIRE DEPT. PAGE 4)
FIRE DEPT OFFICIAL SIGNATURE: _____

TENTS: WILL YOU BE USING TENTS? (ALL TENTS **MUST BE STAKELESS**) TENTS THAT ARE LARGER THEN 10' X 10' WILL REQUIRE A PERMIT FROM INSPECTIONAL SERVICES
TYPE OF TENT _____ SIZE OF TENT _____
WHEN SECURING TENTS, THE METHOD OF SECURING CAN NOT BE CONCRETE ONLY, ALL CONCRETE MUST BE COVERED WITH PLASTIC TO AVOID DAMAGE TO PARKS PROPERTY
INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____

INFLATABLE DEVICES: WILL YOU BE USING ANY INFLATABLE DEVICES OR AMUSEMENTS? (ALL UNITS **MUST BE STAKELESS**. PLEASE INDICATE THE LOCATION OF THE RIDE/S ON A SITE MAP.)
WHEN SECURING INFLATABLE DEVICES THE METHOD OF SECURING CAN NOT BE CONCRETE ONLY, ALL CONCRETE MUST BE COVERED WITH PLASTIC TO AVOID DAMAGE TO PARKS PROPERTY

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

EMS: WILL YOU HAVE EMS SERVICES AVAILABLE? THIS IS NOT MANDATORY BUT RECOMMENDED THE PHONE NUMBER IS LISTED ON PAGE 4 OF THIS APPLICATION

AMPLIFYING SYSTEM: ARE YOU USING ANY TYPE OF AMPLIFYING SYSTEM? IF YOU ARE YOU WILL NEED A SOUND PERMIT FROM THE POLICE DEPARTMENT AND WILL NEED TO SCHEDULE THE EVENT OUTSIDE OF BUSINESS HOURS WHEN THE EVENT IS IN A BUSINESS AREA SUCH AS CITY HALL OR THE WORCESTER COMMON (SEE RULES AND REGULATIONS FOR SOUND ORDINANCE)

PLEASE INDICATE THE LOCATION OF THE AMPLIFYING SYSTEM ON A SITE MAP

BANNERS: WILL YOU BE USING ANY BANNERS? (NO NAILS OR STAPLES ALLOWED, ONLY ROPE OR TAPE)

- ALL BANNER LOCATIONS MUST BE APPROVED
- A \$110.00 FEE WILL APPLY FOR HANGING AND TAKING DOWN OF BANNERS BY PARKS STAFF
- BIG BANNERS THAT NEED TO BE PUT UP ON TREES WILL ONLY BE ALLOWED BY PARKS STAFF

STAGE: WILL YOU BE USING OUR STAGE? (IF PARKS STAGE WILL COST A FLAT FEE OF \$880.00)

THE STAGE IS 24' (L) X 24' (D) X 4' (H) FULLY OPEN, OR 24' (L) X 15.6' (D) X 4' (H) WITH A 8.6' HIGH WALL IN BACK (PLEASE INDICATE LOCATION OF PORTABLE STAGE ON A SITE MAP)

- PLEASE NOTE: A separate application is required for the use of the stage.
- PLEASE NOTE: This stage is not accessible.

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

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

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

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

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

DOWN PAYMENT: A \$100.00 NON-REFUNDABLE DOWN PAYMENT WILL BE REQUIRED AT THE TIME OF REQUEST IN ORDER TO HOLD DATES. NO DATES WILL BE HELD WITHOUT THE DOWN PAYMENT.

FINAL PAYMENT: THE BALANCE WILL BE DUE 1 MONTH PRIOR TO EVENT DATE. PAYMENTS MADE LESS THAN 1 MONTH BEFORE EVENT WILL REQUIRE A CERTIFIED FINAL PAYMENT: BANK CHECK OR MONEY ORDER.

