



## PARKS AND RECREATION COMMISSION MEETING

Thursday September 28, 2023 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

**If you choose to use the Microsoft Teams platform:**

- 1) Go to [www.teams.com](http://www.teams.com)
- 2) Enter Meeting ID# 272 607 903 170
- 3) Enter password: i5nSc5

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

- 1) Call 1-469-998-7682
- 2) Enter Meeting ID#: 819 135 610#

### AGENDA

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

6. Assistant Commissioners Report (See Report Topics Below)

5. Old Business

- Community Preservation Act Memo to the City Council 1-24-23 (Update and select a member to the new Commission)

6. New Business

- Appointment of a new Chairperson & Vice Chairperson
- Request of the Department of Health and Human Services to install a Outdoor Fitness Equipment at University Park and officially make a change to the University Park Master Plan
- Request of Councilor Candy Mero-Carlson for the naming of the playground at Holmes Field in honor of Gordon Hardgrove.
- Request of Sheri Dumas for the naming of the softball field at Vernon Hill Park in honor of Bob Rousseau.
- Request of Joe O'Brien for the naming of the playground at Castle Park in honor of Barbara Haller.
- Notification by the family of Sara Robertson to decline the naming of the softball field at Indian Hill Park
- Request of Ms. Nancy Ortiz to speak to the Commission
- Request of Carl Gomes to speak to the Commission.

7. Date of Next Meeting:

- October 26, 2023
- November 30, 2023 (New Date)
- December 21, 2023 (New Date)
- January 11, 2024
- February 1, 2024 (Sports Permit Meeting)
- February 29, 2024 (Event Permit Meeting)
- April 4, 2024 (New Date)
- April 25, 2024
- May 23, 2024
- June 13, 2024

8. Meeting Adjourned (Roll Call)

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## PARKS AND RECREATION COMMISSION **MINUTES**

Thursday June 15, 2023 – 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#: 2309 393 8791
- 4) Enter password: Parkscomm6-15

### If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2309 393 8791

#### Commissioners Present:

Scott Cashman  
Nick Chacharone  
Brian Dardy  
Eric Goldstein  
Natalie Turner  
Erin Zamarro

#### Administration Present:

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

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1. Meeting was called to order at 6:35 PM.
  2. Attendance (Roll Call) – Six (6) Commission Members were present at the June 15, 2023, meeting.
  3. Acceptance of the minutes for May 25, 2023. Commissioner Turner made a motion to approve the minutes. Second by Commissioner Dardy. All were in favor. Motion was approved 6 – 0.
  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. Assistant Commissioners Report (See Report Topics Below)
7. Old Business –
  - 7.1. Community Preservation Act Memo to the City Council 1-24-23
  - 7.2. Request to use Institute Park for the Celebration of the Annual Proclamation of National Caribbean Heritage Month – Andrew Sharpe spoke on behalf of this event. Event had already been approved at a previous meeting.
    - Andrew Sharpe stated that he appreciated the working relationship with the Parks & Recreation Commission and the Parks Administration on the planning of this event. At the 20:50 mark on the video he stated that “he was very impressed since he works with several other Cities, and he must say Worcester is doing a good job with the permitting process. He appreciated working with the city, because he has worked with other Cities in Massachusetts and Rhode Island. Thanked Parks for a great job and appreciated working with us and looking forward to a great event.”
  - 7.3. Request of City Councilor Sean Rose for the renaming of the Indian Hill Park to Sara Robertson Park.
    - Assistant Commissioner Antonelli gave a description of this recommendation.
    - Councilor Sean Rose spoke regarding the renaming of the Indian Hill Park to Sara Robertson, the first City of Worcester Female Mayor in 1982.
    - There were discussions some in support of the name change. Some people were against changing the name and not having the Indian Hill Park.
    - Assistant Commissioner Antonelli explained that the Park would still be named Indian Hill Park that it would only be the sports complex that would have the Sara Robertson name.
    - Discussions went on between the Commission and meeting attendees, and City Councilor Sean Rose. The Councilor indicated that he would not be against just naming the softball field after her as he did not want to take away from the history of Indian Hill Park, it’s neighbors and history.
    - Commissioner Goldstein made a motion to approve only the softball field to be named the Sara Robertson Softball Field. Second by Commissioner Chacharone. Motion was approved 5 – 1. (Commissioner Turner voted Ney)
8. New Business –
  - 8.1. Request of City Councilor Sean Rose for the renaming of Indian Hill Park to the Sara Robertson Sports Complex @ Indian Hill Park.
  - 8.2. Request of Geoffrey Killebrew to speak to the Commission.
    - Mr. Killebrew was not present at the meeting.
    - Commissioner Chacharone made a motion to file this item. Second by Commissioner Turner. All were in favor. Motion was approved. 6 – 0.
9. Date of Next Meeting:
  - September 28, 2023
  - November 16, 2023

- December 14, 2023
- January 11, 2024
- February 29, 2024
- March 23, 2024
- April 25, 2024
- May 23, 2024
- June 13, 2024

10. Meeting Adjourned (Roll Call)

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**ASSISTANT COMMISSIONER'S REPORT:**

1. General:

- Request to use the Crompton Park Skate Park for a skateboarding event
  - Chris Michelotti spoke about the event. There were some questions.
  - Commissioner Goldstein made a motion to approve. Second by Commissioner Dardy. All were in favor. Motion was approved 6 – 0.
- Request to use Worcester Common for an African American Festival
  - More Chingor Vice President of the Massachusetts African Decedents gave a description of the event.
  - There was a question by the Commission, Administration recommended acceptance of event.
  - Commissioner Dardy made a motion to approve. Second by Commissioner Goldstein. All were in favor. Motion was approved 6 – 0.
- Grant Applications –
  - Land & Water Conservation Fund Grant – Coal Mine Brook – Awarded
  - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded
  - Land & Water Conservation Fund Grant – University Park - Awarded
  - Land & Water Conservation Fund Grant – Great Brook Valley - Submitted
  - PARC & LAND Grant Program – Sever Street – Awarded
  - USDA Forest Service Grant – IRA Submitted
  - Massport Grant – Park Steward Program - Awarded
- Economic Development Initiatives –
  - NA
- Cultural Events-
  - NA
- Park Vandalism & Graffiti – NA
- Donations –
  - NA
- Capital Improvement Programs

- Apricot Street Playground - NA
- Ball Property - NA
- Banis Street Playground - NA
- Beaver Brook Park - NA
- Bell Pond – NA
- Bennett Field – NA
- Betty Price Playground – NA
- Blackstone Gateway Park – NA
- Blithwood Park – NA
- Boynton Park – NA
- Burncoat Park – NA
- Burncoat Playground – NA
- Cascades Park – NA
- Castle Park – NA
- Coal Mine Brook – 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 - Update
- Kendrick Field – NA

- Knights of Columbus – NA
- Korean War Memorial – NA
- Lake Park – NA
- Lake View Playground – NA
- Logan Field – NA
- Morgan Landing – NA
- Mulcahy Field – NA
- Oakland Heights Playground – NA
- Providence Street Playground – NA
- Ramshorn Island – NA
- Rockwood Field – NA
- Salisbury Park (Bancroft Tower) – NA
- Shale Street Playground – NA
- Shore Park – NA
- Spillane Field – NA
- South Worcester Park - NA
- Tacoma Street Playground – NA
- TY Cobb – NA
- University Park – NA
- Vernon Hill – NA
- Wetherall Estates (Duffy Field) – NA
- 149 West Boylston Drive - NA
- Winslow & Pleasant – NA
- Aquatic Master Plan – NA
- Open Space and Recreation Plan – NA
- North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
- Art-in-the-Park – Request to keep Artwork in Elm Park - NA
- Dog Park, Licensing & Control of Dogs – NA
- Rectangular Field Development – NA
- Park Monument Review – NA
- Misc. items:
  - Keep Worcester Clean –
    - NA
  - City Council Orders –
    - Request for a Parks Department Master Plan
    - Request to ensure, accessibility, safety and playability measures are taken at all City Fields.
    - Request for an update on a Conservation Restriction on the Newton Hill side of Elm Park.
    - Request of a status of the Harrington Way Master Plan
    - Request for a moratorium on the creation of new City Park. Commissioner Stratton voiced his opposition on the moratorium, he believes the Parks Division does an admiral job of trying to keep all parks upgraded and satisfactory maintained. He believes a moratorium creates an unnecessary burden if funding comes in or donation of land, this creates a restriction where then you would not be able to create that park. It creates a hurdle for problems that don't exist currently. He expressed that the Parks

Division already maintains the existing parks, and if they had to wait until everything has been updated and completed, they may never create any new parks.

- City Council Petitions –
  - NA
- Forestry Operations –
  - Tree City USA - Update
  - ALB (Asian Longhorned Beetle)
  - EAB (Emerald Ash Borer)
  - Arbor Day – April 26, 2024
- Budget – Operational & Capital - NA
  - Parks, Recreation & Cemetery Division – Update
  - Capital Improvement Program – Update
  - City Five Point Financial Plan – NA
  - City Auditor Communications - NA
- Summer Youth Employment Program – Update
- Aquatics – NA
  - Christian’s Law – NA
- Recreation Worcester - NA
- Holiday Tree – NA
- Worcester Common Ice-Skating Rink - NA
- Waterfowl in Park – NA
- Out-to-Lunch – NA
- Trash – NA
- ESCo – NA
- Park Permits –
  - NA
- Access/ ADA – NA
- Mobile Concession/ Food Truck - NA
- ATV – Recreational Vehicle – NA
- Veterans Memorials - NA
  - Misc. Information – NA
- Golf Course:
  - Fees & Policies - NA
  - Golf Course Donations - NA
- Date of Next meeting – September 28, 2023
- Commissioner Dardy made a motion to adjourn. Second by Commissioner Turner. All were in favor. Motion approved 6 – 0. Meeting adjourned at 7:48 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)





Eric D. Ballista  
City Manager

CITY OF WORCESTER

cm2023jan18045050

Attachment for Item #

9.4 C

January 24, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

I write to provide an informational communication relative to implementation steps for the Community Preservation Act, and respectfully request your review and consideration of adopting the enclosed organizational ordinance establishing the Community Preservation Fund and Community Preservation Committee, as received from Peter Dunn, Chief Development Officer. In accordance with Sections 5 and 7 of Massachusetts General Laws, Chapter 44B, both the fund and the committee are required to be established. The review and adoption of this organizational ordinance will help us prepare for the upcoming fiscal year.

