



## PARKS AND RECREATION COMMISSION MEETING

Thursday May 26, 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](http://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

### AGENDA

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of Minutes for the March 31, 2022 & April 28, 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](mailto:Parks@worcesterma.gov). Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina de la Division de Parques, Recreo & Cementerio por correo electronico a [Parks@worcesterma.gov](mailto:Parks@worcesterma.gov). Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.
5. Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, you may join us directly within the 50 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. Commissioners Report (See Report Topics Below)

5. Old Business

- Green Hill Handball Court Update

6. New Business

- NA

7. Date of Next Meeting:

- June 16, 2022
- 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)

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## PARKS AND RECREATION COMMISSION VIRTUAL MEETING

Thursday March 31, 2022 – 6:30 P.M.

### If you choose to use the WebEx platform:

- 1) Go to [www.webex.com](http://www.webex.com)
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID#: 2313 991 4044
- 4) Enter password: Parkscomm3-31

### If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2313 991 4044

### Commissioners Present:

Scott Cashman  
Julie Ann Lamacchia  
Bowen Lee  
Natalie Turner – (online)  
Erin Zamarro

### Administration Present:

Jeffrey Tomaino, Recreation Coordinator  
Milagros Pacheco, Sr. Accountant  
Scott Morin (Via Phone)

1. Meeting was called to order at 6:35 PM
2. Attendance (Roll Call) – (5) Commission Members were present at the March 31, 2022 meeting (4) Four in person (1) One online.
3. Acceptance of Minutes for May 20, 2021, February 17, 2022 & March 3, 2022.
  - 3.1. Mr. Lee made a motion to accept the minutes for May 20, 2021. Second by Ms. Lamacchia. Motion was approved 4 – 0 – Ms. Turner abstained.
  - 3.2. Ms. Turner made a motion to accept the minutes for February 17, 2022, with a correction to some wording. Second by Mr. Lee. Motion was approved 5 – 0
  - 3.3. Ms. Turner made a motion to accept the minutes for March 3, 2022. Second by Ms. Zamarro. Motion was approved 4 – 0. Mr. Lee abstained.

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 Preservation Worcester & Gray Matter Marketing to allow alcoholic beverages as part of a 5K road race starting and ending on the Worcester Common
    - Claire Akin gave a description of the event to include alcohol.
    - Mr. Cashman questioned why the application was under Preservation Worcester.
    - Preservation Worcester is the 501C3 Non-profit organization working with Gray Matter Marketing and Ms. Akin explained that they would benefit from a donation.
    - It was established that this event had happened in the past and it has been a success with no issues.
    - Mr. Lee made a motion to approve this event. Second by Ms. Lamacchia. Motion was approved 5 – 0.
  - Request of Food Truck Festivals of America to allow alcoholic beverages as part of a food truck festival on the Worcester Common
    - Anthony Pepe spoke on behalf of the Food Truck Festivals of America, he gave a description of the event.
    - Ms. Zamarro made an observation that the rain date was the same day of the Worcester tercentennial event.
    - Mr. Pepe stated was rain or shine, no rain date.
    - Ms. Lammachia asked if there had been any issues in the past. There hadn’t been.

- Ms. Turner made a motion to approve this event. Second by Mr. Lee. Motion was approved 5 - 0
- Request the Commission to review and approve the draft postcard informing the public of communication options when issues arise within a Public Park.
  - The Commissioners had a discussion on the wording of the draft postcard, the parking wording, the different phone numbers and different times to call & police phone numbers. They felt it was not clear, and requested the card be revised. Item was tabled.
- Grant Applications –
  - Land & Water Conservation Fund Grant – Columbus Park- Awarded
  - 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 – Coes Pond Beach – Awarded
- Economic Development Initiatives –
  - NA
- Cultural Events-
  - NA
- Park Vandalism & Graffiti – NA
- Donations –
  - NA
- Capital Improvement Programs
  - Apricot Street Playground - NA
  - Ball Property - NA
  - Banis Street Playground - NA
  - Beaver Brook Park - NA
  - Bell Pond – NA
  - Bennett Field – NA
  - Betty Price Playground – NA
  - Blackstone Gateway Park – NA
  - Blithwood Park – NA
  - Boynton Park – NA
  - Burncoat Park – NA
  - Burncoat Playground – NA
  - Cascades Park – NA
  - Castle Park – NA
  - Common – NA
  - Coes Park (Knife) – NA
    - Stearns Tavern
    - Playground
  - Coes Pond – NA

- Columbus Park –
  - NA
- Cookson Park – NA
- Cristoforo Columbo (East Park) –
  - Public hearing on proposed Little League Field Improvements April 11, 2022 @ 6:00 PM
- Crompton Park – NA
- Dodge Park – NA
- Elm Park – NA
  - Newton Hill - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – NA
- Great Brook Valley Playground – NA
- Green Hill Park Renovation – NA
  - Green Hill Farm
  - Community Gardens
  - WWI
- Greenwood Park – NA
- Hadwen Park – NA
- Harrington Field – NA
- Harry Sherry Field (S. Worcester) - NA
- Holland Rink - NA
- Holmes Field - NA
- Indian Hill Park – NA
- Indian Lake Beach – NA
- Institute Park – NA
  - Walkway Design
  - Salisbury Pond
- 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 –
    - NA
  - City Council Petitions –
    - NA
  - Forestry Operations – NA
    - ALB (Asian Longhorned Beetle)
    - EAB (Emerald Ash Borer)
    - Arbor Day – April 29, 2022
  - 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 – Advertising for different positions for this summer
  - 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 –
    - City Council Standing Committee on Veterans Memorials, Parks & Recreation meeting April 13, 2022, 5:00 PM @ City Hall

- Golf Course: NA
- Golf Course Donations: NA

## 5. Old Business

- Green Hill Handball Court Update
  - Mr. Tomaino reported that the Assistant Commissioner is working with one of the project managers trying to get estimates on what it would cost to put up fencing along with an ADA accessible walkway to the court an estimate price right now is \$140,000.00 and it doesn't include the design.
  - Mr. Cashman commented on money the City has and asked when there would be additional information.
  - Mr. Tomaino informed that more information would most likely come for the next meeting.
  - Mr. Cashman asked about how to communicate to the Handball Association of the next meeting.
  - Mr. Tomaino asked Ms. Ortiz and she said she had been contacted by the office.
  - Ms. Turner asked if there was any discussion about some documents she sent the Assistant Commissioner regarding the original building of the handball courts.
  - Mr. Cashman wanted to add this item to the next meeting to be discussed.
  - Ms. Turner suggested a memo be sent over to the City Council requesting funding for the handball court.
  - Mr. Lee asked if he could make a motion to provide documentation Ms. Turner had submitted.
  - Mr. Cashman didn't feel a motion was necessary but he would like to discuss this and express the concern, and take a vote and give a recommendation.
  - Ms. Zamarro stated that the reason the fencing didn't go up when they first built the court in 2003 was because the project ran out of funding due to some of the conditions at the site such as ledge and gravel. She suggested maybe looking into a different location.
  - Ms. Ortiz said they originally wanted to have the Cambridge Street repaired, but she likes this location likes that there are a few courts they can use and feels fencing is needed at Green Hill.
  - Mr. Cashman stated he would like to hear from Administration on this. He stated it didn't seem right that the handball court didn't have a fence.
  - There were discussions in reference to having a special meeting.
  - Mr. Lee asked if it's a possibility to bring this up on the April 28 meeting to give Administration time to put documentation together.

## 6. New Business - NA

## 7. Date of Next Meeting:

- April 28, 2022
- May 12, 2022
- June 16, 2022
- September 15, 2022
- October 20, 2022
- November 17, 2022



- December 15, 2022
  - January 19, 2023
  - February 2, 2023 (Sports & Event Meeting)
  - March 2, 2023
  - March 30, 2023
  - April 27, 2023
  - May 25, 2023
  - June 15, 2023
- 
- Meeting Adjourned
    - Mr. Lee made the motion to adjourn, Second by Ms. Zamarro. All were in favor. Motion was approved 5 – 0. Meeting was adjourned at 7:23 PM.

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





## PARKS AND RECREATION COMMISSION VIRTUAL MEETING

Thursday April 28, 2022 – 6:30 P.M.

### If you choose to use the WebEx platform:

- 1) Go to [www.webex.com](http://www.webex.com)
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID#: 2304 542 2018
- 4) Enter password: Parkscomm4-28

### If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2304 542 2018

#### Commissioners Present:

Scott Cashman  
Bowen Lee  
Eric Goldstein  
Natalie Turner

#### 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 April 28, 2022 meeting.
  3. Acceptance of the minutes for March 31, 2022 was 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)

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#### **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 Black Music Fest to allow alcoholic beverages as part of a Music Event on the Worcester Common
    - Mr. Charles Luster spoke on behalf of his organization The Uncommon Wealth which will be holding The Black Music Fest at the Common on June 25, 2022. He gave a brief description of what he was requesting.
    - There were a few questions.
    - Mr. Lee made a motion to approve. Second by Ms. Turner. All were in favor. Motion was approved 4 – 0.
  - Request of Jeffery Watson for a Community Outreach Event on the Worcester Common
    - Mr. Jeff Watson spoke on behalf of the Called out of the Dark Ministries, he gave a brief description of his event. He had a question about tents.
    - Ms. Turner made a motion to accept the application as written. Second by Mr. Goldstein. All were in favor. Motion was approved 4 – 0.
  - Request the Commission to review and approve the draft postcard informing the public of communication options when issues arise within a Public Park.
    - Mr. Antonelli gave an update on the updated postcard.
    - Mr. Goldstein suggested to add Park Security to the please call and number.
    - Ms. Turner asked about the times of when to call
    - Mr. Antonelli explained that the card had been streamlined to make it simple.
    - Mr. Goldstein made a motion to approve with the one change. Second by Mr. Lee. All were in favor. Motion was approved 4 – 0.
  - Request of Sean Bellin for approval of an Eagle Scout Project @ Newton Hill @ Elm Park
    - Sean Bellin spoke in reference to his request to place a kiosk at Newton Hill that will contain information on the pollinator gardens and what they bring and their importance.
    - The Commissioners had some questions concerning what is a pollinator garden, if the Low bush sumac would cause rashes, does the kiosk need to be anchored, would the kiosk need to be updated, what happens when the useful life of the kiosk is over, would the kiosk disrupt the Disc course, what drew Mr. Bellin to this project.
    - Ms. Turner made a motion to approve. Second by Mr. Goldstein. All were in favor. Motion was approved 4 – 0.
  - Request of the Friends of Wetherall Park (Duffy Field) to speak to the Commission
    - Mr. Noel Choquette spoke on behalf of the Friends of Wetherall Park he went over a list of items they would like for the Parks Division to help with, he also

spoke about the trails in the woodlands they have been working on. He explained that some of the items on the list would be taken care of by Friends of Wetherall Park, however other items would have a budgetary impact by the use of employees. This was the list of suggestions: 1) Two Trash barrels 2) Two dog waste bag dispenser machines 3) Three park benches for parents abutting children's playground. 4) Three park benches for seniors within woodlands trail system. 5) Replace dying tree along Chalmers Road. 6) Plant four trees along Newton Ave. North abutting the field. 7) Dismantle or cut-up large concrete and asphalt in woodlands so it can be removed. 8) Woodchip deadwood that will be utilized on trails. 9) Connect existing trail system to Newton Ave. north and Haviland Street. 10) Design & create educational signs identifying tree species for Midland School. 11) Cement closed the open manhole on the berm connecting to Newton Ave. north. 12) Investigate the creation of a "rain garden" to capture CO2.