CANCELLATION POLICY: A 24-HOUR CANCELLATION NOTICE IS REQUIRED TO AVOID ADDITIONAL FEES OTHER THEN THE 25% ADMINISTRATIVE CHARGE/DOWN PAYMENT. ALL WEEKEND/HOLIDAY CANCELLATIONS MUST BE RECEIVED BY 12:00 PM ON THE LAST BUSINESS DAY PRIOR TO YOUR EVENT AND MUST BE CONFIRMED/APPROVED BY THE DPW & PARKS – PARKS, RECREATION & CEMETERY DIVISION STAFF. CONFIRMATION/APPROVAL IS DEEMED CONFIRMED WHEN THE EVENT REPRESENTATIVE RECEIVES A WRITTEN CONFIRMATION FROM THE PARKS DIVISION ADMINISTRATIVE OFFICE. REFUNDS WILL NOT BE GIVEN TO ANYONE WHO DOES NOT GIVE A 24 HR CANCELLATION. **ONLY ONE RAIN DATE WILL BE GIVEN AT THE TIME OF REQUEST NOT AFTER.**

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

ALCOHOLIC BEVERAGES: NO PERSON SHALL DRINK ANY ALCOHOLIC BEVERAGE AS DEFINED IN CHAPTER 138, SECTION 1 OR THE MASSACHUSETTS GENERAL LAWS WHILE ON, IN, OR UPON ANY FACILITY UNDER THE JURISDICTION OF THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION.

INITIALS

PLEASE NOTE IF ADMISSION IS TO BE CHARGED OR EVENT IS OF A LARGE CAPACITY:

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

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

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

APPROVAL OF PERMIT: THERE WILL BE NO GUARANTEES MADE IN THE APPROVAL PROCESS IF PROPOSAL/PERMIT APPLICATION IS RECEIVED BY THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION AFTER THE THREE- (3) MONTH REQUIRED PERIOD. APPROVAL OR DENIAL WILL BE ON A CASE-BY-CASE BASIS. IT WILL BE NECESSARY TO OBTAIN A LICENSE FROM THE LICENSE COMMISSION, AND SUBMIT A COPY WITH THIS APPLICATION AT THE TIME OF PERMIT PROCESS COMPLETION.

PERSONAL FLOTATION DEVICES FOR BEACH FACILITIES:

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

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

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

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

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

PLEASE DRAW A MAP OF LOCATION BEING USED AND SHOW WHERE THE SET UP IS (I.E. TENTS, TABLES, CHAIRS, GRILLS. AN ALTERNATE MAP OR ADDITIONAL PAGE MAY BE USED)

↓↓ DRAW MAP BELOW OR PROVIDE A SEPARATE MAP ↓↓

INITIALS

GAME DATES

LEAGUE NAME: _____ LEAGUE REP: _____

NAME OF FIELD: _____ TYPE OF SPORT: _____

STARTING & ENDING DATES: _____ S M T W T F S (CIRCLE DAY/S OF THE WEEK)

STARTING & ENDING TIMES: _____ DATES TO EXCLUDE: _____

FIELD NAME: _____ TYPE OF SPORT: _____

STARTING & ENDING DATES: _____ S M T W T F S (CIRCLE DAY/S OF THE WEEK)

STARTING & ENDING TIMES: _____ DATES TO EXCLUDE: _____

FIELD NAME: _____ TYPE OF SPORT: _____

STARTING & ENDING DATES: _____ S M T W T F S (CIRCLE DAY/S OF THE WEEK)

STARTING & ENDING TIMES: _____ DATES TO EXCLUDE: _____

FIELD NAME: _____ TYPE OF SPORT: _____

STARTING & ENDING DATES: _____ S M T W T F S (CIRCLE DAY/S OF THE WEEK)

STARTING & ENDING TIMES: _____ DATES TO EXCLUDE: _____

FIELD NAME: _____ TYPE OF SPORT: _____

STARTING & ENDING DATES: _____ S M T W T F S (CIRCLE DAY/S OF THE WEEK)

STARTING & ENDING TIMES: _____ DATES TO EXCLUDE: _____

FIELD NAME: _____ TYPE OF SPORT: _____

STARTING & ENDING DATES: _____ S M T W T F S (CIRCLE DAY/S OF THE WEEK)

STARTING & ENDING TIMES: _____ DATES TO EXCLUDE: _____

FIELD NAME: _____ TYPE OF SPORT: _____

STARTING & ENDING DATES: _____ S M T W T F S (CIRCLE DAY/S OF THE WEEK)

STARTING & ENDING TIMES: _____ DATES TO EXCLUDE: _____

INITIALS

PRACTICE DATES

LEAGUE NAME: _____ LEAGUE REP: _____

NAME OF FIELD: _____ TYPE OF SPORT: _____

STARTING & ENDING DATES: _____ S M T W T F S (**CIRCLE DAY/S OF THE WEEK**)

