

**CITY OF WORCESTER
DEPARTMENT OF PUBLIC
WORKS & PARKS;
PARKS, RECREATION &
CEMETERY DIVISION**

**2024 SPORTS APPLICATION
(PERMIT) MEETING**

PARKS & RECREATION ADMINISTRATIVE OFFICE CONTACT INFORMATION

50 Officer Manny Familia Way (Green Hill Park)

Worcester, MA 01605

Main Office # (508) 799-1190

Office Fax # (508) 799-1293

Parks@worcesterma.gov



The City of
WORCESTER



HOW DO I GET A SPORTS APPLICATION (PERMIT) ?

- City Website www.worcesterma.gov/parks/permits-licensing
- Contact the Parks Administration Office at (508) 799-1190
- Request a Parks Permit or Questions: Parks@worcesterma.gov
 - In-Person (Parks Administration Office)

Parks Administration Office Hours

Monday - Friday: (Excluding Holidays) 9:00 AM to 3:30 PM



TWO TYPES OF SPORTS PERMITS

- SPORTS APPLICATION (PERMIT) (Athletic Fields or Athletic Courts)
- SPORTS TOURNAMENT APPLICATION (PERMIT) **(New Application for 2024)**



SPORT PERMIT SCHEDULING

Scheduling Priority will be the following

| |
|--|
| 1. City of Worcester Schools (K-12) |
| 2. Youth Leagues Resident (Non-Profit) |
| 3. Youth Leagues Resident (For Profit) |
| 4. Youth Leagues Non- Resident (Non-Profit) |
| 5. Youth Leagues Non-Resident (For Profit) |
| 6. Adult League Resident |
| 7. Adult Leagues Non-Resident |
| 8. Single Day Use |

SPORTS PERMIT SCHEDULING

| Season | Application Submitting Deadline |
|---|--|
| Spring April 1 st to June 30 th | March 1 st |
| Summer July 1 st to August 31 st | June 1 st |
| Fall September 1 st to Thanksgiving Week | August 1 st |

All sport leagues/organizations need to inform the Parks Office when their season ends and any unused days that were originally schedule

SPORTS PERMIT

 The City of
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Department of Public Works & Parks

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

2024 SPORTS TOURNAMENT APPLICATION (PERMIT)

Name of Requested Facility: _____ Today's Date: _____
Name of Your Organization: _____ Website: _____
Name of Applicant: _____ Email: _____
Residential Address of Applicant: _____ City: _____ State: _____ Zip: _____
Primary Phone #: _____ Alternate Phone #: _____
Tournament Date(s): _____ Start Time: _____ End Time: _____
Set up Date & Start time: _____ Breakdown Date & End Time: _____
Staffing will be determined by the needs of each tournament; and it will be determined by Parks Administration.

A map of your tournament layout must be submitted with application.
Please allow up to 30 days for permit to be processed

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

Contact Name: _____ Email: _____
Cell Phone#: _____
Describe tournament in detail: _____

A tournament is defined by the Merriam-Webster dictionary as a series of games or contests that make up a single unit of competition (as on a professional golf tour), the championship playoffs of a league or conference, or an invitational event

Are you promoting this tournament? Yes No How are you promoting? _____
Have you ever had a similar permit? Yes No
Estimated number of participants: _____ Estimated number of spectators: _____
Will you be charging admissions or selling any items at this tournament? (You may need a Hawker & Peddlers license) Yes No
Are you a non-profit organization with a 501C3? Yes No (Please provide copy of certificate) ID# _____
Liability Insurance Policy Number _____ (Please supply a copy of the binder/COI)

1 Initials: _____



www.worcesterma.gov/parks/permits-licensing

SPORT PERMIT FEES REVIEW

- All sports permits will require a deposit of \$45.00 when submitting application to your hold date(s). No permit will be approved if there is an outstanding balance

Non- Profit Organization:

- Field & Court Fees for non-profit organizations: \$22.50/HR for off peak hours prior to 6:00 PM. \$45.00/HR for peak hours after 6:00 PM.

For Profit Organization:

- \$45.00/HR for peak hours prior to 6:00 PM & \$90.00/HR for peak hours after 6:00 PM.