We have recommended the maximum allowed nine (9) members for the composition of the Community Preservation Committee. This includes the five (5) statutorily required members – a delegate from the Planning Board, Conservation Commission, Historical Commission, Parks & Recreation Commission, and Worcester Housing Authority Board, as well as our recommendation to have four (4) additional at-large members. The five (5) required members would be designated by their respective boards, whereas candidates for the remaining four (4) at-large seats would follow the normal procedure with the Citizen's Advisory Council for my consideration of appointment and confirmed by your Honorable Body. We hope to start advertising nominations for this new, exciting committee as soon as possible following the Council's review, deliberation, and adoption of the organizational ordinance establishing the committee. The committee will need considerable time to develop the required Community Preservation Plan, so our goal is to have a committee in place around the start of the upcoming fiscal year.

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

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

EMAIL: [citymanager@worcesterma.gov](mailto:citymanager@worcesterma.gov)

I am also recommending that the Executive Office of Economic Development be the department to serve as the administrative staff and support to the Community Preservation Committee. As such, in the upcoming budget, the department's table of organization will reflect a new position commensurate with the duties and responsibilities of the role. This position is eligible to be funded through the CPA funds that will be collected. Eligible administrative and operating costs cannot exceed 5% of the annual budget for CPA funds.

We look forward to implementing this important initiative, and the positive outcomes that we expect to see from these new resources coming available to the community.

Respectfully submitted,



**Eric D. Batista**  
**City Manager**



Executive Office of Economic Development  
Peter Dunn, Chief Development Officer  
City Hall, 455 Main Street, Worcester, MA 01608  
P | 508-799-1400 F | 508-799-1406  
development@worcesterma.gov

TO: Eric D. Batista, City Manager

FROM: Peter Dunn, Chief Development Officer

DATE: January 24, 2023

RE: Community Preservation Act – Informational Communication and Recommend Adoption of an Organizational Ordinance

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In November 2022, the Worcester voters passed Question 5 on the ballot, adopting Sections 3 through 7 of Massachusetts General Laws, Chapter 44B (MGL Ch. 44B) – also known as the Community Preservation Act (CPA).

The purpose of this communication is focused on implementation steps, not background information or financial implications to taxpayers. For additional information on background and financial implications, I recommend readers refer to the report published on August 2, 2022 by the Worcester Regional Research Bureau at [www.wrrb.org](http://www.wrrb.org); the May 25, 2021 report of City Auditor Robert Stearns submitted to the City Council; and the Massachusetts Community Preservation Coalition's website at [www.communitypreservation.org](http://www.communitypreservation.org).

To best prepare for the upcoming fiscal year when CPA funds will start to be collected, one of the first steps recommended is enacting an organizational ordinance to create the Community Preservation Committee and the Community Preservation Fund. Enclosed please find the recommended organizational ordinance that our office developed in consultation with the City Solicitor.

### **Community Preservation Committee**

Adoption of the CPA requires the creation, by ordinance, of the Community Preservation Committee (CPC). The CPC must be comprised of no fewer than five (5) members, and no more than nine (9) members. Furthermore, the composition **must include** delegates from the following, existing boards/commissions of the city:

- 1.) one delegate of the city's conservation commission, as designated by the commission.
- 2.) one delegate of the city's historical commission, as designated by the commission.
- 3.) one delegate of the city's planning board, as designated by the board.
- 4.) one delegate of the city's parks and recreation commission, as designated by the commission.
- 5.) one delegate of the board of directors of the Worcester Housing Authority, as designated by the Authority.

Beyond these five (5) required members, our recommendation is to have four (4) additional, at-large members, such that the total composition of the CPC would be nine

(9) members. Candidates for the additional, at-large seats would follow the normal course of procedure with our boards and commissions through the Citizen's Advisory Council. Those members would be appointed by the City Manager, and confirmed by the City Council. Furthermore, in terms of classification, this would be an executive board of the City of Worcester. We have also recommended staggering the initial appointment terms, which is typical, so that we maintain continuity on the CPC as terms expire.

The Executive Office of Economic Development will be the programmatic liaison and staff support to the CPC. As such, in the FY24 budget, the table of organization for Economic Development will reflect a new position, which will carry out the administration and operational activities of the CPC. This position is eligible to be funded out of the CPA funds collected.

The **duties and responsibilities** of the CPC included in our recommended ordinance are based on Section 5(b) of the CPA – MGL Ch. 44B. The primary role of the CPC is to develop and update a **Community Preservation Plan** that will guide its funding recommendations to the City Manager and the City Council.

Before making any funding recommendations, Section 5(b) states the CPC "must study the needs, possibilities and resources of the city or town regarding community preservation, including the consideration of regional projects for community preservation." This process requires consultation with existing municipal boards and one or more public hearings. The process culminates with publishing a Community Preservation Plan, which will guide the priorities and funding recommendations of the CPC. The plan should be updated periodically to reflect the changing needs, possibilities, and resources of the city.

It should be noted that many communities have taken a **year or more** to develop their initial Community Preservation Plan. For example, recently in the Town of Shrewsbury, the CPC was appointed in April 2021 and the Community Preservation Plan was published in June 2022. In some cases for Towns, this process is even longer since the organizational by-law establishing the CPC requires town meeting approval and then Attorney General's office approval. For example, the Town of Berlin voters adopted the CPA in 2018, but the CPC was not formed until 2020. This first-year timeframe for creating the plan does not necessarily slow down the deployment of any CPA funds because the CPC will not know the total amount of the first-year collections until the end of the first fiscal year anyway. Furthermore, the state matching funds are typically distributed in November following the fiscal year.

### **Community Preservation Fund**

Section 7 of the CPA – MGL Ch. 44B – requires that the City establish a separate account, to be known as the Community Preservation Fund (CPF). The City's Treasurer is the custodian of the account, and the authority to approve appropriations from the account rests with the City Council. As stated, the CPC will make funding recommendations to the City Manager and then to the City Council. The CPC may recommend CPA funds for purposes of acquisition, preservation, rehabilitation and restoration of: **open space and recreation; historic resources; and community housing**. In addition the CPC may recommend CPA funds for eligible administrative and operating expenses, provided that those expenses do not exceed 5% of the annual budget. The CPC will recommend an annual budget including an allocation of at least 10% for each of the three CPA purposes. The CPC can also recommend setting aside funds for later spending.

Another best practice identified from other communities that we expect for Worcester would be the CPC's annual allocation for community housing being disbursed to the Affordable Housing Trust Fund. CPA funds are the most common source for the continued capitalization of municipal Affordable Housing Trust Funds across the state, and we have already been having conversations about what strategies we will need to consider when the initial funds from the American Rescue Plan Act are exhausted or expire.

In terms of accepting funding proposals for the CPC's consideration, most communities have a cyclical process. That allows the CPC to review the relative merits of all proposals seeking CPA funds in a given year, and consider those proposals in alignment with the annual budget as well as the current Community Preservation Plan. The specific process and timelines associated with any Request for Proposals (RFP) will ultimately be deliberated and decided on by the CPC.

### **Estimated Implementation Timeline**

Based upon the information provided in this report and the enclosed, recommended organizational ordinance, the following schedule is the best estimate we can offer for an implementation timeline:

Late Winter / Early Spring 2023: Open Nominations for CPC Candidates  
Late Spring / Early Summer 2023: Appoint Members of the CPC  
Summer 2023: Initial Meetings of the CPC / Initiation of Community Preservation Plan  
2023-2024: Community Preservation Plan Development  
June 2024: First fiscal year of CPA collections concludes  
Summer / Fall 2024: Community Preservation Plan published  
November 2024: Distribution of state matching funds for first year  
Late 2024 / Early 2025: Initial RFP for project proposals

This schedule is subject to change as we proceed with implementation and start to work with the committee; however, we believed providing this initial estimate for the implementation timeline was helpful to set preliminary expectations for key milestones.

Sincerely,



Peter Dunn  
Chief Development Officer

**AN ORDINANCE ESTABLISHING THE  
COMMUNITY PRESERVATION COMMITTEE  
OF THE CITY OF WORCESTER**

Whereas, in 2015, the City Council, acting pursuant to the recommendation of the City Manager made under Article VI of the Home Rule Charter, adopted a Comprehensive Reorganization Plan containing a new Revised Ordinances of 2015, Part Two, Organization of City Agencies; and,

Whereas, in the 2022 local election, Worcester voters passed Question 5, adopting sections 3 through 7 of chapter 44B of the General Laws; and

Whereas, pursuant to section 5(a) of chapter 44B of the General Laws, the city has a statutory obligation to create a community preservation committee; and,

Whereas, pursuant to section 7 of chapter 44B of the General Laws, the city has a statutory obligation to create a community preservation fund; and

Whereas, the city council and city manager desire to fulfill said sections 5(a) and 7 by creating a community preservation committee who shall be responsible for the planning, stewardship and recommendations for appropriation of proceeds from the community preservation fund; and

Now, Therefore, Be it Ordained by the City Council of the city of Worcester, as follows:

§ 1. The Revised Ordinances of 2015, Part Two, Organization of City Agencies, are hereby amended by inserting at the conclusion of Article III thereof a new section 19 as follows:

**§ 19. Community Preservation Committee**

(a) *Establishment of the Community Preservation Fund.* By virtue of the Worcester voters adopting sections 3 through 7 of chapter 44B of the General Laws, the city of Worcester hereby establishes on the books of the city an appropriations account known as the "Community Preservation Fund" for the deposit of collections, gifts, grants, appropriations, and other funds qualifying under section 7 of chapter 44B of the General Laws.

(b) *Establishment of the Community Preservation Committee.* Under authority of section 5(a) of chapter 44B of the General Laws, there is hereby established under the jurisdiction of the city manager an executive board of the city to be known as the "Community Preservation Committee."

(c) *Membership.* The Community Preservation Committee shall consist of nine members appointed under the provisions of section 5(a) of chapter 44B of the General Laws as follows:

- (1) one delegate of the city's conservation commission, as designated by the commission.
- (2) one delegate of the city's historical commission, as designated by the commission.
- (3) one delegate of the city's planning board, as designated by the board.
- (4) one delegate of the city's parks and recreation commission, as designated by the commission.
- (5) one delegate of the board of directors of the Worcester Housing Authority, as designated by the Authority.
- (6) four at-large members of the community appointed by the city manager.

(d) *Term – Initial Appointments.* The initial appointments of the members shall be staggered such that the first city manager appointee shall serve a term of one year; the second and third city manager appointees shall serve for terms of two years; the fourth city manager appointee shall serve a term of three years; the conservation commission appointee shall serve a term of one year; the historical commission appointee shall serve a term of two years; the planning board appointee shall serve a term of three years; the parks and recreation commission appointee shall serve a term of one year; and the Housing Authority appointee shall serve a term of two years. Thereafter, the terms of such members shall be three years. Every appointee shall serve as a member of the Community Preservation Committee until the appointment and confirmation of their successor. In the event of the death, disability, resignation, or removal of any member prior to the expiration of the term for which they were appointed, the city manager shall appoint a replacement member who shall serve for the balance of the unexpired term of the member for which they are replacing. All members may be reappointed in accordance with the provisions and limitations of the city charter. All members shall serve at the pleasure of the city manager except that no member shall be removed from office solely on account of any vote or position taken on any matter pending before or decided by the Community Preservation Committee. The chair of the Community Preservation Committee shall be designated by the city manager.