- Mr. Bobby Hazelton from 55 Coolidge Road also spoke in reference to Duffy Field, he commended Mr. Choquette on all the work he has done. He stated that the City should take Mr. Choquettes' list of recommendations into consideration as well as go forward and give the neighborhood the opportunity to get involved and work together and maybe go forward with a Master Plan.
- There was a long conversation/communication between the Parks & Recreation Commissioners, the Assistant Commissioner and neighbors of Duffy Field. All were happy with the outcome of the meeting. No voting was required but the Friends of Wetherall Park would like to continue to come back to Park Commission meeting to discuss needs and show progress.

**(This meeting can be watched here:**

**: [www.worcesterma.gov/city-clerk/public-meetings/agendas-minutes](http://www.worcesterma.gov/city-clerk/public-meetings/agendas-minutes)**

- Grant Applications –
  - Land & Water Conservation Fund Grant – Columbus Park- Awarded
  - 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 – Coes Pond Beach – Awarded
- Economic Development Initiatives –
  - NA
- Cultural Events-
  - NA
- Park Vandalism & Graffiti – NA
- Donations –
  - NA
- Capital Improvement Programs
  - Apricot Street Playground - NA
  - Ball Property - NA

- Banis Street Playground - NA
- Beaver Brook Park - NA
- Bell Pond – NA
- Bennett Field – NA
- 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 –
    - NA
  - City Council Petitions –
    - NA
  - Forestry Operations – NA
    - ALB (Asian Longhorned Beetle)
    - EAB (Emerald Ash Borer)
    - Arbor Day – April 29, 2022
  - 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
  
- Commissioner request: Mr. Lee addressed the lack of documents on the handball court
- Mr. Antonelli explained that the documents were part of this agenda but there was a technical issue with the scanning of the document over to City Clerks for posting and that page was omitted therefore item could not be discussed if not posted as part of the agenda. Mr. Antonelli guaranteed it would be on May's agenda.
- Assistant Commissioner presented Blithewood Park public meeting for May 18, 2022 at 6:00 PM
- Assistant Commissioner presented Becker College Property on Sever Street public meeting for May 12, 2022 at 5:00 PM
  
- Meeting Adjourned
  - Mr. Lee made the motion to adjourn, Second by Ms. Turner. All were in favor. Motion was approved 4 – 0. Meeting was adjourned at 8:16 PM.

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







**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
- Request of Worcester Hip-Hop Congress for a Community Event at East Park.
- Request of Z Defacto for a Community Arts Festival Crompton Park.
- Request of Los Fleies 508 for a car show at Green Hill Park.
- Request Mr. Geoff Killebrew to speak to the Commission.
- Request of the Jesse Burkett Little League to perform improvements to the infield of the athletic field located at Wetherall Park (Duffy Field).
- 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



The City of  
**WORCESTER**

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

## **PARKS AND RECREATION COMMISSION MEETING**

Thursday May 26, 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**





The City of  
**WORCESTER**

Department of Public Works & Parks

**Parks & Recreation Commission Meeting**

**50 Officer Manny Familia Way**

**Meeting Room A**

**Worcester, MA 01605**

**Date : Thursday, May 26, 2022**

**Time : 6:30 PM**

**\*\*\*IN PERSON MEETING\*\*\***

**Topics to include: Requests to Serve Alcohol at the Worcester Common**

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

**INVITE**

**For Virtual:** Go to [www.webex.com](http://www.webex.com)  
Click the "join" button on the top right side of the screen

**Enter Meeting ID#: 2301 185 5678**

**Enter Password: Parkscomm5-26**

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

**Call 1-415-655-0001**

**Enter Meeting ID#: 2301 185 5678**



The City of  
**WORCESTER**

Department of Public Works & Parks

**Parks & Recreation Commission Meeting**

**50 Officer Manny Familia Way**

**Meeting Room A**

**Worcester, MA 01605**

**Date : Thursday, May 26, 2022**

**Time : 6:30 PM**

**\*\*\*IN PERSON MEETING\*\*\***

**Topics to include: Requests to Serve Alcohol at the Worcester Common**

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Department of Public Works & Parks

**Parks & Recreation Commission Meeting**

**50 Officer Manny Familia Way**

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The City of  
**WORCESTER**

Department of Public Works & Parks

**Parks & Recreation Commission Meeting**

**50 Officer Manny Familia Way**

**Meeting Room A**

**Worcester, MA 01605**

**Date : Thursday, May 26, 2022**

**Time : 6:30 PM**

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**Enter Meeting ID#: 2301 185 5678**

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Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the "Public Participation" section of this meeting, you may join us directly within the 50 Officer Manny Familia Way - Meeting Room A, follow the information above to join via the WebEx application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user you may dial \*3.

Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the "Public Participation" section of this meeting, you may join us directly within the 50 Officer Manny Familia Way - Meeting Room A, follow the information above to join via the WebEx application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user you may dial \*3.

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**CITY OF WORCESTER**  
**DEPARTMENT OF PUBLIC WORKS AND PARKS**  
**Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898**

Jay J. Fink, P. E.  
Commissioner



Robert C. Antonelli, Jr., CPRP  
Assistant Commissioner

(508) 799-1190  
(508) 799-1293 FAX

Edward M. Augustus, Jr., City Manager

**2021 PERMIT APPLICATION FOR EVENT IN A PARK**

NAME OF REQUESTED FACILITY: City Hall Common TODAY'S DATE: 10/22/2021

NAME OF ORGANIZATION Cy Global Media WEBSITE: cyglobalmedia.com

NAME OF APPLICANT: Cyrus Alexander EMAIL: cyglobaltv@gmail.com

ADDRESS: 33 Alvarado Avenue Apt #1A CITY Worcester STATE MA ZIP 01604

CELL PHONE# 252-668-9592 WORK PHONE # \_\_\_\_\_

EVENT DATE: 09/17/2022 RAIN DATE: N/A START TIME: 12pm END TIME 10pm

SET UP DATE & TIME: BREAKDOWN DATE & TIME: Setup: 9/17/2022 at 8am Breakdown: 9/17/2022 at 10pm

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

DESCRIBE EVENT IN DETAIL: 3rd Annual Beats & Barbecue Community Festival. This event will feature live music, youth/children activities(Music Production workshops, Sports Clinics Free Back to School Haircuts,) Food Vendors and Community Centric Activations

HAVE YOU EVER HAD A SIMILAR PERMIT:  YES  NO ESTIMATED # OF PEOPLE TO ATTEND: 200-400  
(IF AMOUNT IS UNKNOWN A MAXIMUM NUMBER WILL BE ASSUMED)

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

- ⇒ Alcoholic beverages are NOT allowed in parks facilities (see item 21 on the rules and regulations)
- ⇒ Bancroft Tower Operational Hours: Sunrise to 8:00 PM
- ⇒ No Smoking in Parks and Open Spaces as per city ordinance
- ⇒ 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.
- ⇒ No refunds will be given if event is not cancelled in writing in the required time frame (see Cancellation Policy Page3)
- ⇒ 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)
- ⇒ Permittee shall not begin set up or breakdown within the park until park staff is on site.
- ⇒ 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.
- ⇒ 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.

FOR PARKS OFFICE USE ONLY: June 16 meeting for alcohol Request

INITIALS  
CA



**FOR POLICE USE ONLY:**

EVERYONE 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: \_\_\_\_\_

OFFICIAL SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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 PICKED UP  
THROUGHOUT THE FACILITY. FACILITY. THIS FEE DOES NOT INCLUDE FACILITY CLEAN UP. IT 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 Pee Palace 1-833-9palace  
(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 Electricity needed to power Sound Equipment as well as provide power for select vendors  
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 \*

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✓ \_\_\_\_\_ **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 GRILLS ON A SITE MAP PHONE # PAGE 4)**  
**FIRE DEPARTMENT 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 INPECTIONAL 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 WHENTHE 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

✓ \_\_\_\_\_ **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. 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/ADVICE ALL EVENT PARTICIPANTS ON LEGAL AND PROPER PARKING ON CITY PROPERTY.**

**RAIN/VET 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.**

**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.**

**CANCELLATION POLICY: A 24-HOUR WRITTEN CANCELLATION NOTICE IS REQUIRED TO AVOID ADDITIONAL FEES. A \$125.00 OR 10% OF TOTAL FEE WHICHEVER IS HIGHER WILL BE CHARGED FOR CANCELLATIONS. 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 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 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/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 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)**

INITIALS  
CA





**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: Cyrus Alexander DATE: 10/22/2021

SIGNATURE OF APPLICANT/ REPRESENTATIVE: *Cyrus Alexander*

INITIALS  
*CA*



**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: Cyrus Alexnder DATE: 10/22/2021

SIGNATURE OF APPLICANT/ REPRESENTATIVE: *Cyrus Alexander*

INITIALS <i>CA</i>
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**FEES/CHARGES POLICY EFFECTIVE JANUARY 1, 2021**

THE FOLLOWING FEES/CHARGES SCHEDULE HAS BEEN APPROVED BY THE PARKS & RECREATION COMMISSION:

**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). THIS FEE CAN BE REDUCED IF THE YOUTH LEAGUE IS A 501(C)3 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
- UNLIGHTED FIELDS/RINKS/COURT HOURS ARE 8:00 AM - 6:00 PM
- LIGHTED FIELDS/RINKS/TENNIS COURT HOURS 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 THE LIGHTED FIELDS 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
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; 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. GLODIS FIELD AND ALL OTHER NEWLY RENOVATED 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/UP TO 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 DOES NOT APPLY TO STAFF COST)
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
3. PRIVATE GROUPS/ORGANIZATIONS/INDIVIDUALS - \$350.00/DAY
4. A DISCOUNT OF UP TO 50% WILL BE GIVEN TO CITY OF WORCESTER RESIDENTS

\*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 \$100.00 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

CA

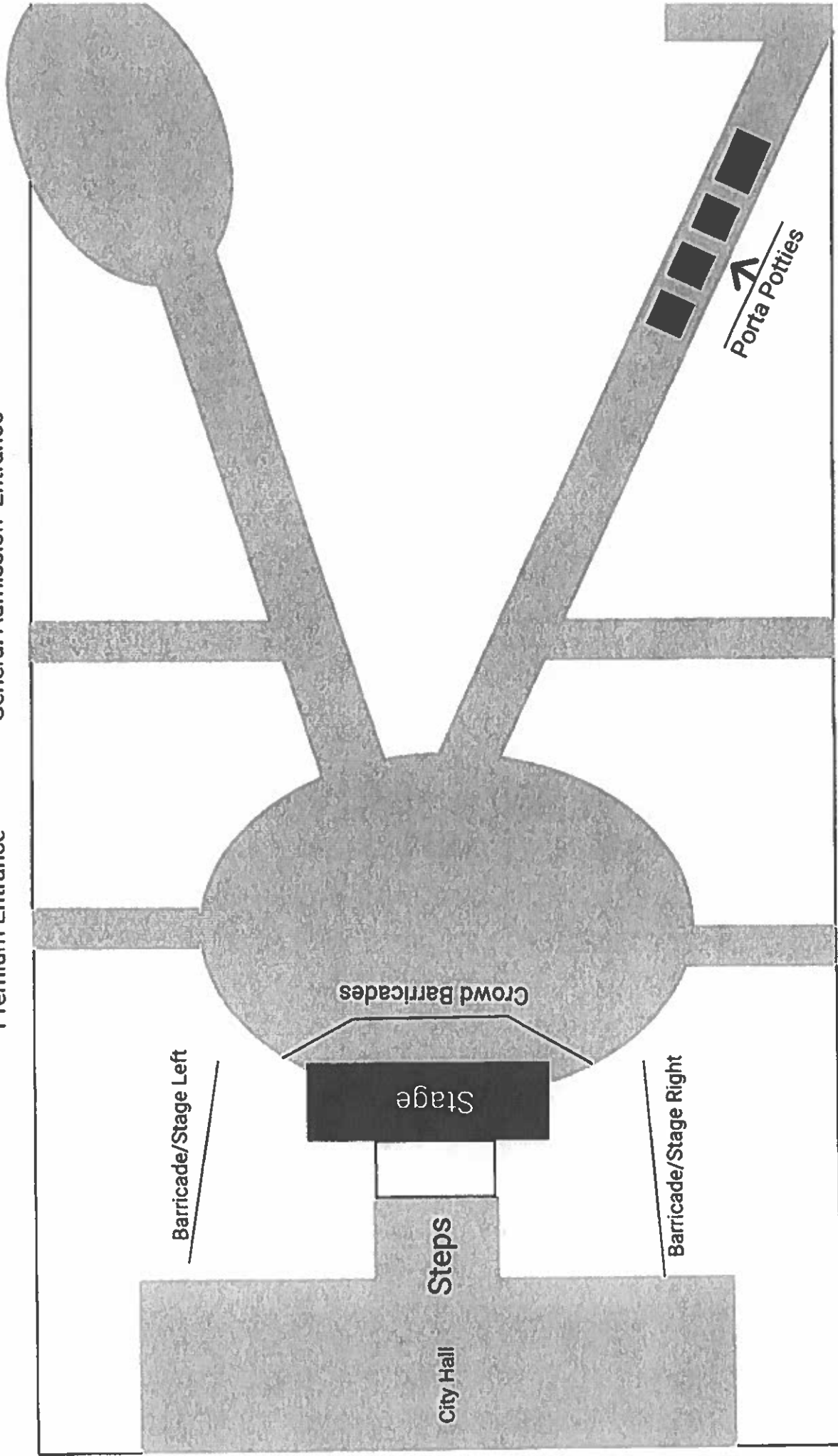




Front Street

General Admission Entrance

Premium Entrance



Crowd Barricades

Stage

Barricade/Stage Left

Barricade/Stage Right

Steps

City Hall

Porta Potties

Exit/ Re-Entry

Premium Entrance

Franklin Street





The City of  
**WORCESTER**

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

October 27, 2021

Cy Global Media  
Attn: Cyrus Alexander  
33 Alvarado Ave.  
Worcester, MA 01604

Dear Mr. Alexander,

Please be informed that upon your request the City of Worcester, Department of Public Works & Parks – Parks, Recreation & Cemetery Division has placed a hold at the Worcester Common on September 17, 2022 for the 3rd Annual Beats & Barbecue Community Festival.

Please be advised that this is not a permit, it is a tentative hold, and a final permit will only be given after all fees have been paid, all paperwork is completed, and all necessary permits are obtained.

We thank you for your interest in our Parks, we support your event and we look forward to working with you.

If you have any questions or concerns do not hesitate to call our office at 508-799-1190.

Sincerely,

Robert C. Antonelli, Jr., CPRP  
Assistant Commissioner





# The City of WORCESTER

Department of Public Works & Parks

Parks, Recreation & Cemetery  
Robert C. Antonelli, Jr., Assistant Commissioner  
50 Skyline Drive, Worcester, MA 01605  
P | 508-799-1190 F | 508-799-1293  
parks@worcesterma.gov

## 2022 PERMIT APPLICATION FOR EVENT IN A PARK

NAME OF REQUESTED FACILITY: East Park TODAY'S DATE: 4-5-22

NAME OF ORGANIZATION Worcester Hip-Hop Congress WEBSITE: www.worcesterhiphopcongress.com

NAME OF APPLICANT: Angel Geronimo EMAIL: aegeronimo1@gmail.com

ADDRESS: 13 Hitchcock Rd CITY Worcester STATE MA ZIP 01603

CELL PHONE# 508-926-9711 ALTERNATE PHONE # \_\_\_\_\_

EVENT DATE: 7-16-22 RAIN DATE: 7-23-22 START TIME: 11am END TIME 5pm

SET UP DATE & TIME: BREAKDOWN DATE & TIME: 7-16-22 8am: 7-16-22 5pm

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

DESCRIBE EVENT IN DETAIL: see back 2 pages

HAVE YOU EVER HAD A SIMILAR PERMIT:  YES  NO ESTIMATED # OF PEOPLE TO ATTEND: 250  
(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  
**AG**



**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 Plugs needed for Speakers & DJ equipment \_\_\_\_\_  
 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  
 AG





**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 THE PARKS OFFICE.

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

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

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

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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 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

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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: Angel Geronimo DATE: 4.13.22

SIGNATURE OF APPLICANT/ REPRESENTATIVE: 

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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: Angel Geronimo DATE: 4-14-22

SIGNATURE OF APPLICANT/ REPRESENTATIVE: 

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**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 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 TO FOR PROFIT ORGANIZATIONS
5. \*NOTE: ADDITIONAL FEE FOR STAFF WILL BE CHARGED FOR OPENING/CLOSING, IF SETUP IS NEEDED OR DEEMED NECESSARY BY THE CITY. THE CITY RESERVES THE RIGHT TO WAIVE THE PERMIT FEE FOR MEETING/EVENTS THAT IS IN THE BEST INTEREST OF THE CITY OF WORCESTER. STAFF FEES WILL NOT BE WAIVED.

**SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS:**

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

**PORTABLE STAGE FEE:**

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

**ADMINISTRATIVE CHARGE:**

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

**REFUND POLICY:**

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

**FEE STRUCTURE:**

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



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

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# All in Together Now

[outdoor Hip-Hop Jam]

- Unify all elements by teaching through action. Hip-Hop consists of 4 Elements [Breaking, DJing, MCing, and Graffiti]. Through the years each element has seen its prominence rise and fall in comparison to the others [breaking in the 80s and turntablism in the 90s for example], with commercial exploitation driving the elements further apart. This event seeks to unify the elements in a way that shows how the elements feed off one another to inspire the practitioners of these expressive artforms to innovate and build community around the world. Rap music has risen above all elements. As a result, we no longer see breaking at "Hip-Hop" shows or in videos. We've witnessed the rise of "push button DJs" and there is little representation of the leaders/ elite level of the other elements in popular Hip-Hop radio shows/ interview platforms.

Breakin' will be represented at the Paris 2024 Olympics, and we predict there will soon be a surge in popularity for the dance across the globe and in our local communities. Part of our goal is to provide a true representation of Hip-Hop dance in collaboration with the other elements to establish a sense of cultural context for a new generation of dancers and artists. To this end, we will build from our existing relationships with leaders in the local hip hop community (such as Orphanage Movement, TRU Crew and others) to generate more visibility for our local hip hop artists and activists, and set the tone for deeper appreciation of the art and artists within the Worcester communities.

The elements of Hip Hop (Breakin', Dee Jayin', Emceein', and Graffiti Art (also known as Writing)) were practiced and developed in a similar time and place by youth growing up in the same New York communities in the 1970's. In fact, pioneers of the artform would practice multiple artistic disciplines under the umbrella of hip hop (for example both Graffiti Writing and Breakin'). It is our contention that the history shared among the elements and deep similarities in their artistic practices deserve to be taken seriously for their intellectual contributions to our global culture and celebrated within our communities.

- This event will have a DJ playing classic break beats and Hip-Hop music for the dance cipher [dance circle] in which judges will be choosing a dancer to receive a prize based on originality [cipher king/queen]. There will be exhibition dance battles showcasing the emerging talent in the New England dance scene. Canvases will be setup for live painting by local artists and the event will end with performances by local Hip-Hop artists.