SPORT PERMIT FEES REVIEW

- Discounts do not apply for staff cost for Non-profit or Profit Organizations
- Discounts may apply for Non-profit organizations that submit their 501C3 Application.
(No discounts for staff fees)
- Synthetic fields fee is \$150.00 per hour with a minimum of two hours

Electrical Fee: \$30.00 per hour. If a staff electrician is needed the fee will be an additional \$60.00/HR with a minimum of 4 hours. (No discounts for staff fees)

Refund Policy

The City of Worcester Department of Public Works & Parks: Parks, Recreation, & Cemetery Division will not issue any refunds for permits due to weather conditions. Sport organizations will be given the opportunity to call and change the date 24 hours prior to the assigned date.



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DPW & PARKS DIVISION FEE

- \$60.00 per hour for staff – minimum 4 hours per staff
- \$45.00 Non-Refundable down payment to hold dates
- **Electrical Fee**: \$30.00 per hour. If a staff electrician is needed the fee will be an additional \$60.00/HR with a minimum of 4 hours.
- **Portable Stage**: Stage is not accessible. Stage Size is 24' (L) x 24' (D) x 4' (H)
Stage Fee: \$960.00 for setup & breakdown

(No fees waived for staff or Portable Stage)

SPORTS TOURNAMENT APPLICATION



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Name of Requested Facility: _____ Today's Date: _____
Name of Your Organization: _____ Website: _____
Name of Applicant: _____ Email: _____
Residential Address of Applicant: _____ City: _____ State: _____ Zip: _____
Primary Phone #: _____ Alternate Phone #: _____
Tournament Date(s): _____ Start Time: _____ End Time: _____
Set up Date & Start time: _____ Breakdown Date & End Time: _____
Staffing will be determined by the needs of each tournament; and it will be determined by Parks Administration.

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

Please allow up to 30 days for permit to be processed

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

Contact Name: _____ Email: _____
Cell Phone#: _____

Describe tournament in detail: _____

A tournament is defined by the Merriam-Webster dictionary as a series of games or contests that make up a single unit of competition (as on a professional golf tour), the championship playoffs of a league or conference, or an invitational event

Are you promoting this tournament? Yes No How are you promoting? _____

Have you ever had a similar permit? Yes No
Estimated number of participants: _____ Estimated number of spectators: _____

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

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

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

SPORTS TOURNAMENT APPLICATION FEES REVIEW

- Non- Synthetic Fields fee is \$950.00 per field per day. **This fee includes (1) one park staff member & trash clean-up for (4) four hours towards the end of permit event.**
(Additional fees may apply based on permit needs or request)
- Synthetic Fields is \$2,200 per field per day. **The fee includes (1) one park staff member & trash clean-up for (4) four hours towards the end of permit event.**
(Additional fees may apply based on permit needs or request)

Trash Removal & Disposal

The trash removal and disposal fee will start at \$400.00 and will increase based on the size of the tournament. This fee does not include facility clean-up .

An additional minimum fee of \$240.00 will be charge for City staff to pickup trash throughout the facility depending on event size.