(e) *Function of the Community Preservation Committee.* It shall be the function of the Community Preservation Committee to advise and assist the city manager and the city administration in efforts relating to community preservation, including open space, historic resources, and community housing. The Community Preservation Committee shall make recommendations to the city manager for appropriations from the Community Preservation Fund for said purposes, as well as eligible administrative and operating expenses, and the city manager may then make a recommendation to the city council for final appropriation.

(f) *Duties and Responsibilities.* In accordance with section 5(b) of chapter 44B of the General Laws, the duties and responsibilities of the Community Preservation Committee are as follows:

- (1) The Community Preservation Committee shall study the needs, possibilities, and resources of the city regarding community preservation, including the consideration of regional projects for community preservation. The Community Preservation Committee shall consult with existing municipal boards, including the conservation commission, the historical commission, the planning board, the board of parks and recreation commissioners and the housing authority, or persons acting in those capacities or performing like duties, in conducting such studies. As part of its study, the Community Preservation Committee shall hold one or more public informational hearings on the needs, possibilities, and resources of the city regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper of general circulation in the city.
- (2) The Community Preservation Committee shall make recommendations for the acquisition, creation and preservation of open space; for the acquisition, preservation, rehabilitation and restoration of historic resources; for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; for the acquisition, creation, preservation and support of community housing; and for the rehabilitation or restoration of open space and community housing that is acquired or created as provided in this section; provided, however, that funds expended pursuant to this ordinance shall not be used for maintenance. With respect to community housing, the Community Preservation Committee shall recommend, whenever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. With respect to recreational use, the acquisition of artificial turf for athletic fields shall be prohibited.
- (3) The Community Preservation Committee may include in its recommendations to set aside for later spending, funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending, funds for general purposes that are consistent with community preservation.
- (4) The Community Preservation Committee may recommend, and the city council may approve, appropriations from the fund to acquire land, or real property interests therein, held for railroad purposes to be used by the city for recreational use as a rail trail as defined in section 35A of chapter 82 of the General Laws. Notwithstanding subsection section 12(a) of chapter 44B of the General Laws, land, or real property interests therein, acquired pursuant to this paragraph shall remain subject to any property interest, including restrictions or reversionary interests, required to be held by the grantor or the United States pursuant to the federal National Trails System Act of 1968, as amended. Notwithstanding the definition of real property



interest in section 2 of chapter 44 of the General Laws, land, or real property interests therein, acquired pursuant to this paragraph shall be considered a real property interest for purposes of this ordinance, and a conservation restriction that meets the requirements of sections 31 to 33, inclusive, of chapter 184 of the General Laws shall be required.

- (5) The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the community preservation committee shall constitute a quorum. The community preservation committee shall approve its actions by majority vote. Recommendations for appropriation shall include their anticipated costs.

(g) The chief development officer of the city, or his or her designee, shall administer the business and public affairs of the Community Preservation Committee and serve as the clerk and keeper of its official records.

#### **Effective Date**

§ 2. In accordance with Article Six of the city charter, this ordinance shall take effect on the earlier of the date of approval or, in the absence of a vote of approval by the city council, ninety (90) days after the date it is received by the city council.



# Public and Microsoft Teams Virtual Meeting



The City of  
**WORCESTER**

**City of Worcester DPW & Parks ;**

**Parks, Recreation & Cemetery Division**

**Place: Green Hill Park  
Parks & Recreation Commission  
Meeting - Room A \*\*\*  
50 Officer Manny Familia Way  
Worcester, MA 01605**

**Date: Thursday, SEPTEMBER 28, 2023**  
**Time: 6:30 PM**

if you choose to use the Microsoft Teams platform, you would:

1. go to [www.teams.com](http://www.teams.com)
2. Enter meeting ID #: 272 607 903 170
3. Enter password: i5nSc5

if you choose to attend via phone:

1. Call 1 - 469-998-7682
2. Enter meeting ID#: 819 135 610#

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

## UNIVERSITY PARK PROPOSED CHANGE TO THE MASTER PLAN

The presentation of the proposed addition of Outdoor Fitness Equipment. The hearing will conclude with a public question and comment forum. All presented information and subsequent public comments will be synthesized to determine the proposed revision to the Master Plan.

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](mailto:parks@worcesterma.gov) or phone (508) 799-1190 or the City ADA Coordinator at [accessibility@worcesterma.gov](mailto:accessibility@worcesterma.gov). Call (508) 799-1294 in the event of severe weather, and for up-to-date meeting status.





National Fitness Campaign  
September 14th, 2023

Dear Worcester City Leadership,

I hope this letter finds you well. This letter is written to provide a summary of the durability, maintenance, and safety requirements of the Fitness Court, and affirm our confidence that the Fitness Court will meet and exceed any and all expectations for longevity, performance, and long term success when constructed in any public space in America.

National Fitness Campaign's outdoor Fitness Court system is the result of over a decade of rigorous testing, research, modification, and development. It has been meticulously designed to be a scalable system, featuring robust and durable components that meet or exceed all key structural engineering requirements and weathering capabilities for heavy use and variable weather in outdoor environments. These design characteristics have been precisely engineered to ensure that your Fitness Court installation, classified as a world-class facility, provides decades of reliable service while minimizing maintenance requirements.

It is imperative to emphasize that the Fitness Court was specifically conceived as world-class, low maintenance outdoor infrastructure to support NFC's overarching community wellness campaign, delivered on behalf of America's largest healthcare companies, major educational institutions, and largest cities. The system minimizes moving parts, is anchored and bolted into concrete, fitted with tamper resistant bolts and fittings, and is proudly made here in America from best in class materials.

We are delighted to report that, to date, our campaign has deployed over 400 successful partnerships across 40 states in all climates, with cities of all sizes, including urban environments, and we have not encountered any instances where partners needed to replace significant components of the Fitness Court. Each year, we relentlessly continue to strengthen materials and engineering, and are proud to share that we have not received any reports from partner communities requiring part replacements with our latest Fitness Court build.

In the unlikely event that a part of your Fitness Court should require replacement, we have established a straightforward protocol to ensure minimal disruption and a swift resolution. Local staff can easily handle the replacement of components and we kindly request that you promptly contact the NFC team, who provides immediate assistance and would expedite the shipment of the required part. As long as you collaborate closely with the NFC team, adhering to their guidelines for proper removal and installation, your warranty coverage will remain unaffected.

Please find below a detailed breakdown of the National Fitness Campaign Fitness Court® Standard Limited Warranty for various components:

- 25 Year Limited Warranty:
  - Wall Structural Frames
- 5 Year Limited Warranty:
  - Outer Wall Panels
  - Brackets
  - Pull Up Bars
  - Foot Strips
  - Push Ladders

*(continues on next page)*

- Row Stands
- 3 Year Limited Warranty:
  - Plyometric Boxes
  - Lunge Steps
  - Bending Boxes
- 1 Year Limited Warranty:
  - Wall Graphics (Excluding damage by others or normal use)
  - Cables and Rings
  - Bend Cushion
  - Plyometric Box Top Surface
  - Rowing Handles and Chain
  - All Other Components provided by NFC

To support maintenance considerations, most communities schedule an annual inspection with their staff alongside other elements in their park, and a \$500 - \$1000 annual maintenance allotment for this staff time and replacement of a part in the future if there is an extreme case of vandalism or other issue.

Your safety and the safety of the community are paramount to us, and we remain dedicated to providing the City of Worcester with the best possible experience through our Fitness Court infrastructure. We are confident the system will exceed all expectations in build quality, and live alongside the very best outdoor infrastructure in your community.

If you have any questions, require further clarification, would like to review structural engineering documentation or need assistance with any aspect of your Fitness Court installation, please do not hesitate to contact our team. We are committed to supporting you in your endeavor to promote health and wellness within your community.

Thank you for the partnership consideration and for joining the campaign.

Best Regards,



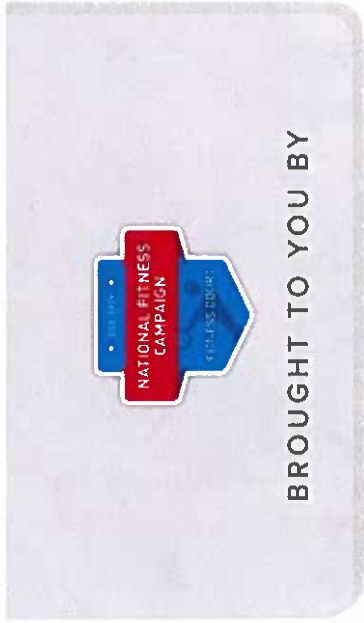
*Trent Matthias*  
*Director, National Fitness Campaign*