## Equipment

### 6 Speakers:

- 2 12in QSC K12 with stands
- 2 JBL 835 3way
- 2 828 SP subwoofers
- 12,000W total

Mixer + 4 Turntables





**2022 PERMIT APPLICATION FOR EVENT IN A PARK**

NAME OF REQUESTED FACILITY: Crompton Park #9 TODAY'S DATE: 05/18/2022  
 NAME OF ORGANIZATION: Z DE FACTO WEBSITE: \_\_\_\_\_  
 NAME OF APPLICANT: Nana Akua Mensah EMAIL: nanamensah86@gmail.com  
 ADDRESS: 11 Bangor street CITY Worcester STATE MA ZIP 01604  
 CELL PHONE# 6174478042 ALTERNATE PHONE # \_\_\_\_\_  
 EVENT DATE: August 27, 2022 RAIN DATE: August 26 START TIME: 2:00 pm END TIME 8:00 pm  
 SET UP DATE & TIME: BREAKDOWN DATE & TIME: 9 11:00 am day of

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

DESCRIBE EVENT IN DETAIL: An arts festival focused on celebrating Worcester's diverse natives.

HAVE YOU EVER HAD A SIMILAR PERMIT: YES  NO  ESTIMATED # OF PEOPLE TO ATTEND: 100  
 (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.**

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**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? Yes HOW MANY AND FOR WHAT PURPOSE  
PLEASE EXPLAIN 5 plugs for speakers and other music equipment  
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 \*

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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.**

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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 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

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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: Nana Akua Mensah DATE: 09/18/2022

SIGNATURE OF APPLICANT/ REPRESENTATIVE: *Nana Akua Mensah*

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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: Nana Akna Mensalo DATE: 05/18/2022

SIGNATURE OF APPLICANT/ REPRESENTATIVE: *Nana Akna*

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**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 501(C)3 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 TO FOR PROFIT ORGANIZATIONS
5. \*NOTE: ADDITIONAL FEE FOR STAFF WILL BE CHARGED FOR OPENING/CLOSING, IF SETUP IS NEEDED OR DEEMED NECESSARY BY THE CITY. THE CITY RESERVES THE RIGHT TO WAIVE THE PERMIT FEE FOR MEETING/EVENTS THAT IS IN THE BEST INTEREST OF THE CITY OF WORCESTER. STAFF FEES WILL NOT BE WAIVED.

**SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS:**

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

**PORTABLE STAGE FEE:**

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

**ADMINISTRATIVE CHARGE:**

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

**REFUND POLICY:**

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

**FEE STRUCTURE:**

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



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

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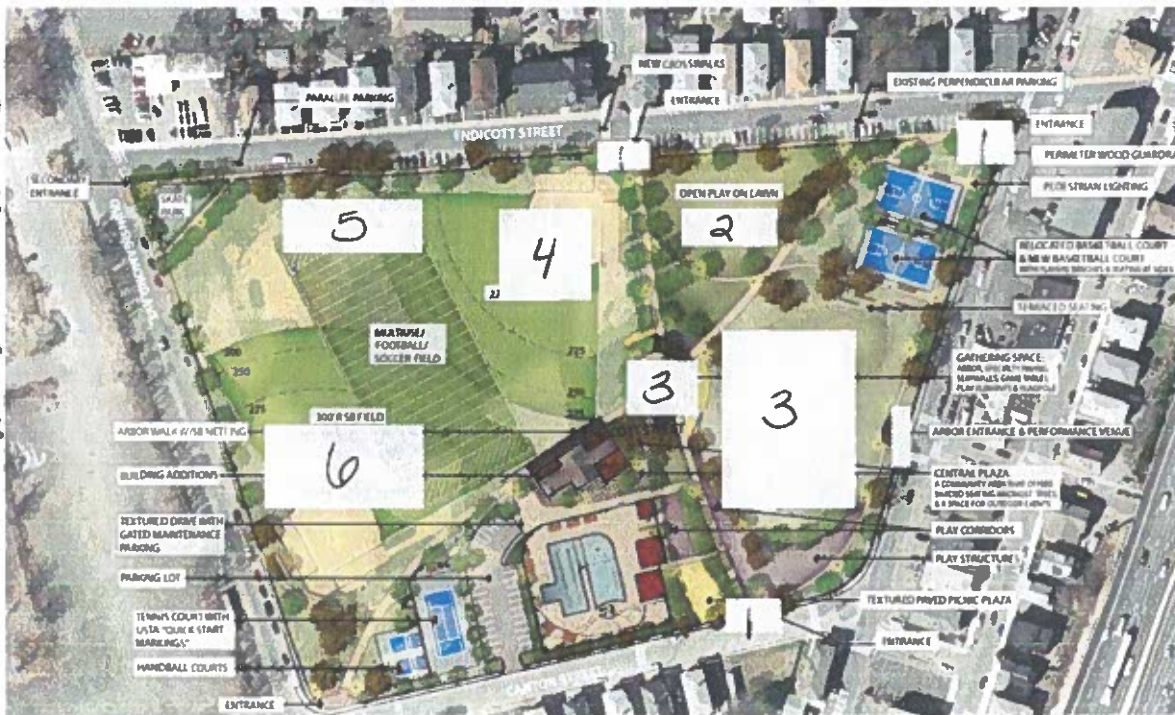
**Clean up plan:**

- Before the festival: Volunteers will be given a specific role. Some will be focused, specifically, on cleaning throughout the festival. Others will passively stay alert to the cleanliness of the park
- During the festival: The allotted volunteers will gather litter and help the food vendors to remove overfilled trash.
- End of festival: Beginning at 7 pm, ALL volunteers, without administrative role, will be focused on clean up.

**Site plan:**

- 27 artist vendors, 7 food vendors → 21 tents

*entrance  
bouncing house  
art vendors  
stage  
portapotties  
food vendors*



**Oil disposal plan**

- Each food vendor will be required to take their oil with them after the festival.



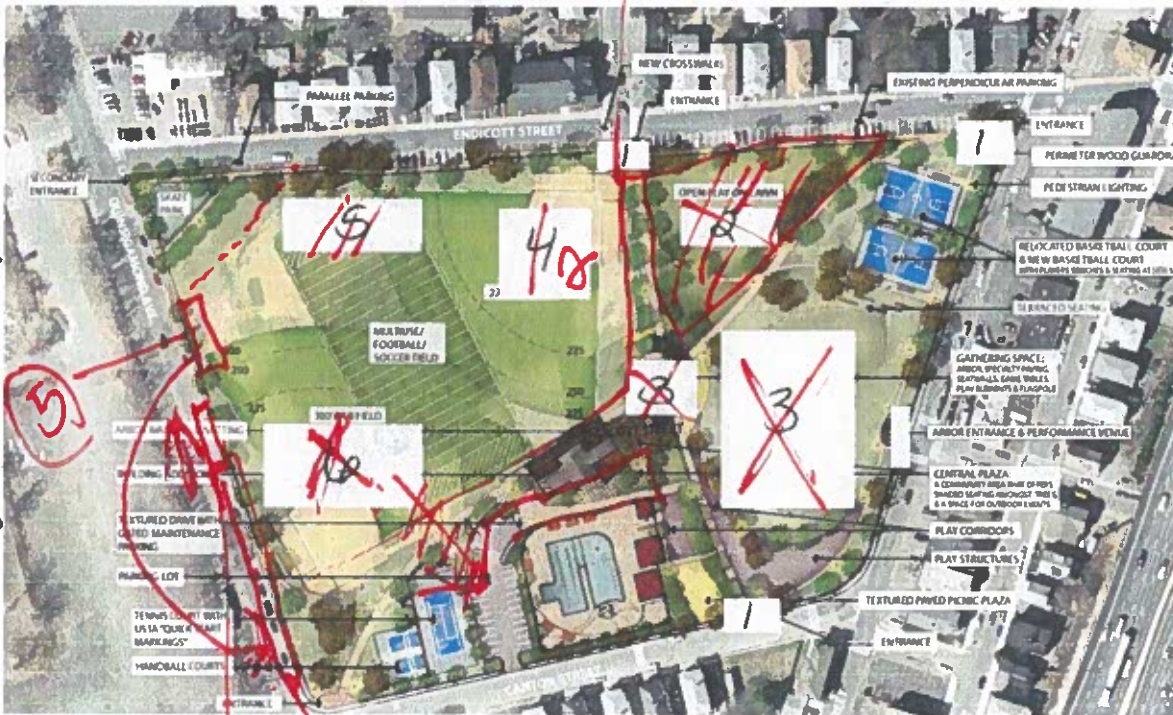
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- End of festival: Beginning at 7 pm, ALL volunteers, without administrative role, will be focused on clean up.

**Site plan:**

- 27 artist vendors, 7 food vendors → 21 tents

entrance  
 2 bouncy house  
 3 art vendors  
 1 stage  
 2 portable toilets  
 food vendors



**Oil disposal plan**

- Each food vendor will be required to take their oil with them after the festival.

Stage  
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**2022 PERMIT APPLICATION FOR EVENT IN A PARK**

NAME OF REQUESTED FACILITY: GREEN HILL PARK TODAY'S DATE: April 10 2022  
 NAME OF ORGANIZATION LOS FUELES 508 WEBSITE: FB @ LOS FUELES 508 Auto Club  
 NAME OF APPLICANT: MANUEL LOPEZ EMAIL: mannylopez825@AOL.COM  
 ADDRESS: 9 Camp st Apt 1 CITY Worcester STATE Ma ZIP 01603  
 CELL PHONE# (508) 667-9205 ALTERNATE PHONE # (508) 847-4374  
 EVENT DATE: July 9 2022 RAIN DATE: July 16 2022 START TIME: 9:00 AM END TIME 5 pm  
 SET UP DATE & TIME: BREAKDOWN DATE & TIME: July 9 setup July 9 Break down

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

DESCRIBE EVENT IN DETAIL: Carshow to help The Manny 267 Foundation spread awareness of the hazards of drowning and for first responders to know how to swim safely.

HAVE YOU EVER HAD A SIMILAR PERMIT:  YES  NO ESTIMATED # OF PEOPLE TO ATTEND: 1,000  
 (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.**

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**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

X \_\_\_\_\_ 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.

\_\_\_\_\_ X 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.