STARTING & ENDING TIME: _____ DATES TO BE EXCLUDED: _____

NAME OF FIELD: _____ TYPE OF SPORT: _____

STARTING & ENDING DATES: _____ S M T W T F S (**CIRCLE DAY/S OF THE WEEK**)

STARTING & ENDING TIME: _____ DATES TO BE EXCLUDED: _____

NAME OF FIELD: _____ TYPE OF SPORT: _____

STARTING & ENDING DATES: _____ S M T W T F S (**CIRCLE DAY/S OF THE WEEK**)

STARTING & ENDING TIME: _____ DATES TO BE EXCLUDED: _____

NAME OF FIELD: _____ TYPE OF SPORT: _____

STARTING & ENDING DATES: _____ S M T W T F S (**CIRCLE DAY/S OF THE WEEK**)

STARTING & ENDING TIME: _____ DATES TO BE EXCLUDED: _____

NAME OF FIELD: _____ TYPE OF SPORT: _____

STARTING & ENDING DATES: _____ S M T W T F S (**CIRCLE DAY/S OF THE WEEK**)

STARTING & ENDING TIME: _____ DATES TO BE EXCLUDED: _____

NAME OF FIELD: _____ TYPE OF SPORT: _____

STARTING & ENDING DATES: _____ S M T W T F S (**CIRCLE DAY/S OF THE WEEK**)

STARTING & ENDING TIME: _____ DATES TO BE EXCLUDED: _____

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

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

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

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

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

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

ADDITIONAL POLICIES FOR THE USE OF THE COMMON

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

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

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

PRINT NAME OF APPLICANT/REPRESENTATIVE: _____ DATE: _____

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

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

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

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

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

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

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

PRINT NAME OF APPLICANT/REPRESENTATIVE: _____ DATE: _____

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____

INITIALS

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

NOTES:

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

SPORT PERMITS:

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

EVENT PERMITS:

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

COMMUNITY BUILDINGS:

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

SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS:

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

PORTABLE STAGE FEE:

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

ADMINISTRATIVE CHARGE:

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

REFUND POLICY:

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

FEE STRUCTURE:

A \$125.00 NON REFUNDABLE DOWN PAYMENT WILL BE REQUIRED AT THE TIME OF REQUEST. APPROPRIATE FEES WILL BE APPLIED AS SHOWN ABOVE WITH DISCOUNTS TO BE APPLIED ONLY TO INDIVIDUAL, ORGANIZATIONS OR GROUPS THAT SUBMIT ALL REQUIRED RESIDENCY DOCUMENTATION TO INCLUDE COMPLETED TEAM ROSTERS, COMPLETED SCHEDULES OF GAMES AND PRACTICES, TEAM LISTINGS AND A BLANK COPY OF THE LEAGUE APPLICATION WITH COST INCLUDED. THE COMMISSIONER OR HIS/HER DESIGNEE WILL REVIEW, CONFIRM AND APPROVE ALL INFORMATION BEFORE ANY DISCOUNT WILL BE APPLIED. DISCOUNTS WILL ONLY BE APPLIED AFTER A COMPLETE REVIEW OF ALL REQUIRED DOCUMENTS. THE FILING OF FALSE INFORMATION TO THE CITY OF WORCESTER DEPARTMENT OF PUBLIC WORKS & PARKS - PARKS, RECREATION & CEMETERY DIVISION WILL RESULT IN A LOSS OF PERMITS AND THE CHARGING OF FULL FEES FOR THE ENTIRE REQUEST. ANY ORGANIZATION, INDIVIDUAL AND/OR GROUP FOUND TO PROVIDE FALSE INFORMATION WILL BE REQUIRED TO ATTEND A PARKS & RECREATION COMMISSION MEETING TO JUSTIFY THE ALLEGED FILING AND WOULD CONSEQUENTLY NEED APPROVAL FROM THE PARKS & RECREATION COMMISSION FOR FUTURE REQUEST. A 2% LATE CHARGE WILL BE ASSESSED TO ALL LEAGUES/ORGANIZATIONS EACH MONTH IF THE INVOICE IS NOT PAID WITHIN 45 DAYS OF THE INVOICE DATE.