2023



NATIONAL FITNESS CAMPAIGN  
**CAMPAIGN BRIEFING**





## WHO WE ARE

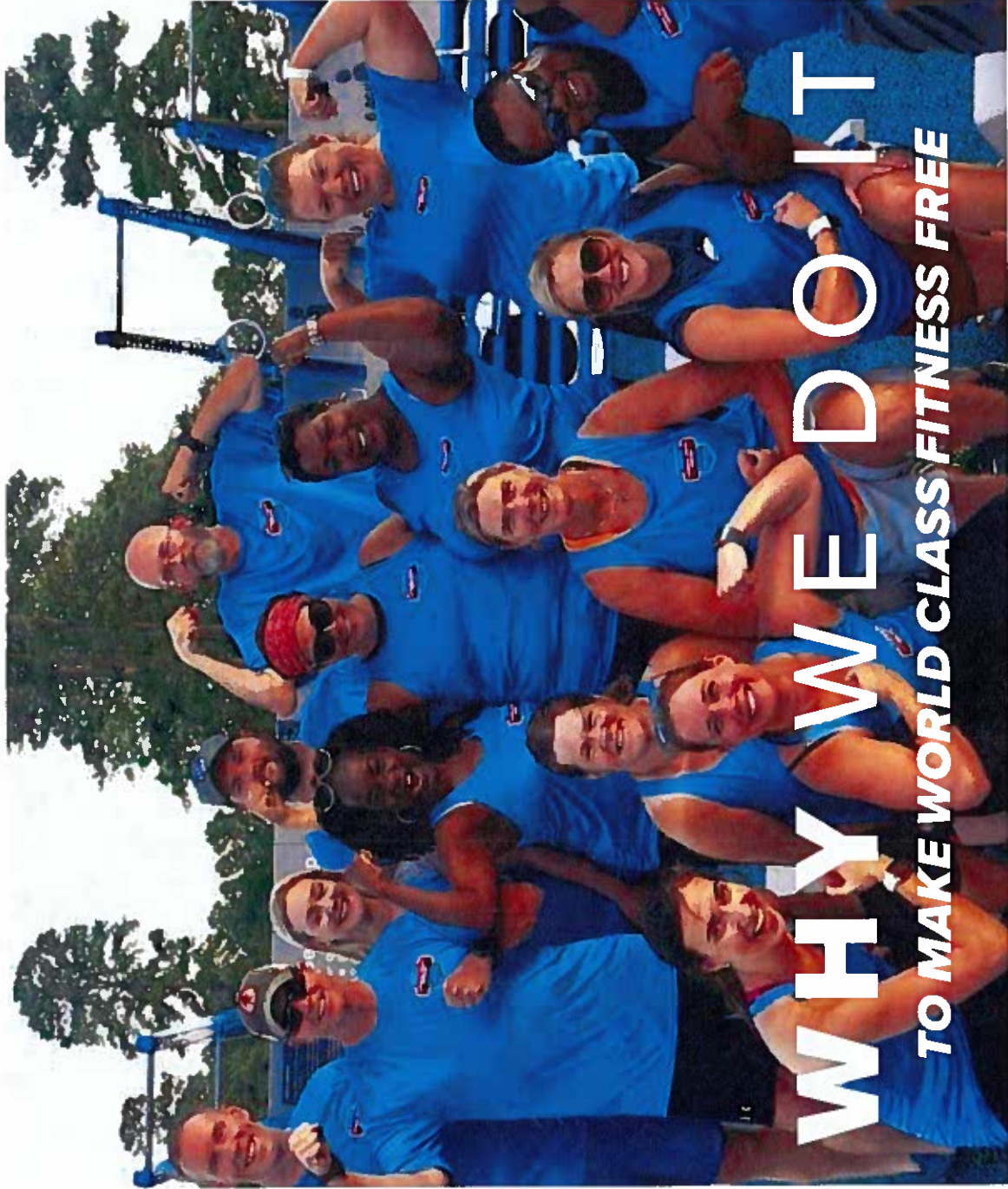
National Fitness Campaign is a wellness consulting firm. Our mission is to build healthy communities.



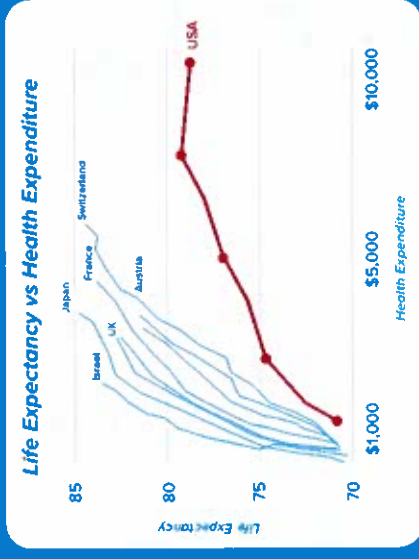
## WHAT WE DO

NFC develops partnerships with cities, schools and sponsors to fund, build, and activate outdoor Fitness Courts, making world class fitness free.





## THE PROBLEM



America is facing a health crisis caused by sedentary lifestyles and cities designed for cars. USA spends more money than any other on healthcare with poor results.

## THE SOLUTION

When communities are designed to support wellbeing, health outcomes change!