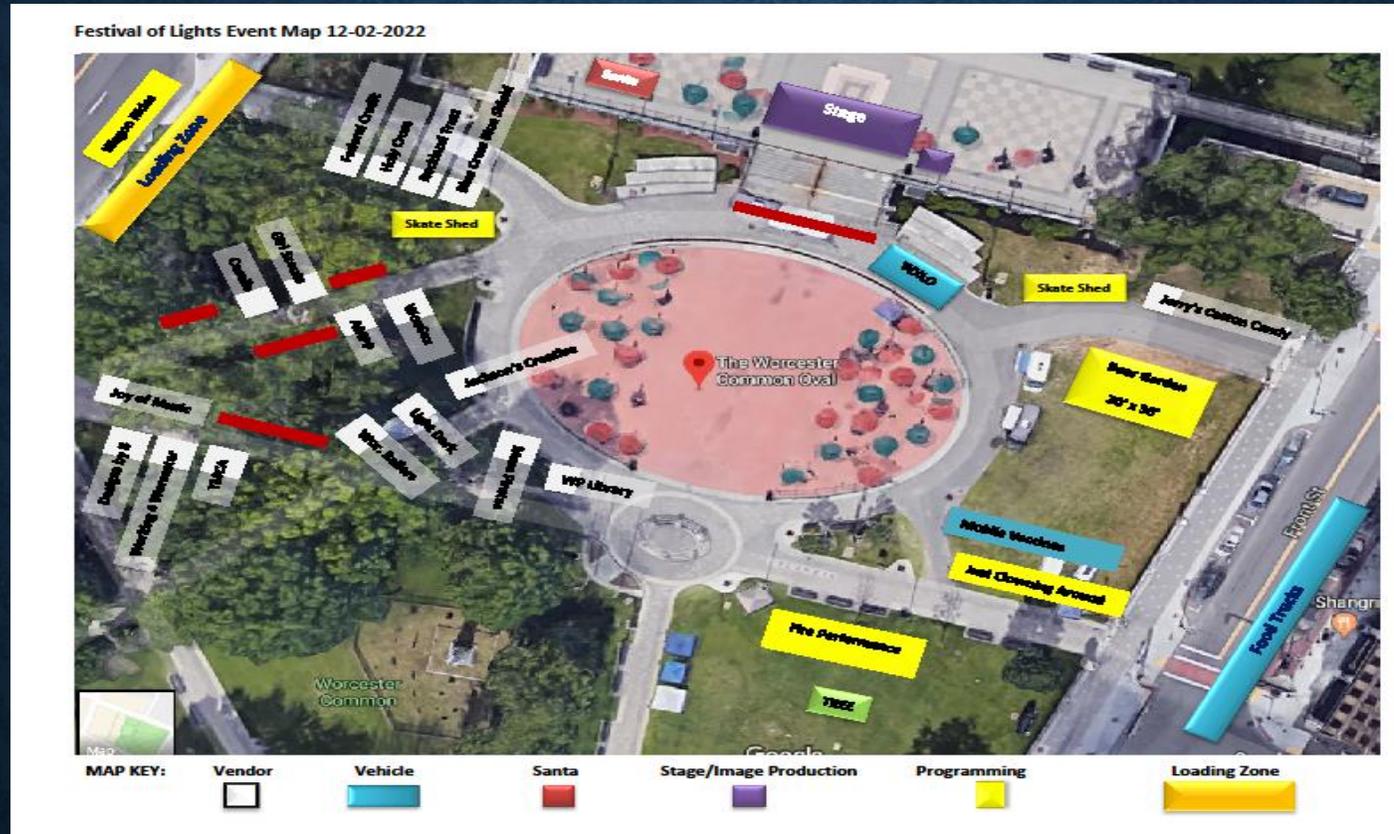
Additional fees will apply if trash is left behind and not removed from the park if you specified on the permit, you were removing your own trash.

(There are will be NO discounts for trash removal/disposal fees)

SPORTS TOURNAMENT APPLICATION FEES REVIEW

- All sports tournament application (permits) will require a deposit of \$125.00 when submitting application to your hold date(s). No permit will be approved if there is an outstanding balance
- There is an additional \$125.00 Administration fee for permit changes
- Staff fees will apply to tournament events as deemed necessary by the DPW & Parks Division at a rate of \$60.00/HR, minimum of 4 hours per day, per staff assigned to event.
(There will be No Discounts for staff fees)
- Electrical Fee: \$30.00 per hour. If a staff electrician is needed the fee will be an additional \$60.00/HR with a minimum of 4 hours (There will be No Discounts for staff fees)

TOURNAMENT MAP MUST BE SUBMITTED WITH SPORTS TOURNAMENT APPLICATIONS



Sports Applications (Permits) should be submitted at a Minimum of (3) three months before event date. Also, PLEASE ALLOW UP TO 30 DAYS FOR PERMIT TO BE PROCESSED



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PARKS SECURITY

Contact Information: Mobile # (508) 612-1121

Email: parcssecurity@worcesterma.gov

Hours of Operation

7 days week/ Monday – Thursday from 3:30 P. M. to 12:00 Midnight

Friday from 1:00 P. M. To 12:00 Midnight

Saturdays & Sundays from 7:30 A.M. to 12:00 Midnight

Permits / Parking/ Field Lighting/ Emergency Situations

EVENT PARKING ISSUES

It is the responsibility of the organization/individual holding the park permit to address this issue (if any) with all participants, spectators and staffing

A parking plan will be required with your permit application



Vehicles are prohibited in any/all open spaces (grass areas), pedestrian or maintenance pathways and sidewalks.