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

X \_\_\_\_\_ 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.

X \_\_\_\_\_ ELECTRICITY: WILL YOU BE REQUESTING THE USE OF OUR ELECTRICITY?  
PLEASE SPECIFY INTENDED USE - STANDARD 110 PLUGS? 1 HOW MANY AND FOR WHAT PURPOSE  
PLEASE EXPLAIN DJ  
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: \_\_\_\_\_

X \_\_\_\_\_ 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 \*

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**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 Canopy tents SIZE OF TENT 10x10  
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/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 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 M.L
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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 its 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

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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 a 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: Manuel Lopez DATE: 4-10-22

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

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**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: Manual Jojez DATE: 4-10-22  
SIGNATURE OF APPLICANT/ REPRESENTATIVE: \_\_\_\_\_

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

**NOTES:**

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

**SPORT PERMITS:**

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

**EVENT PERMITS:**

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

**COMMUNITY BUILDINGS:**

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

**SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS:**

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

**PORTABLE STAGE FEE:**

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

**ADMINISTRATIVE CHARGE:**

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

**REFUND POLICY:**

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

**FEE STRUCTURE:**

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



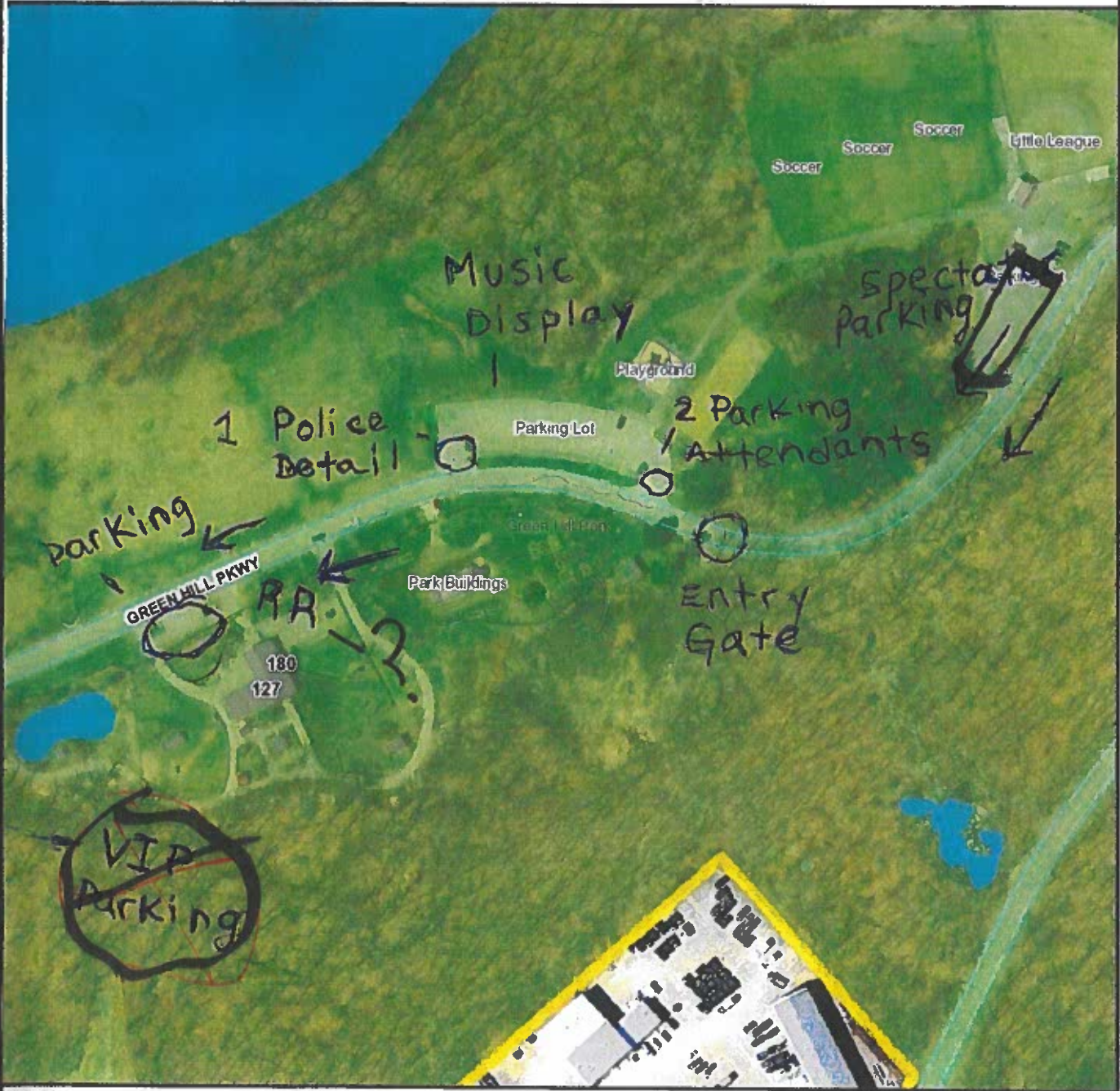


RESIDENCY DOCUMENTATION TO INCLUDE COMPLETED TEAM ROSTERS, COMPLETED SCHEDULES OF GAMES AND PRACTICES, TEAM LISTINGS AND A BLANK COPY OF THE LEAGUE APPLICATION WITH COST INCLUDED. THE COMMISSIONER OR HIS/HER DESIGNEE WILL REVIEW, CONFIRM AND APPROVE ALL INFORMATION BEFORE ANY DISCOUNT WILL BE APPLIED.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

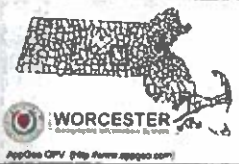
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# Green Hill Park 1



LEGEND	
	Railroad
	Parcels
	Worcester Conservation
	Mass Audubon
	Greater Worcester Land
	Auburn Conservation C
	Buildings
	Building Deck/Patio
	Streams
	Ponds
	Parks
	City



City of Worcester  
Geographic Information System  
Technical Services Division  
Worcester, Massachusetts

Map Date:  
January 29, 2014

Map Scale:  
1" = 175 ft

DATA SOURCES:  
Basemap data: City of Worcester Geographic Information System  
Original Data - Digitized at 1:480 scale (Data input resolution: 1 inch = 40 feet).  
Updated Using Spring 2003 Photography at 1 inch = 100 feet  
Further Updates Using City of Worcester Information  
2011 Imagery: (c) DigitalGlobe, Inc. All rights reserved

COORDINATE SYSTEM:  
All map data is in the Massachusetts State Plane Coordinate system.





# Green Hill Park 2



**LEGEND**

Railroad	Buildings
Parcels	Building Deck/Patio
Worcester Conservation	Streams
Mass Audubon	Ponds
Greater Worcester Land	Parks
Auburn Conservation C	City



City of Worcester  
Geographic Information System  
Technical Services Division  
Worcester, Massachusetts

Map Date:  
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**DATA SOURCES:**  
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Updated Using Spring 2003 Photography at 1 inch = 100 feet  
Further Updates Using City of Worcester Information  
2011 Imagery: (c) DigitalGlobe, Inc. All rights reserved

**COORDINATE SYSTEM:**  
All map data is in the Massachusetts State Plane Coordinate system.





## Pacheco, Milagros

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**From:** Evaline Lopez <evalinelopez927@gmail.com>  
**Sent:** Friday, April 29, 2022 1:47 PM  
**To:** Pacheco, Milagros  
**Subject:** Re: Aerial views of Green Hill Park

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

The carshow cars will be parked in all of the available parking lots within the park. And also the grass area across from the animal farm. Just like they do for the Summer National Carshows

Sent from my iPhone

> On Apr 29, 2022, at 1:38 PM, Evaline Lopez <evalinelopez927@gmail.com> wrote:

>

> Hi Milly

> I sent you the map the president wrote it on the map, but let me double check with him again

>

> Sent from my iPhone

>

>> On Apr 29, 2022, at 11:45 AM, Pacheco, Milagros <PachecoM@worcesterma.gov> wrote:

>>





**Richford, Melissa**

**From:** Geoff and Eden Killebrew <edensslimesundaes@gmail.com>  
**Sent:** Thursday, April 28, 2022 9:42 AM  
**To:** Richford, Melissa  
**Subject:** Re: Vendor Application

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

Good morning Melissa,

I would like to...

- \* Clarify vendor application process, terms and fees
- \* Clarify busking application process, terms and fees
- \* Present a community project on behalf of F.A.M. JAM Event Group Inc., current collaborators and request Parks Department/Parks Spirit to be a collaborator.

Thank you,

Geoff

11:05 AM Mon Jan 10

worcesterculture.org

38%

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# Goals, Outcomes and Strategic Activities

## II. Public Space Design and Activation

### OUTCOME II.4: CULTURAL ACTIVITIES IN PUBLIC SPACES

<b>STRATEGIC ACTIVITY II.4.E:</b>	Continue and nurture the array of events, festivals, and other cultural activities to capitalize on existing activity, talent, and organizational capacities
<b>PRIMARY RESPONSIBILITY:</b>	Cultural Development Division
<b>TIMEFRAME:</b>	1-3 Years, Ongoing
<b>STRATEGIC ACTIVITY II.4.F:</b>	Assess the existing mix and range of public space programming to identify areas of enhancement to be sure activities represent the cultural make-up of the City including: (i) Distribution of activities across the City to reach all neighborhoods; (ii) Forms of cultural expression that reflect the diversity of residents; (iii) A range of arts and cultural interests such as environmental, literary arts, historical, traditional, experimental, visual, performance, and media-based work; (iv) Pathways for community groups to gain support for new cultural and community initiatives
<b>PRIMARY RESPONSIBILITY:</b>	Cultural Development Division
<b>TIMEFRAME:</b>	1-3 Years
<b>STRATEGIC ACTIVITY II.4.G:</b>	Review City regulations to make public spaces more user-friendly for organized events and for public art. (i) Simplify process and rules for use of parks and other public spaces; (ii) Update and simplify public space scheduling process; (iii) Work to remove barriers from successful implementation of public art initiatives such as the sign ordinance and fees; (iv) Encourage busking in high pedestrian traffic areas; (v) Facilitate street vending with simplified permitting
<b>PRIMARY RESPONSIBILITY:</b>	Cultural Development Division, Department of Public Works & Parks (DPW&P)
<b>TIMEFRAME:</b>	1-3 Years, Ongoing
<b>STRATEGIC ACTIVITY II.4.H:</b>	Enhance public spaces to better accommodate performing arts including theater, dance, and music (e.g. power supply, toilets, built-in performance space)
<b>PRIMARY RESPONSIBILITY:</b>	Planning Division, Department of Public Works & Parks
<b>TIMEFRAME:</b>	4-6 Years
<b>STRATEGIC ACTIVITY II.4.I:</b>	Work with colleges to explore greater collaborations to enhance public space programming across the City
<b>PRIMARY RESPONSIBILITY:</b>	Higher Education Consortium of Central MA (HECCMA)

On Wed, Apr 27, 2022 at 10:56 AM Richford, Melissa <[RichfordM@worcesterma.gov](mailto:RichfordM@worcesterma.gov)> wrote:

Good Morning,

To be put on a Parks Commission meeting agenda we would need in writing what you are speaking about because it needs to be posted as an item on the agenda.