40+ YEARS IN THE MAKING  
CAMPAIGN HISTORY



**FITNESS COURT INVENTED**  
SAN FRANCISCO • STANFORD



1979



**FIRST NATIONAL SPONSOR**  
3 COUNTRIES • 10,000 FITNESS COURTS



1980's



**REDESIGNED**  
FOR IMPACT IN 21ST CENTURY



2012



**WELCOMING 500<sup>TH</sup>**  
HEALTHY COMMUNITY ACROSS AMERICA



2023



**NFC EXPANDS TO 10,000**  
COMMUNITIES WITH PARTNERS



2030's

# Campaign Overview

National Fitness Campaign

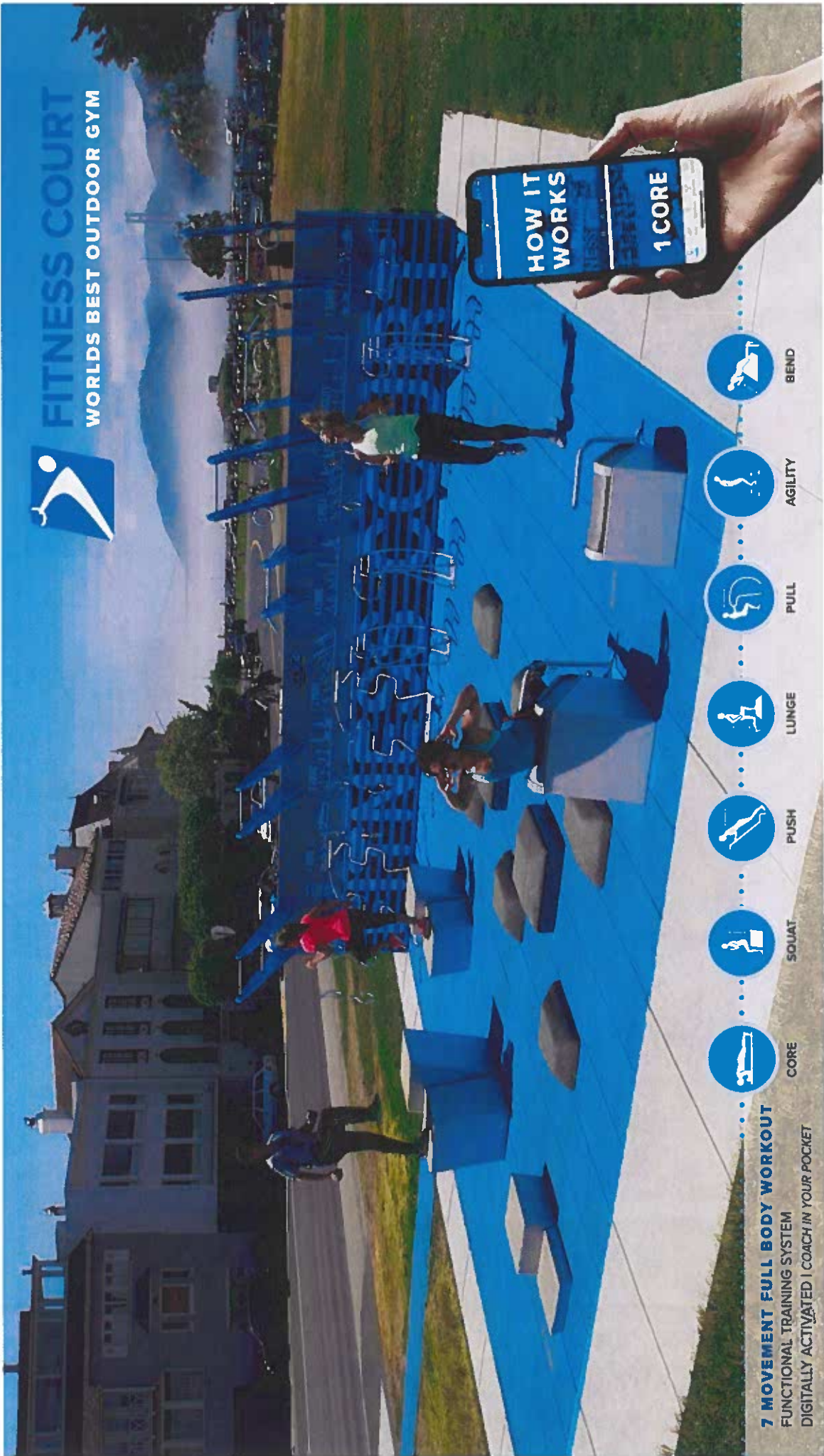


A COMPREHENSIVE  
COMMUNITY WELLNESS  
PROGRAM



# FITNESS COURT

WORLDS BEST OUTDOOR GYM



**7 MOVEMENT FULL BODY WORKOUT**  
FUNCTIONAL TRAINING SYSTEM  
DIGITALLY ACTIVATED | COACH IN YOUR POCKET



CORE



SQUAT



PUSH



LUNGE



PULL



AGILITY



BEND





 **FITNESS COURT®**



## ADULTS OF ALL AGES AND ABILITY

**I am glad to see movements to improve balance.**

*- Carol Claybaker, Senior Resident of Janesville, WI*

# Campaign Services

National Fitness Campaign



Planning & Funding Support



Pre Launch Support



Ambassador Training



Media & Press



Launch & Ribbon Cutting



Fitness Court App

**WE BUILD HEALTHY COMMUNITIES!**

# Fitness Court® Public Art

Inspiration Meets Wellness



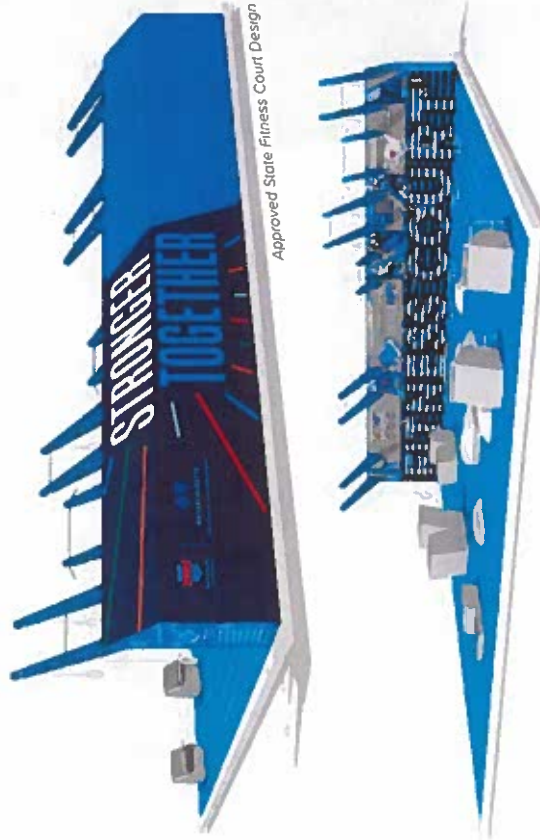
ARTISTS FROM ACROSS THE  
COUNTRY



# Fitness Court® Public Art



FITNESS  
COURTS®



## 2023 NFC State Sponsor Art Collection

No Additional Funding Required

## EACH FITNESS COURT® IS A ONE-OF-A-KIND WORK OF ART.

### NFC DESIGN STUDIO

Additional Funding Required:  
**\$10,000**



Final design works in collaboration with State Sponsor

### LOCAL ARTIST

Additional Funding Required:  
**\$25,000**



Final design works in collaboration with State Sponsor

### FEATURED ARTIST

Additional Funding Required:  
**\$50,000**

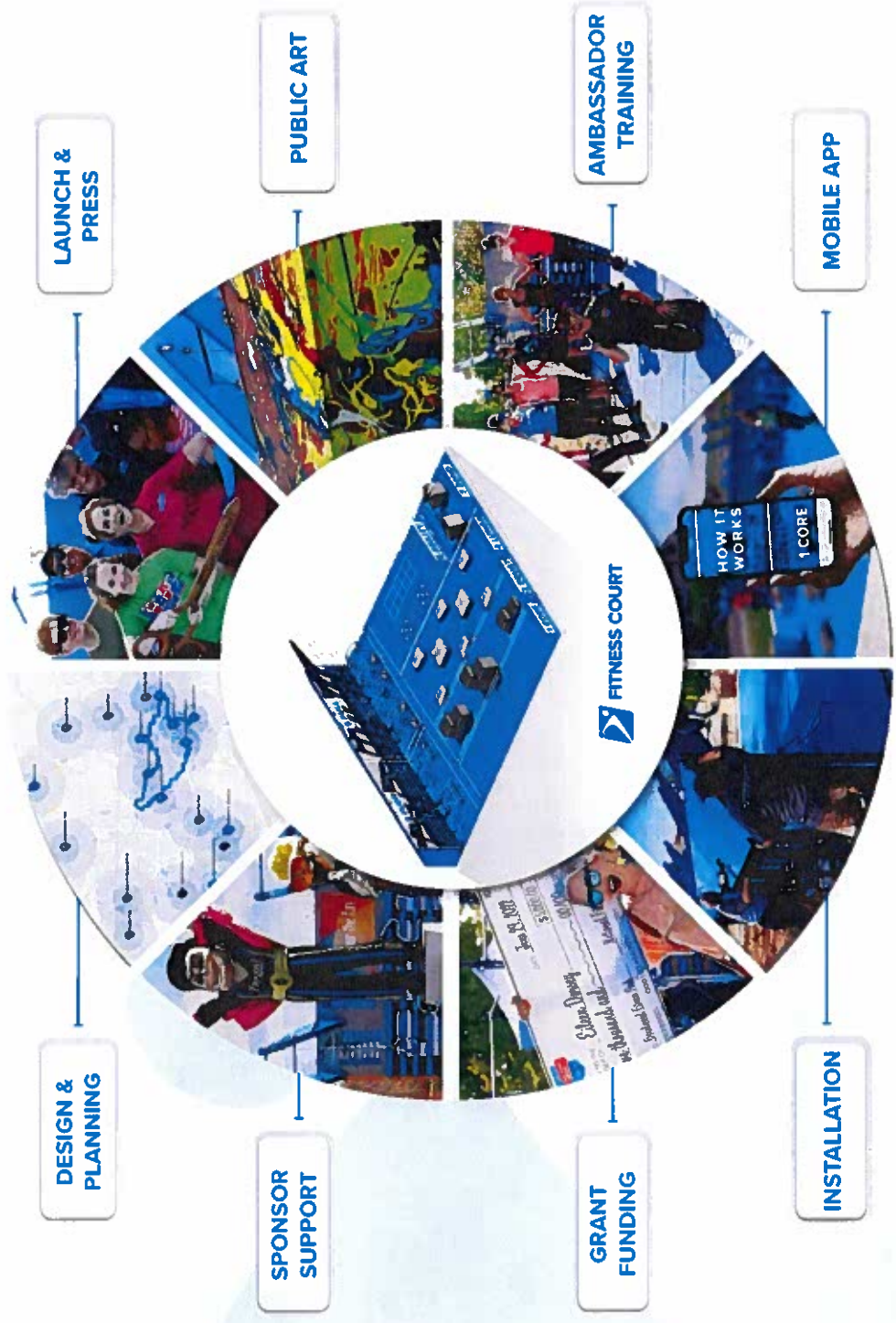
Limited to three available



2023 JEAN-MICHEL BASQUIAT

# Campaign Overview

National Fitness Campaign



A COMPREHENSIVE  
COMMUNITY WELLNESS  
PROGRAM





## 2023 MASSACHUSETTS CAMPAIGN

PRESENTED BY



MASSACHUSETTS



www.mass.gov/fitness

Strategic Plan Adopted for Health Impact Across State

Limited funding for 10 communities in 2023



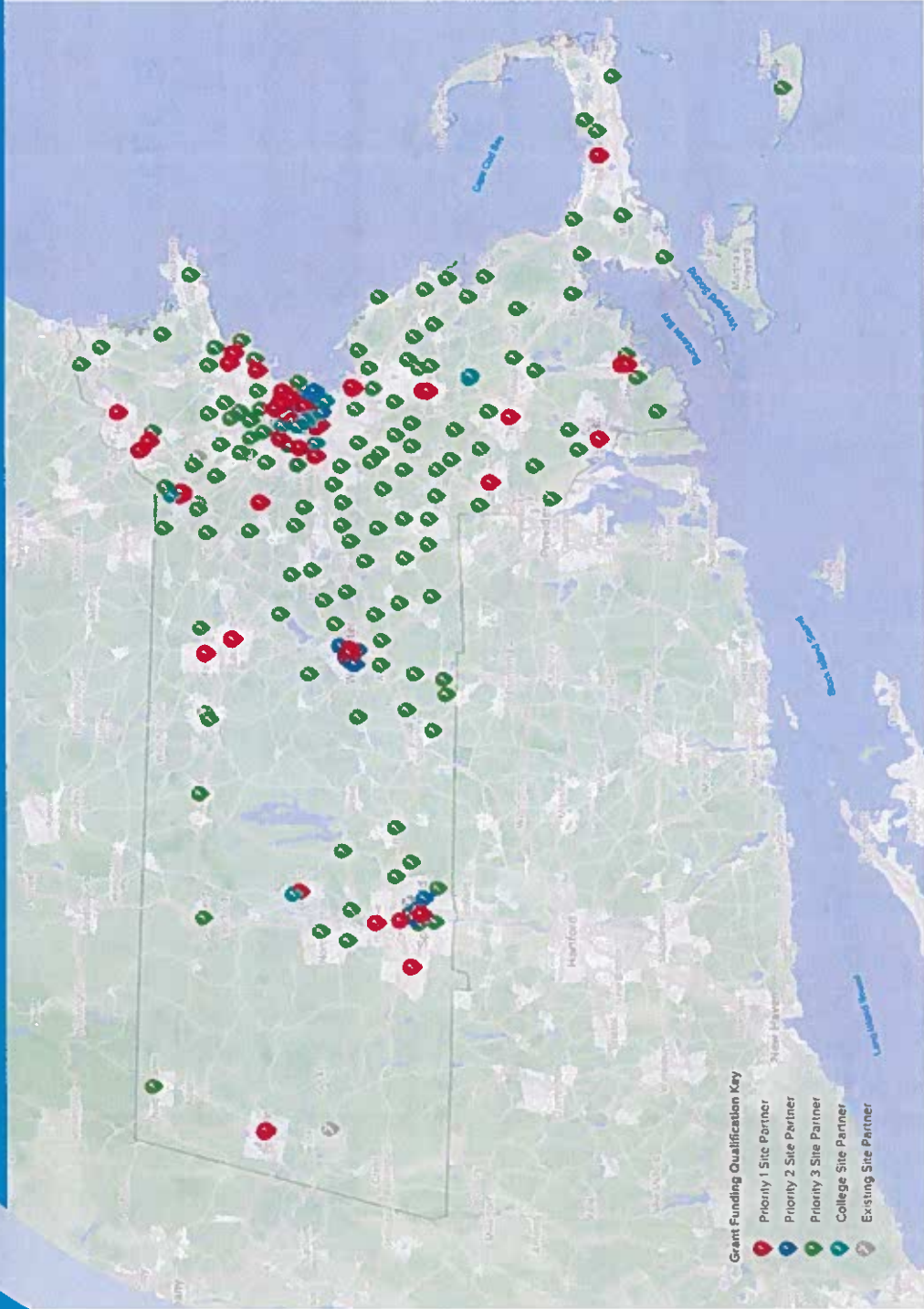
**\$500,000 in Funding Now Available  
for Qualified Site Partners**

# 2030 Massachusetts Health Impact Plan

Version 1.1 Adopted Oct. 2025



MASSACHUSETTS



## 2030 Massachusetts State Health Impact Plan

In coordination with a statewide analysis of pedestrian infrastructure, communities and open space, and a public health needs assessment, NHC and BCBSMA have adopted a 2030 Partnership Master Plan to build healthy communities across the state of Massachusetts.

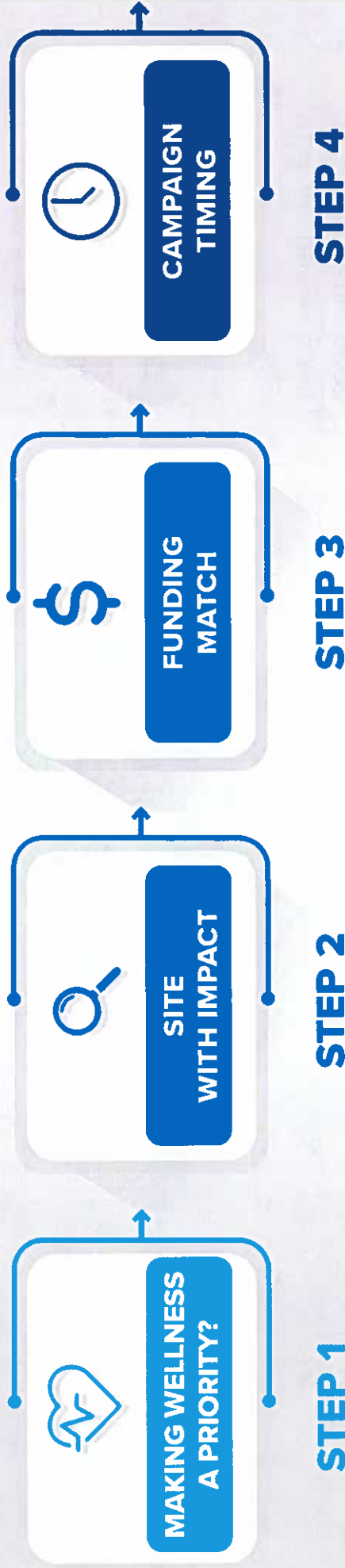
- 200 Site partners coming to Massachusetts by 2030
- Funding for first 50 site partners being distributed by 2025
- Multi-year grant funding and partnership applications now available for all qualification tiers
- All municipalities and schools identified are now being encouraged to qualify their community for partnership and funding



MASSACHUSETTS

# NFC Grant Requirements

Program Qualification



## NFC GRANT PROGRAM QUALIFICATION REQUIREMENTS

# Making Wellness a Priority

## STEP 1

CONSENSUS TO JOIN THE CAMPAIGN





# STEP 2

Qualify site locations for Funding

## 1

### VISIBLE

Site locations must be recognizable with high visibility.