Vehicles are prohibited from parking along park roadways or other locations identified as no parking areas



FIELD CONDITIONS & GOOD NEIGHBOR PRACTICE

- **RAIN & WET CONDITIONS:** If there are puddles on the facility and/or you step on any portion of the field and water squishes out from under your shoes the facility is closed (This is for the safety of the participants and the long- term benefit to the facility)
- **WORCESTER SOUND ORDINANCE:** Any amplified sound shall not be plainly audible at a distance of 50 feet or more from said public park, playground, and playing field (City of Worcester Ordinance Chapter 9-Sec 1A)
- A permit will be required for amplified sound from the Worcester Police Department at (508) 799-8686 (Information List on Parks Application (Permits))

FACILITY REQUEST

ELECTRIC:

- All request for electricity use must be specific in nature (What will it be used for) not all facilities have access to electricity

FOOD:

- Food permit is required through the Department of Public Health

PORTABLE RESTROOMS:

- Accessible Portable Restroom - there must be a minimum of 1 (one), or 5% of the total number of portable restrooms provided
- Accessible Portable Restroom - a minimum of 1 (ADA) accessible unit is required at each cluster (when more than one cluster is available)
- Accessible Portable Restroom - must be placed off an accessible surface for ease of use

DPW & PARKS DIVISION POLICY

- **Inflatable's**: (No Stakes) Alternatives: Sandbags, water weights, etc.
- **Tents**: (No Stakes) Tents larger than 20 x 20 may require a permit, please check with the Inspectional Services Department
- **Alcoholic Beverages**: All alcoholic beverages as defined in Chapter 138 Section 1 of MGL are prohibited (Worcester Common can be petitioned) No smoking in Parks (That includes E- Cigarettes, any form of tobacco products including chewing tobacco and marijuana)
- No dogs on the Worcester Common, Athletic Fields, Athletic Courts, Playgrounds, Skate Parks, Pools, Spray Parks and beaches. (Memorial Day to Labor Day)
- Dogs are allowed in City Parks on leashes only. Dogs are allowed on beaches from Labor Day to Memorial Day
- No drones or radio control aircraft (land, air, or water) allowed in Parks (Refer to Federal Aviation Administration Regulations) FAA



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CANCELLATION POLICY

- A 24-hour written cancellation notice (email acceptable) is required to avoid additional fees. A \$125.00 or 10% of the total fee whichever is higher will be charged for cancellations and must be confirmed/approved by the DPW & PARKS DIVISION STAFF
- All weekend/holiday cancellations must be received by 10:00 AM on the last business day prior to your event and must be confirmed/approved by the DPW & PARKS 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 follow the cancellation policy
- A rain date will be given at the time of request not after and it will only be honored if cancelled and rescheduled in time



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FACILITY CLEANUP & TRASH

- It is the responsibility of the organizations/individual holding the park permit to ensure the facility is clean and presentable at all times
- A starting fee of \$400.00 will apply for removal/disposal of trash from your event
- Yard waste removal from the park is the responsibility of the Permit Holder or League

TOURNAMENT SET-UP/BREAKDOWN & ADA INFORMATION

- **TOURNAMENT SET UP & BREAKDOWN**: City staff may be required to be on site for event setup and breakdown
- **ACCESSIBLE ROUTES**: All events must have accessible routes of at least 36” in width along paths of travel
- **ADA ACCOMMODATION, THE WORCESTER ADA COORDINATOR:**
(508) 799-8483



PERMIT PAYMENTS & FEES

PAYMENT OPTIONS

The Parks Administration Office accepts checks, money orders, and credit cards. (NO CASH) Credit Card payments can be made by phone or online.

BALANCES

Any remaining balances must be paid in full before any new park permits will be issued. Also, if you/organization had a remaining balance both the balance and new permit invoice must be paid in full



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FACILITY IMPROVEMENTS TO PARKS

- Only general maintenance i.e. mowing, trimming, watering etc... can occur
- All facility improvements outside the scope of general maintenance must be approved by the Parks & Recreation Commission
- A public hearing may be required for these improvements to take place



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PERMIT REMINDERS

Organization/ League Information (Application, Fees, Web Site & Insurance)

Rosters, Game Schedules & Executive Boards

Locking of Sports Fields

Soft Toss (**Baseball & Softball**)

Water Supply Alert

There is no current Alert – but depending on weather one can be implemented at any time

PERMIT REMINDERS



- League President will be the single contact between Parks Division and League/Organization
- All practices and game times need to start in even hours for athletic fields (Grass or Synthetic)
- Facility availability will not be given over the phone or via email
- All Youth 501C3 non-profit requests will be completed before any other permit request
- Park Irrigation Systems (What it means to parks and your use)
- Parks & Recreation Commission (Policies & Regulations)
- Permit application address (Use an address where mail is check regularly)
- Permits will only be given between the hours of 9:00 AM to 3:30 PM
(Monday-Friday- Excluding Holidays)
- Permit holders or league organizers must notify the park division by email or phone when season is over



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THANK YOU