Thank You,

Melissa

***Melissa Richford***

Customer Service Rep.

Department of Public Works & Parks| Office of Parks, Recreation & Cemetery Division

City of Worcester| [50 Officer Manny Familia Way, Worcester, MA 01605](#)

P:508-799-1190|F:508-799-1293

[E:richfordm@worcesterma.gov](mailto:richfordm@worcesterma.gov)

[www.worcesterma.gov](http://www.worcesterma.gov)

**From:** Geoff and Eden Killebrew <[edensslimesundaes@gmail.com](mailto:edensslimesundaes@gmail.com)>

**Sent:** Wednesday, April 27, 2022 9:55 AM

**To:** Richford, Melissa <[RichfordM@worcesterma.gov](mailto:RichfordM@worcesterma.gov)>

**Subject:** Re: Vendor Application

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

Good morning Melissa,



**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.

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
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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: \_\_\_\_\_

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**2022 PERMIT APPLICATION FOR EVENT IN A PARK**

NAME OF REQUESTED FACILITY: Elm Park TODAY'S DATE: 2/14/22  
 NAME OF ORGANIZATION: F.A.M. JAM! Event Group, Inc. WEBSITE: \_\_\_\_\_  
 NAME OF APPLICANT: Scottrey Killebrew EMAIL: FamJamEventGroup@gmail.com  
 ADDRESS: 4 Westworth St CITY Worcester STATE MA ZIP 01603  
 CELL PHONE# 774-535-3401 ALTERNATE PHONE # \_\_\_\_\_  
 EVENT DATE: 6/25/22 RAIN DATE: \_\_\_\_\_ START TIME: 12p END TIME 9p  
 SET UP DATE & TIME: BREAKDOWN DATE & TIME: 8am/8p

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

DESCRIBE EVENT IN DETAIL: Family, arts and music festival with vendors, free activities

HAVE YOU EVER HAD A SIMILAR PERMIT:  YES  NO ESTIMATED # OF PEOPLE TO ATTEND: 300  
 (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, 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.**

1 staff 12 hrs  
Electricity 12 hrs

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**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 \*

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**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 Pop up SIZE OF TENT 10x10  
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. *Mini bounce house for toddlers*

**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.**

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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 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

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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: Geoffrey Hildebrand DATE: 2/14/22  
SIGNATURE OF APPLICANT/ REPRESENTATIVE: [Signature]





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: Geoffrey Killebrew DATE: 2/14/22

SIGNATURE OF APPLICANT/ REPRESENTATIVE: *Geoffrey Killebrew*

INITIALS <i>OK</i>
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**PARKS & RECREATION FEES/CHARGES POLICY, BLESSED BY THE PARKS & RECREATION COMMISSION AND EFFECTIVE JANUARY 1,**

**2022**

**NOTES:**

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

**SPORT PERMITS:**

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

**EVENT PERMITS:**

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

**COMMUNITY BUILDINGS:**

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

**SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS:**

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

**PORTABLE STAGE FEE:**

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

**ADMINISTRATIVE CHARGE:**

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

**REFUND POLICY:**

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

**FEE STRUCTURE:**

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



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

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## Pacheco, Milagros

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**From:** michael cormier [REDACTED]  
**Sent:** Tuesday, May 24, 2022 1:18 PM  
**To:** Pacheco, Milagros  
**Subject:** Duffy field renovation.

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

Jesse Burkett Little League would like to request approval for Duffy athletic field to be converted from a baseball field to a softball field.

Thank you

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Edward M. Augustus, Jr.  
City Manager

CITY OF WORCESTER

cm2022may17103713

Attachment for Item #

8.9 D

May 24, 2022

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to the Master Plan Initiative for improvements to Blithewood Park, as received from Jay J. Fink, P.E., Commissioner, Department of Public Works & Parks, is forwarded for the information of your Honorable Body.

The first two informational public hearings on the Blithewood Park have been scheduled and will be posted with the City Clerk and on the City's web site. Invitations will be sent to interested parties including property owners who live within 1,000 feet of Blithewood Park, neighborhood groups and individuals.

The location and date of the public hearing is as follow:

**Location:** Massachusetts Audubon  
Broad Meadow Brook Conservation Center & Wildlife Sanctuary  
414 Massasoit Rd  
Worcester, MA 01604  
**Date & Time :** Monday June 6, 2022 @ 6:00 p.m.

**Location:** Massachusetts Audubon  
Broad Meadow Brook Conservation Center & Wildlife Sanctuary  
414 Massasoit Rd  
Worcester, MA 01604  
**Date & Time :** Monday June 13, 2022 @ 6:00 p.m.

Respectfully submitted,

Edward M. Augustus, Jr.  
City Manager







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**To:** Edward M. Augustus, Jr., City Manager  
**From:** Jay J. Fink, P.E., Commissioner  
**Date:** May 24, 2022  
**Re:** Blithewood Park Master Plan

The Department of Public Works and Parks has scheduled the first and second Master Plan public meeting for Blithewood Park. This is submitted for your consideration and to forward to the City Council to add to their respective schedules.

The DPW&P has contracted with Ray Dunetz Landscape Architects (Dunetz) to complete a Master Plan Initiative at Blithewood Park. Dunetz has experience in Worcester with the current improvement program at Hope Cemetery and the parking lot improvements at Blithewood Park. The cost to attend, participate, develop two conceptual designs and a final design is \$10,000.00.

This planning process will include stakeholders' input in creating a roadmap for future enhancements to the existing park. The park presently has maintenance challenges due to the age and condition of the amenities. This plan will provide a final design which will include a cost and construction timeline to bring the enhancements to fruition.

The DPW&P will complete two public hearings on Blithewood Park. Meetings will be posted with the City Clerk and on the City's website. Invitations will be sent to interested parties including property owners who live within 1,000 feet of Blithewood Park, neighborhood groups, and individuals. The Department will also work closely with local neighborhood groups and organizations to promote these meetings.

The Master Plan process will culminate with approval from the Parks & Recreation Commission at a regularly scheduled meeting. The final plan will assist the City in defining the future of Blithewood Park by developing a plan that maximizes its full



potential. The plan will be designed to meet the needs, wants, and desires of the neighbors, citizens, and organizations that currently use park facilities. This plan will become a community endorsed guidebook for Blithewood Park that will include a synthesized plan of phased improvements.

The location and date of the first public hearing is as follow:

***Blithewood Park Master Plan:***

**LOCATION:** Massachusetts Audubon  
Broad Meadow Brook Conservation Center & Wildlife Sanctuary  
414 Massasoit Rd  
Worcester, MA 01604

**DATE & TIME: Monday June 6, 2022 @ 6:00 PM**

**LOCATION:** Massachusetts Audubon  
Broad Meadow Brook Conservation Center & Wildlife Sanctuary  
414 Massasoit Rd  
Worcester, MA 01604

**DATE & TIME: Monday June 13, 2022 @ 6:00 PM**

When new meetings are scheduled, additional correspondence will advise of the new dates and times. We look forward to working with the neighbors, organizations, and users of Blithewood Park to finalize this guidebook that will identify future improvements to this park. All are invited and encouraged to attend.

Please review and advise if there are any questions.

Sincerely,



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



**PUBLIC MEETING INVITATION** **RE-SCHEDULED**



The City of  
**WORCESTER**

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

**Place:** Massachusetts Audubon  
Broad Meadow Brook  
Conservation Center &  
Wildlife Sanctuary  
414 Massasoit Road  
Worcester, MA 01604  
**Dates:** \*\*Monday, June 06, 2022  
Monday, June 13, 2022  
**Time:** 6:00 PM

**BLITHEWOOD PARK MASTER PLAN**  
**\*\* RE-SCHEDULED PUBLIC MEETINGS #1 & #2**

*Topics to include: The presentation of all existing conditions, uses and history of the Park. This presentation will be followed by an open public discussion/question and comment period to allow the Department to better understand and ascertain the needs, wants and desires of the neighbors, citizens and organizations that currently use the facility. The information and public comments will be synthesized to develop a Master Plan, to guide all proposed future community/neighborhood endorsed improvements.*

**All are Invited and Encouraged to Attend.**

**Phone:** (508) 799-1190  
**Fax:** (508) 799-1293  
**E-Mail:** parks@worcesterma.gov  
Call (508) 799-1294 in the event of severe weather, for up-to-date meeting status.

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



cc2022 may0609 1258

## CITY OF WORCESTER

### **ORDERED: That**

The City Manager be and is hereby requested to request the City Solicitor provide City Council with legal verbiage needed to amend the city's Tree Ordinance to prevent the reoccurrence of the city charging an owner-occupied single family property owner over \$5,000.00 to remove a tree that interferes with their home.

In City Council

May 10, 2022

Order adopted by a yea and nay vote of Eleven Yeas and No Nays

A Copy. Attest:



Nikolin Vangjeli  
City Clerk





cc2022may20010040

# CITY OF WORCESTER

## **ORDERED: That**

The City Manager be and is hereby requested to provide City Council with a report detailing the status of completing improvements and/or the creation a Master Plan for Chandler Hill Park.





Edward M. Augustus, Jr.  
City Manager

CITY OF WORCESTER

cm2022may17103656

Attachment for Item #

8.9 A

May 24, 2022

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to the City of Worcester being named Tree City USA for thirty-six consecutive years and a recipient of the Growth Award for the twenty-third consecutive year, as received from Jay J. Fink, P.E., Commissioner of the Department of Public Works & Parks, is forwarded for the information of your Honorable Body.