## 2

### ACTIVE

Site locations must be heavily trafficked and centrally located.



## 3

### CONNECTED

Site locations must be integrated with pedestrian infrastructure.





# STEP 3

## 2023 CAMPAIGN FUNDING REQUIREMENT

### NFC PROGRAM FUNDING

The Fitness Court® and National Campaign Services

\$ 155,000

NFC & Blue Cross Blue Shield of Massachusetts Grant Funding Award (Variable Grants Available) **\$30,000-\$50,000**  
100,000+ Fitness Court®  
 50,000-99,999 Fitness Court®

#### Art & Custom Color Options



NFC Standard  
Included



NFC Design Studio  
\$10,000



Local Artist  
\$25,000



Featured Artist  
\$50,000

OPTIONAL

**NFC PROGRAM TOTAL \$ 105,000-125,000**

### CONCRETE SLAB

Can be performed in-house or in-kind

est. \$ 0-20,000

### NFC APPROVED INSTALLER NETWORK - INSTALLATION TEAM

Turn Key Fitness Court Assembly  
 Art & Graphic Installation  
 Installation Partner (separate agreement)

\$ 25,000

With Prevailing Wage Rates: \$27,000

Fitness Court installation is a specialized installation that requires expertise, proper certifications, and proven field experience

**INSTALLATION & CONCRETE TOTAL ESTIMATE \$ 25,000-47,000**



MASSACHUSETTS

**AWARDEE TOTAL  
 REMAINING  
 FUNDING  
 REQUIREMENT**

PROGRAM + INSTALLATION

**\$130,000-  
 \$170,000**

Includes standard art collection

# Alternate Funding Pathways

Federal | State | Local | Regional



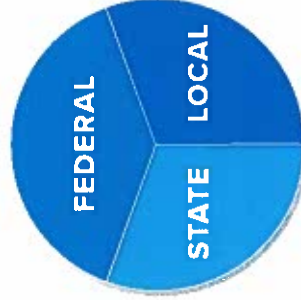
OVER 1000 SPONSORS NATIONWIDE

## ALTERNATE FUNDING PATHWAYS

NFC CONSULTATIVE SUPPORT

# STEP 4

## FEDERAL AND STATE FUNDING



Expert funding consulting for eligible partners



## LOCAL AND REGIONAL SPONSORS



# 2023 GRANT APPLICATION PERIOD NOW OPEN



Campaign seeking qualified applicants able to meet the 2023 time frame for adoption and local funding match.

## Partnership Qualification Process Campaign Overview

### PRE APPLICATION PHASE

- 1 Feasibility Review
- 2 Evaluation Call
- 3 Non-Binding Grant Application

### AWARD PHASE

- 4 Award of Grant Eligibility *(First Come, First Served for Qualified Applicants)*
- 5 Local Adoption by Governing Body
- 6 Develop and Confirm Funding Match

### LAUNCH PHASE

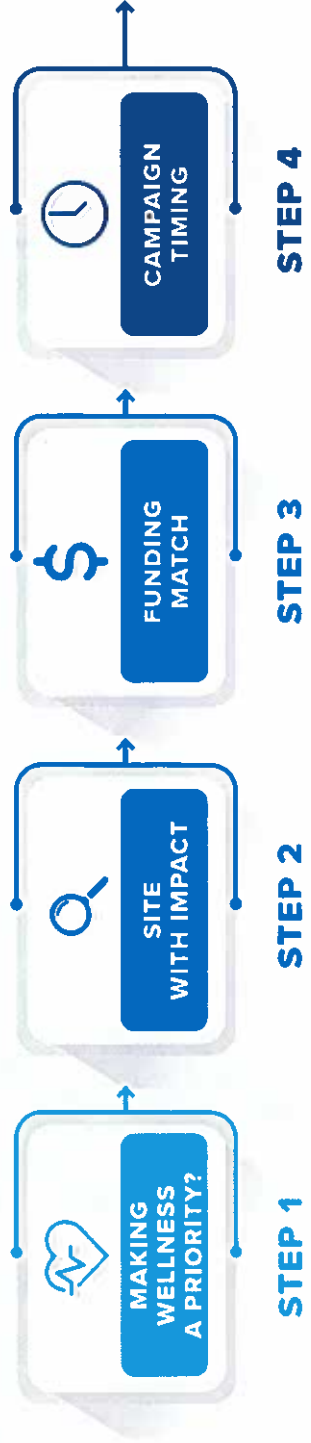
- 7 Shipment for Storage
- 8 Install Concrete Slab and Art Approval
- 9 Fitness Court Assembly
- 10 Press Launch Ceremony

### FITNESS COURT OPEN!



## Discussion - Q&A

National Fitness Campaign



**SCHEDULE EVALUATION CALL IF APPROPRIATE**

**NEXT STEP**





National Fitness Campaign  
September 14th, 2023

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*(continues on next page)*

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Your safety and the safety of the community are paramount to us, and we remain dedicated to providing the City of Worcester with the best possible experience through our Fitness Court infrastructure. We are confident the system will exceed all expectations in build quality, and live alongside the very best outdoor infrastructure in your community.

If you have any questions, require further clarification, would like to review structural engineering documentation or need assistance with any aspect of your Fitness Court installation, please do not hesitate to contact our team. We are committed to supporting you in your endeavor to promote health and wellness within your community.

Thank you for the partnership consideration and for joining the campaign.

Best Regards,



*Trent Matthias*  
*Director, National Fitness Campaign*



The City of  
**WORCESTER**

**CANDY MERO-CARLSON**  
District 2 City Councilor

455 Main Street  
Worcester, MA 01608

Robert C. Antonelli Jr.  
Parks, Assistant Commissioner  
Parks, Recreation & Cemetery Division, City of Worcester  
50 Officer Manny Familia Way  
Worcester, MA 01605

August 15, 2023

I am writing to express my support for the playground at Holmes Field to be named after Gordon Hargrove, a man whose dedication and selfless contributions have profoundly impacted countless lives in our city.

Gordon Hargrove's legacy is one that reverberates throughout Worcester. For over six decades, his commitment to fostering a positive and nurturing environment for our community's youth has been nothing short of inspirational. His journey began as a youth leader at Friendly House in 1957, where he embarked on a path of service that would forever shape the lives of those he touched.

As the director of Friendly House since 1965, Gordon Hargrove has been a steadfast pillar of support for individuals and families facing numerous challenges. From addressing issues of drug and alcohol addiction to providing aid for the homeless and combating food insecurity, his tireless efforts have transformed Worcester into a better place for everyone. The scope of his impact extends to vital areas such as childcare, after-school programs, and sports leagues, all of which have given our city's children opportunities for growth, development, and a sense of belonging.

Gordon Hargrove's approach to community service is unparalleled. His genuine concern for others, coupled with an unwavering willingness to extend a helping hand, has left an indelible mark on Worcester. His motto of "What can I do?" and "How can I help?" embodies the spirit of compassion and selflessness that we should all strive to emulate.

As Gordon Hargrove has entered a well-deserved retirement, it is only fitting that we honor his legacy in a manner that befits his contributions. Naming the playground at Holmes Field after him would serve as a lasting tribute and a reminder of the positive impact one individual can have on an entire community. It would also stand as an inspiration for future generations to engage in acts of kindness and service, perpetuating the values that Gordon has exemplified throughout his life.

I sincerely hope you will consider this proposal with the depth of significance it merits. By naming the playground at Holmes Field after Gordon Hargrove, we not only commemorate his remarkable journey but also ensure that his legacy continues to inspire and uplift generations to come.

Thank you for your time and consideration. I look forward to witnessing Gordon Hargrove's name forever associated with a place that embodies the spirit of community and growth.

Sincerely,

Candy F. Mero-Carlson

Worcester City Councilor – District 2

Room 310, City Hall ■ 455 Main Street ■ Worcester, Massachusetts 01608-1889  
Telephone (508) 799-1049 ■ Fax (508) 799-1194  
E-Mail: [Mero-CarlsonC@worcesterma.gov](mailto:Mero-CarlsonC@worcesterma.gov)





[REDACTED]

---

**From:** sheri dumas [REDACTED]  
**Sent:** Thursday, August 10, 2023 7:51 AM  
**To:** [REDACTED]  
**Subject:** Bob Rousseau

**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.

Sent from my iPhone

Begin forwarded message:

**From:** Sheri Dumas [REDACTED]  
**Date:** August 9, 2023 at 11:07:13 PM EDT  
**To:** sheri dumas [REDACTED]  
**Subject:** Bob Rousseau

To Whom it May Concern,

According to the Worcester Parks and Recreation Commission Bylaws, Section III, Number 5 states that, "No facility shall be named for a living person." However, it also states that "exceptions may be considered when exceptionally outstanding volunteer efforts which directly benefit parks department facilities and/or parks and recreation programs would so justify." I am writing to ask you to consider naming the softball field at Vernon Hill Park for someone who is an exception to that rule, Bob Rousseau.

This year, Bob turns 70 years old and with that will log his 60th year as a Little League Volunteer. Since the age of 10, Vernon Hill Park has held a special place in his heart. He assisted his father and uncle in building the initial structure at the baseball field as well as adding additions, and rebuilding after a fire in the early 1990's. After being blessed with daughters, he set his sights on the softball field. This field was anything but great - the outfield was uphill, and the infield was better meant for mud wrestling until it dried out in early August. One year, he spent hours upon hours hand digging a trench around the infield to help with the drainage. After the field was finally renovated in the early 2000's, nobody played on it for two years. As ADA for District 4 Little League Softball, he took over the field and brought softball back to Vernon Hill, including hosting both the Big League and Senior Softball East Regional Tournaments. To this day, he continues to work tirelessly on this field. People often comment on the time he spends on the tractor, mowing the outfield, and dragging the infield. His joy comes from watching the smiles of the girls who are so excited to play on such a beautiful field. There isn't anyone more hard working, dedicated and deserving than Bob. He has literally put blood, sweat and tears into this field and now with your help, I'd love to put his name on it as well.