INITIALS



2022 PERMIT APPLICATION FOR EVENT IN A PARK

NAME OF REQUESTED FACILITY: _____ TODAY'S DATE: _____

NAME OF ORGANIZATION _____ WEBSITE: _____

NAME OF APPLICANT: _____ EMAIL: _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

CELL PHONE# _____ ALTERNATE PHONE # _____

EVENT DATE: _____ RAIN DATE: _____ START TIME: _____ END TIME _____

SET UP DATE & TIME: _____ BREAKDOWN DATE & TIME: _____

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

DESCRIBE EVENT IN DETAIL: _____

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

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

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

INITIALS

THIS SECTION MUST BE COMPLETED BY THE POLICE DEPARTMENT ONLY

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

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

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

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

NAME & TITLE OF POLICE DEPARTMENT OFFICIAL: _____

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

YES NO

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

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

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

_____ _____ **PORTABLE RESTROOMS: WILL YOU HAVE PORTABLE RESTROOMS? PLEASE PROVIDE INFORMATION**
COMPANY _____
(PORTABLE RESTROOMS MUST BE REMOVED IMMEDIATELY AFTER EVENT COMPLETION. PLEASE IDENTIFY THE
LOCATION OF PORTABLE RESTROOMS ON THE SITE MAP)
➤ All events with portable restrooms must have a minimum of (1) one, or 5% of the total restrooms provided must be accessible.
➤ All events with portable restrooms are required to have a minimum of (1) one accessible unit at each cluster/group.
➤ Each accessible restroom must be placed off of an accessible surface for ease of access.

_____ _____ **ELECTRICITY: WILL YOU BE REQUESTING THE USE OF OUR ELECTRICITY?**
PLEASE SPECIFY INTENDED USE - STANDARD 110 PLUGS? _____ HOW MANY AND FOR WHAT PURPOSE
PLEASE EXPLAIN _____
YOU WILL NEED TO PROVIDE YOUR OWN EXTENSION CORDS
AN ADDITIONAL FEE WILL BE CHARGED FOR ELECTRIC USE \$25/HR (FOR PLUGGING INTO OUTLETS)
PLEASE EXPLAIN ANY ADDITIONAL NEED OF ELECTRICITY OTHER THEN STANDARD PLUGS _____

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

_____ _____ **FOOD: WILL YOU HAVE FOOD? (ANY TYPE OF FOOD THAT HAS NOT BEEN PREPARED IN A LICENSED**
KITCHEN WILL REQUIRE A FOOD PERMIT FROM INSPECTIONAL SERVICES. PHONE # PAGE 4)
INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____
AN OIL DISPOSAL PLAN NEEDS TO BE SUBMITTED SEPARATE FROM APPLICATION
* OIL WILL NOT BE ALLOWED TO BE DISPOSED OFF IN THE SEWER DRAINS *

INITIALS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FINAL PAYMENT: THE BALANCE WILL BE DUE 1 MONTH PRIOR TO EVENT DATE. PAYMENTS MADE LESS THEAN 1 MONTH BEFORE EVENT WILL REQUIRE A CERTIFIED FINAL PAYMENT: BANK CHECK OR MONEY ORDER.

OR 10% OF TOTAL FEE WHICHEVER IS HIGHER WILL BE CHARGED FOR CANCELLATIONS. ALL WEEKEND/HOLIDAY

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

RAIN DATE WILL BE GIVEN AT THE TIME OF REQUEST NOT AFTER AND IT WILL ONLY BE HONORED IF CANCELLED AND RESCHEDULED IN TIME.

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

ALCOHOLIC BEVERAGES: NO PERSON SHALL DRINK ANY ALCOHOLIC BEVERAGE AS DEFINED IN CHAPTER 138, SECTION 1 OR THE MASSACHUSETTS GENERAL LAWS WHILE ON, IN, OR UPON ANY FACILITY UNDER THE JURISDICTION OF THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

INITIALS

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

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

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

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

INITIALS

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

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

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

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

ADDITIONAL POLICIES FOR THE USE OF THE COMMON

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

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

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

PRINT NAME OF APPLICANT/REPRESENTATIVE: _____ DATE: _____

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____

INITIALS

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

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

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

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

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

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

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

PRINT NAME OF APPLICANT/REPRESENTATIVE: _____ DATE: _____

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____

INITIALS

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

NOTES:

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

SPORT PERMITS:

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

EVENT PERMITS:

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

COMMUNITY BUILDINGS:

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

SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS:

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

PORTABLE STAGE FEE:

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

ADMINISTRATIVE CHARGE:

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

REFUND POLICY:

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

FEE STRUCTURE:

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

RESIDENCY DOCUMENTATION TO INCLUDE COMPLETED TEAM ROSTERS, COMPLETED SCHEDULES OF GAMES AND PRACTICES, TEAM LISTINGS AND A BLANK COPY OF THE LEAGUE APPLICATION WITH COST INCLUDED. THE COMMISSIONER OR HIS/HER DESIGNEE WILL REVIEW, CONFIRM AND APPROVE ALL INFORMATION BEFORE ANY DISCOUNT WILL BE APPLIED. DISCOUNTS WILL ONLY BE APPLIED AFTER A COMPLETE REVIEW OF ALL REQUIRED DOCUMENTS. THE FILING OF FALSE INFORMATION TO THE CITY OF WORCESTER DEPARTMENT OF PUBLIC WORKS & PARKS - PARKS, RECREATION & CEMETERY DIVISION WILL RESULT IN A LOSS OF PERMITS AND THE CHARGING OF FULL FEES FOR THE ENTIRE REQUEST. ANY ORGANIZATION, INDIVIDUAL AND/OR GROUP FOUND TO PROVIDE FALSE INFORMATION WILL BE REQUIRED TO ATTEND A PARKS & RECREATION COMMISSION MEETING TO JUSTIFY THE ALLEGED FILING AND WOULD CONSEQUENTLY NEED APPROVAL FROM THE PARKS & RECREATION COMMISSION FOR FUTURE REQUEST. A 2% LATE CHARGE WILL BE ASSESSED TO TALL LEAGUES/ORGANIZATIONS EACH MONTH IF THE INVOICE IS NTO PAID WITHIIN 45 DAYS OF THE INVOICE DATE.

INITIALS



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

NOTES:

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INITIALS



2022 VENDOR APPLICATION FOR A PARK

NAME OF REQUESTED FACILITY: _____ TODAY'S DATE: _____

NAME OF BUSINESS _____ WEBSITE: _____

NAME OF APPLICANT: _____ EMAIL: _____

ADDRESS: _____ CITY _____ STATE _____ ZIP _____

CELL PHONE# _____ WORK PHONE # _____

DATE REGISTERED AS BUSINESS: _____ WHAT CITY: _____

SS# or FED.TAX ID: _____ MA TAX# _____

HAVE YOU EVER HELD A VENDING LICENSE WITH THE CITY OF WORCESTER, PARKS, RECREATION, CEMETERRY DEPARTMENT: _____ YES _____ NO

WHAT PRODUCTS WILL YOU BE VENDING? _____

DO YOU HOLD A VAILD STATE HAWKERS AND PEDDLERS LICENSE? _____ YES _____ NO (need to provide a copy of the license)

LINCENSE # _____

DO YOU HOLD A VAILD SERVS SAFE LICENSE? _____ YES _____ NO (need to provide a copy of the license)

LINCENSE # _____

DO YOU HAVE LICENSES FROM WORCESTER HEALTH & HUMAN SERVICES-PUBLIC HEALTH & CODE DIVISIONS? _____ YES _____ NO (need to provide a copy of all licenses)

DO YOU HAVE INSURANCE? _____ YES _____ NO (need to provide binder)

DO YOU HAVE PHOTOS OF MOBILE/PUSHCART OR VENDING ITEMS _____ YES _____ NO (need to provide photos)

- Cori/Sori checks on all people vending at Parks
- Alcoholic beverages are NOT allowed in parks facilities (see item 21 on the rules and regulations)
- There is a fee for vendor permits. The fee will be determined at a later date.
- Vending can only be done between April 1 through October 31 of each year from 8am to dusk.
- NO Drones, radio control vehicles (Land, Air, or Water) without issued permit from the Parks administration office
- The City reserves the right to minimize or cancel use of facilities based on renovations and maintenance.
- Mobile/Pushcarts must be removed from the area at the end of each day.
- Must agree to keep area clean of refuse and rubbish. Must have trash receptacles available to patrons. Receptacle is to be removed at the end of each day.
- No Smoking in Parks and Open Spaces as per city ordinance
- Vehicles are prohibited in any park grass areas, on any sidewalks or on the Worcester Common.
- The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement which indemnifies and holds harmless the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division and Parks & Recreation Commission. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.
- Event Permits will take precedent over vending permits. It will be the event organizers decision on who they want to use as vendors. Vending permits will be within the hours of sunrise & dusk. None after dark unless under an Event Permit with written consent.