I am pleased to report to the City Council that the DPW&P has been notified that the City of Worcester has once again been chosen by the Arbor Day Foundation as a Tree City USA recipient and a Growth Award recipient. I would like to echo the Commissioner's sentiments and congratulate the Forestry Operations within the DPW&P for their dedication to the revitalization of the Urban Forest for future generations.

Respectfully submitted,

Edward M. Augustus, Jr.  
City Manager





The City of  
**WORCESTER**  
*Department of Public Works & Parks*

Department of Public Works & Parks  
Jay J. Fink, P.E., Commissioner  
20 East Worcester Street, Worcester, MA 01604  
P | 508-929-1300 F | 508-799-1448  
dpw@worcesterma.gov

---

**To:** Edward M. Augustus, Jr., City Manager  
**From:** Jay J. Fink, P.E., Commissioner  
**Date:** May 24, 2022  
**Re:** Tree City USA

The Arbor Day Foundation has named the City of Worcester a Tree City USA (the thirty-six consecutive year) and Tree City USA Growth Award (the twenty-third consecutive year). The Tree City USA and Growth Award honor comes from the Arbor Day Foundation in cooperation with Commonwealth of Massachusetts Department of Conservation and Recreation, Urban and Community Forestry Program. The Arbor Day Foundation is a nonprofit organization dedicated to the care and recognition of the value trees play in our community.

Communities receiving the national recognition are awarded the Tree City USA designation upon recommendation by their state forester. Numerous standards must first be met including having a tree board or department, a comprehensive urban forestry program, and observation of Arbor Day. The City of Worcester has exceeded these standards through an efficient and effective street tree management program. This recognition is a continuation of the steps the Department of Public Works and Parks is using to revitalize the Urban Forest for future generations.

Congratulations to the Forestry Operation Team headed up by Brian Breveleri for their dedication and commitment to the care and revitalization of the City's Urban Forest.

Sincerely,

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





RECEIVED  
MAY 3 2022  
CITY  
MANAGER

City Manager Edward Augustus Jr  
455 Main Street  
Worcester, MA 01608

Dear Tree City USA Community Member,

On behalf of the Arbor Day Foundation, I congratulate Worcester on earning recognition as a 2021 Tree City USA and receiving a Growth Award. We are so thrilled that Worcester takes pride in creating a community that places unique value on the planting and caring of trees.

Worcester is part of an incredible network of more than 3,600 Tree City USA's, with a combined total population of 155 million. The Tree City USA program is one of the Arbor Day Foundation's earliest programs. We are proud to partner with the U.S. Forest Service and the National Association of State Foresters to maintain this community.

Over the last few years, it has become increasingly clear of the value and importance that trees hold for our future. Cities and towns across the globe are facing challenges when it comes to air quality, water resources, personal health and well-being, and energy use. Worcester shows its residents and peers that they are forward-thinking and eager to combat these issues. By showing your dedication to urban forestry, you demonstrate a commitment to a brighter, greener future.

We hope you are as excited as we are to share this accomplishment with your local media and your residents. Enclosed in this packet is a press release for you to distribute at your convenience.

State foresters will receive the Tree City USA recognition materials and coordinate on how to distribute them. We will forward information about your awards to your state forester's office to facilitate the presentation. Your community's Arbor Day ceremony would be the best time to mention the Tree City USA award.

Again, we are excited to celebrate your commitment to the people and trees of Worcester and thank you for helping us plant, nurture and celebrate trees.

Best Regards,

A handwritten signature in black ink, appearing to read 'Dan Lambe'.

Dan Lambe  
Arbor Day Foundation Chief Executive







FOR IMMEDIATE RELEASE

Contact:  
Arbor Day Foundation  
Lauren Weyers  
[lweyers@arborday.org](mailto:lweyers@arborday.org)

## Worcester Earns Mark of Distinction, Receives Tree City USA Growth Award from Arbor Day Foundation

*Small percentage of Tree City USA participants ultimately earn Growth Award Honor due to a continued dedication towards building a sustainable community*

LINCOLN, Nebraska (4/8/2022) – Worcester received a Tree City USA Growth Award by the Arbor Day Foundation to honor its commitment to effective urban forest management.

A Growth Award is bestowed to a community alongside their Tree City USA recognition for demonstrating environmental improvement and a higher level of tree care. The Growth Award recognizes major milestones and annual activities in [five categories](#) on a point based system to build sustainable community forestry programs over the long term such as: building a team, measuring trees and forests, planning the work, performing the work, and building the community framework.

"Tree City USA communities can experience the positive effects that an urban tree canopy has year after year," said Dan Lambe, chief executive of the Arbor Day Foundation. "The trees being planted and cared for by Worcester are ensuring that generations to come will enjoy a better quality of life. Additionally, participation in this program helps cultivate a sense of stewardship and pride for the trees the community plants and cares for."

With the additional recognition of a Growth Award, Worcester has demonstrated their expediency towards building framework for sustainable urban forest management. Urban tree plantings help reduce energy consumption by up to 25%, which will reduce general energy costs and help with the overall cooling of the city as well. In addition, members of the community benefit from properly placed trees as they increase property values from 7–20%. Trees also positively affect the local ecosystem by helping to clean water and create animal habitats to encourage biodiversity.

More information on the program is available at [arborday.org/TreeCityUSA](http://arborday.org/TreeCityUSA).

### **About the Arbor Day Foundation**

Founded in 1972, the Arbor Day Foundation has grown to become the largest nonprofit membership organization dedicated to planting trees, with more than one million members, supporters and valued partners. Since 1972, almost 500 million Arbor Day Foundation trees have been planted in neighborhoods, communities, cities and forests throughout the world. Our vision is to lead toward a world where trees are used to solve issues critical to survival.

As one of the world's largest operating conservation foundations, the Arbor Day Foundation, through its members, partners and programs, educates and engages stakeholders and communities across the globe to involve themselves in its mission of planting, nurturing and celebrating trees. More information is available at [arborday.org](http://arborday.org)



**Richford, Melissa**

---

**From:** NEHA INC <nehainc747@gmail.com>  
**Sent:** Friday, April 29, 2022 5:11 AM  
**To:** Parks  
**Cc:** William Ortiz  
**Subject:** Worcester Handball Courts

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

Hello,

When will the Worcester Handball Courts be on the Worcester Parks Commission's agenda? The issue with the additional perimeter fencing at the Green Hill Park Handball Courts is unresolved.

Regards,

Nancy Ortiz,  
NEHA Inc.



- Golf Course: NA
- Golf Course Donations: NA

## 5. Old Business

### • Green Hill Handball Court Update

- Mr. Tomaino reported that the Assistant Commissioner is working with one of the project managers trying to get estimates on what it would cost to put up fencing along with an ADA accessible walkway to the court an estimate price right now is \$140,000.00 and it doesn't include the design.
- Mr. Cashman commented on money the City has and asked when there would be additional information.
- Mr. Tomaino informed that more information would most likely come for the next meeting.
- Mr. Cashman asked about how to communicate to the Handball Association of the next meeting.
- Mr. Tomaino asked Ms. Ortiz and she said she had been contacted by the office.
- Ms. Turner asked if there was any discussion about some documents she sent the Assistant Commissioner regarding the original building of the handball courts.
- Mr. Cashman wanted to add this item to the next meeting to be discussed.
- Ms. Turner suggested a memo be sent over to the City Council requesting funding for the handball court.
- Mr. Lee asked if he could make a motion to provide documentation Ms. Turner had submitted.
- Mr. Cashman didn't feel a motion was necessary but he would like to discuss this and express the concern, and take a vote and give a recommendation.
- Ms. Zamarro stated that the reason the fencing didn't go up when they first built the court in 2003 was because the project ran out of funding due to some of the conditions at the site such as ledge and gravel. She suggested maybe looking into a different location.
- Ms. Ortiz said they originally wanted to have the Cambridge Street repaired, but she likes this location likes that there are a few courts they can use and feels fencing is needed at Green Hill.
- Mr. Cashman stated he would like to hear from Administration on this. He stated it didn't seem right that the handball court didn't have a fence.
- There were discussions in reference to having a special meeting.
- Mr. Lee asked if it's a possibility to bring this up on the April 28 meeting to give Administration time to put documentation together.

## 6. New Business - NA

## 7. Date of Next Meeting:

- April 28, 2022
- May 12, 2022
- June 16, 2022
- September 15, 2022
- October 20, 2022
- November 17, 2022

- Wetherall Estates (Duffy Field) – NA
- 149 West Boylston Drive - NA
- Winslow & Pleasant – NA
- Aquatic Master Plan – NA
- Open Space and Recreation Plan – NA
- North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
- Art-in-the-Park – Request to keep Art Work in Elm Park - NA
- Dog Park, Licensing & Control of Dogs – NA
- Rectangular Field Development – NA
- Park Monument Review – NA
- Misc. items:
  - Keep Worcester Clean –
    - NA
  - City Council Orders –
    - NA
  - City Council Petitions –
    - NA
  - Forestry Operations – NA
    - ALB (Asian Longhorned Beetle)
    - EAB (Emerald Ash Borer)
    - Arbor Day – April 29, 2022
  - 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 – Advertising for different positions for this summer
  - 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 –
    - City Council Standing Committee on Veterans Memorials, Parks & Recreation meeting April 13, 2022, 5:00 PM @ City Hall

On Sun, Oct 17, 2021 at 2:51 PM NEHA INC <[nehainc747@gmail.com](mailto:nehainc747@gmail.com)> wrote:

Hello Milagros,

Hope you are well.

I am requesting that Will and I be included in the next Worcester Parks meeting.

a. Sun. 10/17: Will and I had an issue with three youth ages 16-22 (approximately) who refused to leave the court floors when asked politely. They were rebellious, defiant, and disrespectful. As a result, continued to stay on the courts. Eventually, we had to call 911 and Parks Security to end this negative incident.

What is needed for both of amenities to co-exist is proper designation. Will and I went to Green Hill to release stress and play a few friendly handball games-we and other people who use the handball courts to play handball, practice their tennis swings, or play 1-Wall Racquetball should not have to tolerate verbal aggression and be treated like we are insignificant park patrons.