Thank you so much for your consideration,

11/11/11

11/11/11

11/11/11

11/11/11

11/11/11

*June 19, 2023*

*Petition To the Worcester Parks Department and Parks Commission,*

*On behalf of the undersigned names, we are petitioning the Worcester Parks and Recreation Commission to authorize the naming of the playground in Castle Park after former city councilor and community leader Barbara Haller. Barbara Haller was a remarkable community and civic leader who spent more than three decades fighting to improve the quality of life for the residents of Main South and all the city's neighborhoods.*

*Barbara was born on November 1, 1948, in Schenectady, NY. After spending time in Chicago in the Volunteers in Service to America (VISTA) program, she moved to Holland, Massachusetts with her partner and their two children. While there, she graduated from Worcester Polytechnic Institute, attaining a Bachelors of Science degree in electrical engineering, and was one of the first female engineers to attain the rank of supervisor at National Grid.*

*From 1988 to 2003, she was co-owner of Gilrein's, a blues club in the Main South neighborhood of Worcester. First as business owner, and then in 1994 as resident, she became increasingly involved in the Main South community. She was a leader in the Beacon Brightly Coalition that worked to improve Main South Worcester and earned a reputation as a hands-on leader who led numerous community clean-up and service projects.*

*As a resident of Castle Street, she led the effort to reclaim and rebuild Castle Park which had fallen into disrepair and had been largely abandoned by the city. Starting in the early 1990's, she organized efforts to renovate the park with the assistance of the Massachusetts National Guard, the Regional Environmental Council, and community volunteers. Over the next 30 years her advocacy and partnership with the city resulted in the rebuilding of the park that included the building of basketball courts, the installation of the multi-purpose soccer court, and a community playground. She was also a tireless champion and protector of the park, helping coordinate park clean-ups on Earth Day, organizing cookouts after and working with the Worcester Police Department to keep the park safe for residents. She dedicated countless hours of personal time monitoring, cleaning, and caring for the park. She was often seen in the mornings picking up litter, sweeping broken glass, and talking to visitors who were sitting at the picnic tables. She often held cook-outs, inviting residents to enjoy the park with their families for food and play. She encouraged positive use of the park such as sponsoring events with Preservation Worcester to tell the history of the park*

*with people dressed in period costumes. She also worked with community organizations in the neighborhood including the Main South CDC, Family Health Center, and staff at Community HealthLink to encourage positive behavior in the park.*

*Barbara was elected District 4 Councilor on the Worcester City Council in 2001 and served on the council for 10 years. In this role she was a tireless champion for the city's parks and playground, especially for the parks in District Four. She led efforts to rebuild parks in her district including Crompton, University, and Castle Park, as well as others throughout the city. On the council she was also a passionate advocate for the city's neighborhoods, working with officials to address housing, safety, and quality of life issues. She also was a strong advocate for the city's growing refugee population and for small business owners.*

*Beyond her service on the City Council, Barbara served as a leader of the board of directors of the Main South Community Development Corporation, as a member of the Central YMCA Committee and later served on the Worcester License Commission. She was also a strong supporter of the Regional Environmental Council, the Worcester Tree Initiative, Family Health Center of Worcester, and the Neighborhood Strings music program.*

*We believe that renaming the playground at Castle Park would be a fitting memorial to Barbara's remarkable career in public service and advocacy for the park. The Barbara Haller Memorial Playground at Castle Park would honor and memorialize Barbara's commitment to children, her ability to connect with them, and the ways that she fought to create a neighborhood with spaces where children could play. Those who knew and loved Barbara know how she cared for the circle of children in her neighborhood, how she nurtured their intelligence and creativity, and how she gave them and their families love and sustenance.*

*We believe that recognizing Barbara in the naming of this playground will serve to remind the City of Worcester of its commitment to all of our city's children, to maintaining green spaces in all parts of the city, to building and creating access to safe and affordable housing, and to building a city that centers the needs of children above the needs of those already empowered.*

*Thank you.*

Joe	O'Brien	[REDACTED]	Worcester	MA	1610	[REDACTED]
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**Antonelli, Robert C. Jr., Parks Asst. Comm.**

---

**From:** Joe O'Brien [REDACTED]  
**Sent:** Monday, June 19, 2023 10:41 AM  
**To:** Antonelli, Robert C. Jr., Parks Asst. Comm.; Parks  
**Subject:** re: Petition to rename playground in Castle Park  
**Attachments:** Barbara Haller Petition.pdf

**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.

*Dear Commissioner Antonelli and Members of the Parks Commission,*

*Please find attached is a letter signed by members of the Worcester community petitioning the Worcester Parks and Recreation Commission to authorize the naming of the playground in Castle Park after former city councilor and community leader Barbara Haller. Barbara Haller was a remarkable community and civic leader who spent more than three decades fighting to improve the quality of life for the residents of Main South and all the city's neighborhoods. Please contact me at 508-335-8768 if you have questions or need further information.*

*Sincerely,*

Joe O'Brien, [REDACTED] Worcester 01610

Lisa	Weinberg	[REDACTED]	Worcester	MA	1610	[REDACTED]
Casey	Starr	[REDACTED]	Worcester	MA	1602	[REDACTED]
Annie	Cohn	[REDACTED]	Worcester	MA	1602	[REDACTED]
Deborah	Packard	[REDACTED]	Worcester	MA	1609	[REDACTED]
Tim	Murray	[REDACTED]	Worcester	MA	1610	[REDACTED]
Peggy	Middaugh	[REDACTED]		NJ	8759	[REDACTED]
Frances	Anthes	[REDACTED]	Worcester	MA	1609	[REDACTED]
Brenda	Jenkins	[REDACTED]	Worcester	MA	1610	[REDACTED]
Fred	Taylor	[REDACTED]	Worcester	MA	1604	[REDACTED]
Kasey	Poulin	[REDACTED]	Worcester	MA	1602	[REDACTED]
Steve	Fischer	[REDACTED]	Worcester	MA	1602	[REDACTED]
Steve	Murphy	[REDACTED]	Worcester	MA	1603	[REDACTED]
Stacie	Brimmage	[REDACTED]	Worcester	MA	1610	[REDACTED]
Judith	Kirk	[REDACTED]	Worcester	MA	1610	[REDACTED]
Charles	Washburn	[REDACTED]	Worcester	MA	1609	[REDACTED]
Matthew	Bansfield	[REDACTED]	Brookfield	MA	01506	[REDACTED]
Robert	Scott	[REDACTED]	Worcester	MA	01610	[REDACTED]
Grace	Sliwoski	[REDACTED]	Worcester	MA	1602	[REDACTED]
Sabrina	Pena	[REDACTED]	Worcester	MA	1609	[REDACTED]
Terra	Oliveira	[REDACTED]	North Brookfield	MA	1535	[REDACTED]
Mary	Knittle	[REDACTED]	Worcester	MA	1606	[REDACTED]
Joan	Herlihy	[REDACTED]	Worcester	MA	1606	[REDACTED]
Bob	Knittle	[REDACTED]	Worcester	MA	1606	[REDACTED]
Ellen	Bansfield	[REDACTED]	Worcester	MA	01610	[REDACTED]
Kevin	OSullivan	[REDACTED]	Worcester	MA	1609	[REDACTED]
Maritza	Cruz	[REDACTED]	Worcester	MA	1605	[REDACTED]
Dignora	Acevedo	[REDACTED]	Worcester	MA	1610	[REDACTED]





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

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**From:** Rose, Sean M.  
**Sent:** Tuesday, August 29, 2023 12:17 PM  
**To:** Gordon Robertson; Antonelli, Robert C. Jr., Parks Asst. Comm.; Pottle, Andrew James  
**Subject:** Re: Sara Robertson - Portrait

Gordon,  
I am adding the Commissioner Antonelli and the City Clerk here so everyone is on the same page with your request.

Sean

**Sean M. Rose, M.Ed.**  
District 1 ~ City Councilor

Standing Committee Assignments  
Chair of Economic Development  
Vice-Chair of Veterans' Memorials, Parks & Recreation  
Member of Municipal and Legislative Operations

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**From:** Gordon Robertson <gordon@cityofworcestermass.gov>  
**Sent:** Saturday, August 26, 2023 11:53 AM  
**To:** Rose, Sean M. <RoseS@worcestermass.gov>  
**Subject:** Re: Sara Robertson - Portrait

**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.

Dear Councilman Rose,

First of all, I want to again express my gratitude for your steadfast efforts and leadership on recognizing my Mother's contributions to the City of Worcester and her courage at a time when men truly dominated City politics. After some consultation with my family, we would respectfully request that her name be withdrawn from the softball field naming. We appreciate the effort to compromise with some neighbors but do not feel it is an appropriate recognition.

At the right time, we would love to re-engage on an appropriate naming opportunity that would have full support. With more than 20 years of dedicated service from the Junior League, the League of Women Voters, the School Board, the Worcester City Council and ultimately serving as Mayor, we feel it would be more appropriate to wait for another opportunity, whenever that may be.

I hope we can find time for a quick phone call to discuss this further and see what your thoughts are on this matter. Again, thank you so much for all you have done to date,

Gordon





Eric D. Batista  
City Manager

CITY OF WORCESTER

cm2023aug10102654

Attachment for Item # 10.9 A

August 22, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to a report concerning the request for Indian Hill Park be renamed Sara Robertson Park, as received from Jay J. Fink, Commissioner of Public Works and Parks, is forwarded as requested by your Honorable Body.

Respectfully submitted,

Eric D. Batista  
City Manager



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**To:** Eric D. Batista, City Manager  
**From:** Jay J. Fink, P.E., Commissioner of Public Works and Parks  
**Date:** August 22, 2023  
**Re:** Indian Hill Park Softball Field Naming

The Department of Public Works & Parks respectfully submits this memo for your review, consideration and to forward to the City Council for their information. This information is submitted in response to City Council Order #:12565 wherein a request was made for a report concerning the request for Indian Hill Park be renamed Sara Robertson Park.

This item was initially heard by the Parks & Recreation Commission on May 25, 2023 and forwarded to DPW & Parks Administration for posting. The Parks Division then developed and sent out a post card to neighbors of the Park who live within 1,000 feet of the Park for an official hearing before the Parks & Recreation Commission, which took place on June 15, 2023.

On June 15, 2023, the Parks & Recreation Commission heard the request and took input from neighbors, family members of Ms. Robertson and other interested individuals. During the hearing a suggested change was made to name only the softball field as "The Sara Robertson Softball Field" and keeping the name of the Park as Indian Hill Park. The Parks & Recreation Commission approved the naming of the softball field at this meeting.

Sincerely,

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

Attachment



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Nancy Ortiz  
22 Monterey Drive  
Cherry Valley, MA, 01611  
(508) 574-1526  
nehainc747@gmail.com

August 17, 2023

Worcester Parks and Recreation  
50 Officer Manny Familia Way  
Worcester, MA 01605

Dear Mr. Antonelli and the Worcester Parks Commission,

We want to address the current conditions of the outdoor 1-Wall Handball Courts.

In early July, we found out that the Camp Street Handball will not be revitalized due to funding. These courts are in dire need of repairs. This is William's July response when he found out that the four 1-wall handball courts will not get done in the Summer of 2023.

That's bad news because those courts were our main courts and it has always been neglected other than the minor repairs when Barbara Haller got the 10 grand to help the courts a bit. That was 16 years ago! That park had the most active handball courts in the city and that park has been redone twice already with nothing going to the handball courts.