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

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

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

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

INITIALS

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

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

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

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

ADDITIONAL POLICIES FOR THE USE OF THE COMMON

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

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

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

PRINT NAME OF APPLICANT/REPRESENTATIVE: _____ DATE: _____

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____

INITIALS

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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

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

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

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

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

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

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

PRINT NAME OF APPLICANT/REPRESENTATIVE: _____ DATE: _____

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____

INITIALS



2022 APPLICATION FOR MEETING ROOMS

NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

ORGANIZATION _____ PHONE _____

EMAIL ADDRESS: _____

LOCATION OF MEETING ROOM: _____

PURPOSE: _____

DATE _____ TIME _____ M. TO _____ M.

HAVE YOU EVER HAD A SIMILAR PERMIT? YES NO # OF PEOPLE TO ATTEND _____

SPECIAL REQUEST OR SERVICES REQUIRED BY MAINTENANCE STAFF: _____

***IT IS EXPECTED OF ALL LEAGUES/ORGANIZATIONS TO KEEP THE MEETING ROOM IN A CLEAN MANNER, AS IT WAS PRIOR TO THE MEETING OR BETTER. ALSO, IF THE TABLES AND CHAIRS ARE REARRANGED WE EXPECT THEY BE PLACED BACK AS THEY WERE A \$220.00 FEE WILL BE CHARGED FOR ROOMS LEFT UNCLEARED AND/OR TABLES AND CHAIRS LEFT UNARRANGED.**

ANY SPECIAL REQUESTS REQUIRING PARKS STAFF SERVICES WILL BE AT A CHARGE OF 55.00/HR WITH A MINIMUM OF FOUR (4) HOURS (This fee is subject to change).

FOR MEETING ROOM USE AT 50 SKYLINE DRIVE THERE IS THE FOLLOWING RESTRICTION:

PARKING IS NOT ALLOWED AT THE NATIONAL GUARD BUILDING PARKING LOT DURING BUSINESS HOURS. PERMITTEE WILL BE RESPONSIBLE TO ASSIGN A PERSON TO DIRECT ALL MEETING ATTENDEES TO PARK THEIR VEHICLES AT THE PARKING LOT BETWEEN THE ATHLETIC FACILITIES AND THE HANDBALL COURTS (ACROSS FROM WORC TECHNICAL HIGH SCHOOL). NO EXCEPTIONS

APPLICANTS SIGNATURE: _____ DATE: _____

INITIALS



2022 STEARNS TAVERN APPLICATION

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

NAME _____ ADDRESS _____

CITY _____ STATE _____ ZIP _____

ORGANIZATION _____

PHONE_(BEST CONTACT #) _____

E-MAIL ADDRESS: _____

EVENT: _____

DATE _____ TIME _____ M. TO _____ M.

ESTIMATE NUMBER TO ATTEND: (Building capacity is 35)

PLEASE PROVIDE BRIEF SUMMARY OF THE EVENT INCLUDING THE CONTACT INFORMATION OF A CATERER OR A REQUEST THAT WE FORWARD A CATERING MENU FROM OUR IN-HOUSE CATERING SERVICE TO YOU.

(USE REVERSE SIDE IF NECESSARY) _____

*IT IS EXPECTED OF ALL ORGANIZATIONS THAT STEARNS TAVERN IS LEFT WITH ALL TRASH REMOVED FROM THE FACILITY (BARRELS AND TRASH BAGS WILL BE PROVIDED). IF WE DETERMINE THIS HAS NOT OCCURRED AFTER NOTIFICATION BY THE STAFF MEMBER, THERE WILL BE A DISPOSAL FEE ASSESSED OF \$200.00 TO THE APPLICANT.

THERE IS NO COST FOR THE USE OF THE BUILDING OR THE SEVEN HILLS STAFF MEMBER ASSIGNED TO THE EVENT FOR THE FIRST TWO-HOURS. HOWEVER, ANY TIME BEYOND TWO-HOURS THERE WILL BE A \$50.00 CHARGE FOR EACH ADDITIONAL HOUR (OR PORTION THEREOF).

APPLICANTS SIGNATURE: _____ DATE: _____