We have been advocating for additional fencing since 2002. We are dedicated to advocate, protect, and teach the sport of Handball in general.

Respectfully,

Nancy Ortiz,  
NEHA Inc.  
cell#: 1-508-574-1526





THOMAS R. HOOVER  
CITY MANAGER



# 28 0

CITY OF WORCESTER

September 30, 2003

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

I respectfully recommend that Eighty Thousand Dollars (\$80,000.00) be transferred from Account #91C784, Park Improvements, and appropriated to Account #72C702, Park Site Improvements, to provide funds for the purpose of payment for contractual obligations associated with the Green Hill Park Handball Court construction project as requested of Michael V. O'Brien, Commissioner of Parks. I agree with Mr. O'Brien's recommendation to proceed with the completion of the handball courts and skate board park at Green Hill Park by utilizing a portion of the loan order previously designated for pool and beach improvements. I recognize that this recommendation reduces the availability of existing funds for pool and beach projects at this time. I will wait for the city-wide pool/beach replacement study and evaluate the recommendations incorporated in that report to devise a comprehensive plan that will address the long term status of Worcester's summer pool and beach infrastructure.

Without this funding it would be necessary to scale back this Green Hill Park to a point where the city would only complete either the skateboard park or the handball courts. At this time I recommend that we appropriately complete the work as originally envisioned and not shortchange the user groups who will unquestionably enjoy these new facilities.

Respectfully submitted,

Thomas R. Hoover  
City Manager

# Memorandum

City of Worcester  
Parks, Recreation, and Cemetery Department

**Date:** September 25, 2003  
**To:** Thomas R. Hoover, City Manager  
**From:** Michael V. O'Brien, Commissioner ~~\_\_\_\_\_~~  
**Subject:** Transfer Request - Green Hill Park Handball Court Construction/ Unforeseens

The combination state-of-the-art skateboard facility/ multiple handball court construction at Green Hill Park is 75% complete as of this writing. This is an exciting capital program for the City and well warranted. The demand for both by the respective user groups is very high and the need to complete these facilities as designed is critical. Both components must be constructed to the highest standards for safety is paramount for both activities.

My original date of completion for this effort was the mid-October, 2003. However, a multitude of unforeseens will now require additional fiscal resources, above and beyond existing funding sources, to complete. These unforeseen conditions are due to subsurface ledge with erratic profiles that defy standard engineering assumptions. These pre-construction assumptions were based on a range of test pits throughout the site. The scopes now required include ledge removal, ledge pinning, extensive rebar placement, additional/ extensive placement of processed gravel, and additional foundation modifications to other planned amenities. I have brought to bear value engineering to attempt to address these unforeseen costs through scope reductions in other aspects of the program. I have exhausted these opportunities while concurrently ensuring the baseline goals and the objectives outlined above are still met and exceeded. The total amount of additional fiscal resources required to address these unforeseens is \$80,000.00.

As mentioned in a previous transfer request, I combined the skateboard/ handball court project with the clean up of Green Hill Park (per the GHPC/ Voke School Final Settlement Agreement) last July 2002 in order to facilitate its timely construction. This was done to meet the terms and the conditions of the final settlement agreement and to capitalize on economies of scale. A summary of the contract funding sources and the related project budget are as follows:

Funding Sources:

CDBG (SK8)	\$ 60,000.00
Green Hill Park Improvement (SK8)	\$ 42,489.32
Donations & Trust Funds (SK8)	\$109,043.85
FY03 Loan Authorization (M/M Areas)	<u>\$200,000.00</u>
<b>Total Funding Sources:</b>	<b>\$411,533.17</b>

Project Budget:

Construction	\$339,233.17
Engineering/Architectural	\$ 51,500.00
Contingency	\$ 0.00
Project Management	\$ 20,000.00
Anticipated Compliance Officer	\$ 800.00
Unforeseen Conditions (as detailed)	\$ 80,000.00
<b>Total Project Cost</b>	<b>\$491,533.17</b>
<b>Existing Funding Sources (above)</b>	<b>\$411,533.17</b>
<b>Amount Transferred and Available to Date</b>	<b>\$411,533.17</b>
<b>Balance Required</b>	<b>\$ 80,000.00</b>

I respectfully request \$80,000 from Account Number #91C784 to Account #72C702, Parks Site Improvements, to address this "balance required". This sum would be applied against existing, approved loan authorization balances for pool/ beach improvements. The current available balance in these existing authorizations is \$440,500. The revised balance would be \$360,500. The comprehensive, extensive consultant study associated with these City-wide pool/ beach improvement programs is underway and I expect recommendations/priorities by Winter of 2004. It is my professional opinion that the volume of reinvestment required at all these sites will certainly require additional loan authorizations (subject to funding) to address these community established priorities. This fact, the realities of the pool and the beach season, and the FY budget process combine to set the Fall of 2004 as the earliest these prioritized improvements programs would begin. At a minimum, this same amount (\$80,000) would be requested for reauthorization in the City's Capital Budget for FY05 to make this account and this purpose "whole". All would be, of course, predicated on your approval, on City Council's approval and subject to the City's overall financial status. It is not my preference to do so but the sense urgency on this dictates the need to prioritize accordingly.

Upon approval, all work associated with this entire improvement program will be complete by November 30, 2003. Please review and advise if there are any questions.

# CITY OF WORCESTER

**ORDERED** : That

the City Auditor be and is hereby authorized, empowered and requested, under the direction of the City Manager, to cause the sum of Eighty Thousand Dollars (\$80,000.00) be transferred from Account #91C784, Park Improvements, and appropriated to Account #72C702, Park Site Improvements, to provide funds for the purpose of payment for contractual obligations associated with the Green Hill Park Handball Court construction project as requested by Michael V. O'Brien, Commissioner of Parks.

In City Council

September 30, 2003

Order adopted by a yea and nay vote of Ten Yeas and No Nays.

A Copy. Attest:

*David J. Rushford*, Clerk  
David J. Rushford, City Clerk



**TO THE CITY COUNCIL OF THE CITY OF WORCESTER:**

The undersigned person(s) most respectfully petitions your Honorable Board :

Request: **Request to install a fence around the handball court at Green Hill**  
**Park.**

**Mr. Willian Ortiz**  
**74 Beaver Street, Apt. #6**  
**Worcester, MA 01603**





## Richford, Melissa

---

**From:** Jim Bove <bove.jim@gmail.com>  
**Sent:** Thursday, May 5, 2022 8:01 PM  
**To:** Nancy Ortiz  
**Cc:** Parks; Rose, Sean M.; King, Khrystian E.; Paul Lascari; Mero-Carlson, Candy; jbayron@sics-webmail.net  
**Subject:** Re: Additional Fencing for the Greenhill Court  
**Attachments:** Green Hill Park, Worcester MA Fence 225 feet.jpg

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

Wil

Here is the plan that I did back in 2017. At that time I had quotes that ranged from \$ 24,000 to \$ 40,000.

Just today I priced fencing for a new pickleball court 60' x 120' = 360 linear feet of 6' high fence at \$ 30,000!!!

I would expect we could complete the fencing at GHP for \$ 50,000 to \$ 60,000 max - even with prevailing wages.

Let me know if the city is willing to proceed if we obtain competitive quotes.

I'm happy to assist.

Sincerely,

Jim Bove  
617 483-2898  
Director of Facilities Engineering - 40 + years - Ret.  
Massachusetts Licensed Construction Supervisor  
BSME, MM.

On Sat, Apr 30, 2022 at 10:07 AM Nancy Ortiz <[carnationort@hotmail.com](mailto:carnationort@hotmail.com)> wrote:

Get [Outlook for iOS](#)

---

**From:** Will Ortiz <[thecannon4real@gmail.com](mailto:thecannon4real@gmail.com)>  
**Sent:** Friday, April 29, 2022 9:21:21 PM  
**To:** Nancy Ortiz <[carnationort@hotmail.com](mailto:carnationort@hotmail.com)>  
**Subject:** Fwd: Additional Fencing for the Greenhill Court



----- Forwarded message -----

From: **Will Ortiz** <[thecannon4real@gmail.com](mailto:thecannon4real@gmail.com)>  
Date: Fri, Apr 29, 2022, 9:21 PM  
Subject: Fwd: Additional Fencing for the Greenhill Court  
To: Antonelli, Robert C. Jr., Parks Asst. Comm. <[AntonelliR@worcesterma.gov](mailto:AntonelliR@worcesterma.gov)>

----- Forwarded message -----

From: **Will Ortiz** <[thecannon4real@gmail.com](mailto:thecannon4real@gmail.com)>  
Date: Wed, Apr 6, 2022, 6:57 PM  
Subject: Fwd: Additional Fencing for the Greenhill Court  
To: Antonelli, Robert C. Jr., Parks Asst. Comm. <[AntonelliR@worcesterma.gov](mailto:AntonelliR@worcesterma.gov)>

----- Forwarded message -----

From: **Will Ortiz** <[thecannon4real@gmail.com](mailto:thecannon4real@gmail.com)>  
Date: Thu, Mar 31, 2022, 9:43 PM  
Subject: Fwd: Additional Fencing for the Greenhill Court  
To: Nancy Ortiz <[carnationort@hotmail.com](mailto:carnationort@hotmail.com)>

----- Forwarded message -----

From: **Will Ortiz** <[thecannon4real@gmail.com](mailto:thecannon4real@gmail.com)>  
Date: Thu, Mar 31, 2022, 9:42 PM  
Subject: Additional Fencing for the Greenhill Court  
To: Antonelli, Robert C. Jr., Parks Asst. Comm. <[AntonelliR@worcesterma.gov](mailto:AntonelliR@worcesterma.gov)>

My wife Nancy went to today's meeting and I believe Cesar presented a quote for additional fencing being 147,000 dollars. That seems quite a bit for the 200 more feet of 8 foot fencing needed to complete the perimeter. Even if we consider prevailing wage, ledge and all it still seems high. On another note we are still looking forward to the Harry Sherry/Maloney Courts to go up and hope that pushing for fencing at the Greenhill location would not interfere with the much awaited new Handball courts for Camp st. If for whatever reason no fencing is gotten for Greenhill can the floors be at least sealed and painted again? The cracks have opened up pretty bad on the street side. It would be great if the same color scheme used at Crompton was used for the Greenhill courts. Thanks again!