We do appreciate Crompton but the city did lose the Valley, Castle, Plumley, Chandler Elementary, and the indoor handball courts at the Central Branch YMCA. Green Hill is a challenge being unfenced and next to a Skate Park. Can any of that money go towards any improvements to the existing courts?

Green Hill & Crompton?

The floors are all cracked up at Green Hill and it has no perimeter fencing. The paint at Crompton's court floors is not horrible, but it is

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fading a bit, and will open up.

Maloney Field walls have too many bad bounces and are crumbling- being close to 50 years old. Could things have been scaled back like no lighting or other cost that could have made it cheaper? Please let me know because we've waited so long for this to happen and that neighborhood really needs it.

As of now, the Crompton Park Handball court floors need a paint job. The court floor facing Canton St. is slippery- the asphalt is noticeable. Camp Street Handball Walls have a crack through the middle of the wall and looks terrible. Green Hill court floors are cracked in the back side near the Skate Park. Of course, fencing is needed.

We want to address these issues at the Th. Sept 28th Parks meeting.

Respectfully,

Nancy & Will Ortiz,

NEHA Inc.

[REDACTED]

---

**From:** Parks  
**Sent:** Wednesday, September 20, 2023 10:18 AM  
**To:** Antonelli, Robert C. Jr., Parks Asst. Comm.  
**Subject:** FW: 149 West Boylston Drive Maintenance

Please see below!

**From:** Carl Gomes [REDACTED]  
**Sent:** Sunday, September 17, 2023 9:24 AM  
**To:** Parks <parks@worcesterma.gov>  
**Cc:** Indian lake Community Association:Vice President:Deb Van Batenburg [REDACTED]  
**Representative:**James O'Day <[REDACTED]> **Representative:**John Mahoney  
[REDACTED]; **Representative:**James O'Day <[REDACTED]>; Robert  
Bilotta:District 2 Candidate 2023 [REDACTED]  
**Subject:** 149 West Boylston Drive Maintenance

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.

Worcester Parks Commission Board

At the March 2023 meeting of Worcester Parks meeting 149 West Boylston Drive was on the agenda. At that meeting I provided public testimony about the lack of maintenance for the 149 West Boylston Drive parcel since the park was overhauled by a \$70,000.00 grant secured by Representative John Mahoney. Prior to the completion of that work Assistant Commissioner Robert Antonelli made commitments that the parcel would at a minimum receive one cutting a year to prevent the regrowth of dense vegetation. Since the work has been completed the parks department has completely neglected the parcel and allowed the vegetation to grow unchecked for the last 3 years.

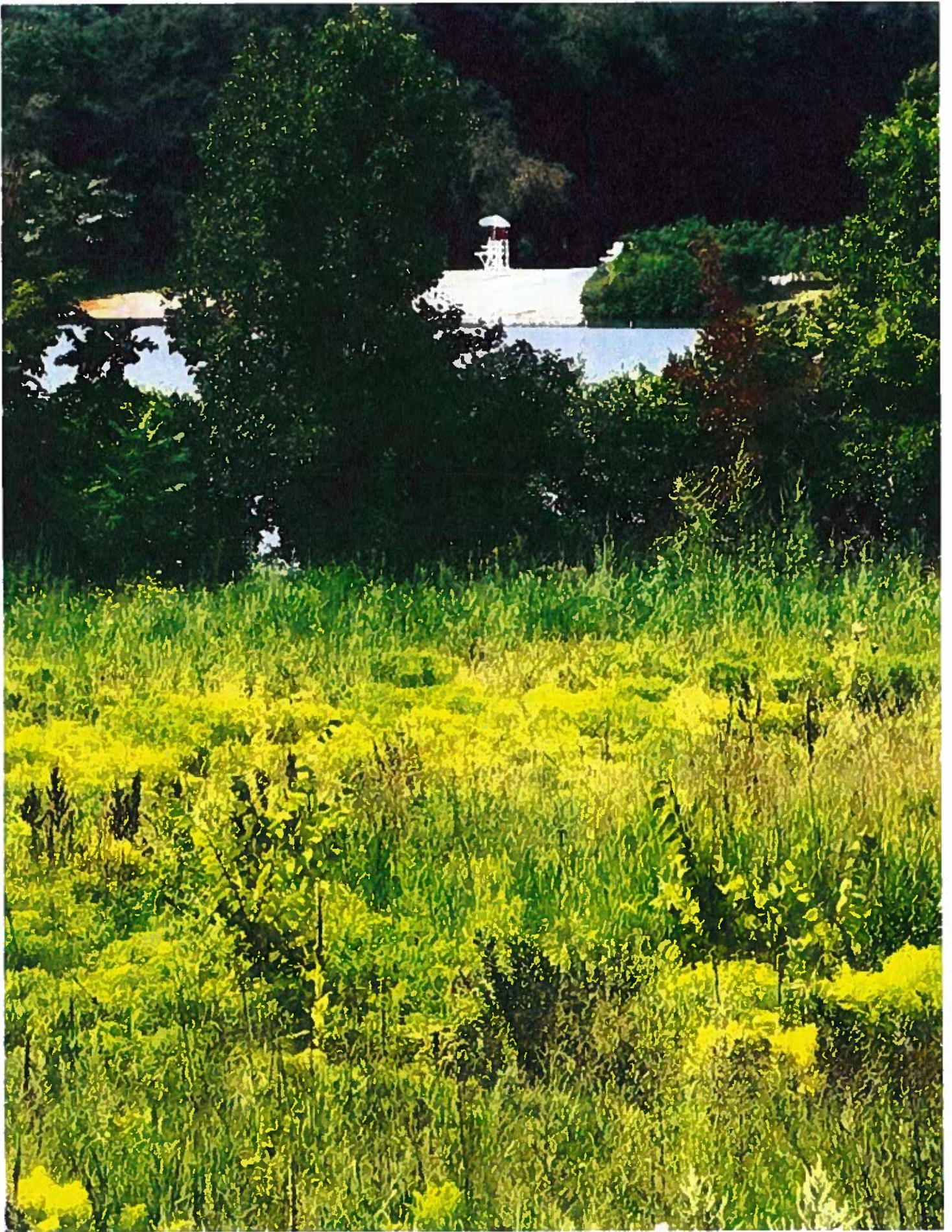
At the March meeting I expressed to Scott Cashman Chairperson my concerns about the lack of commitment by the Parks Department to maintain the parcel and requested a public commitment by the Parks Department to when action will be taken to address the maintenance of the parcel. Chairmen Cashman expressed it has been his experience if the Parks Department makes a commitment it gets done.

Attached are photos of the 149 parcel taken in July it is now September 16th and still no action has been taken to address this parcel.

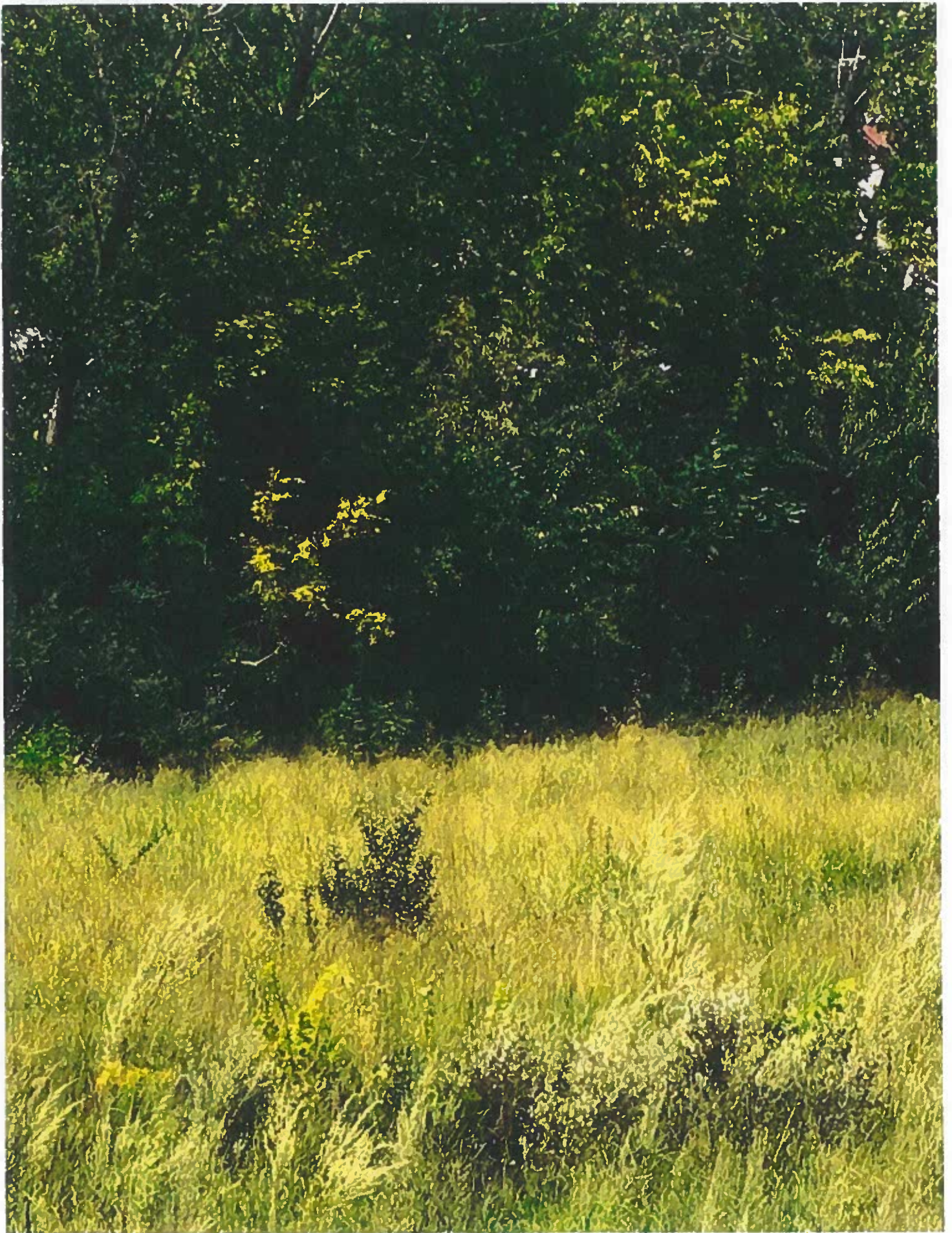
It is my understanding that Chairperson Cashman term has expired and currently there is a vacancy and no one has been named as acting Chair. I am submitting this to the current board members and requesting that the lack maintenance for the 149 West Boylston Drive parcel be placed on the next meeting of the Parks Committee on Thursday September 28, 2023 at 6:30PM.

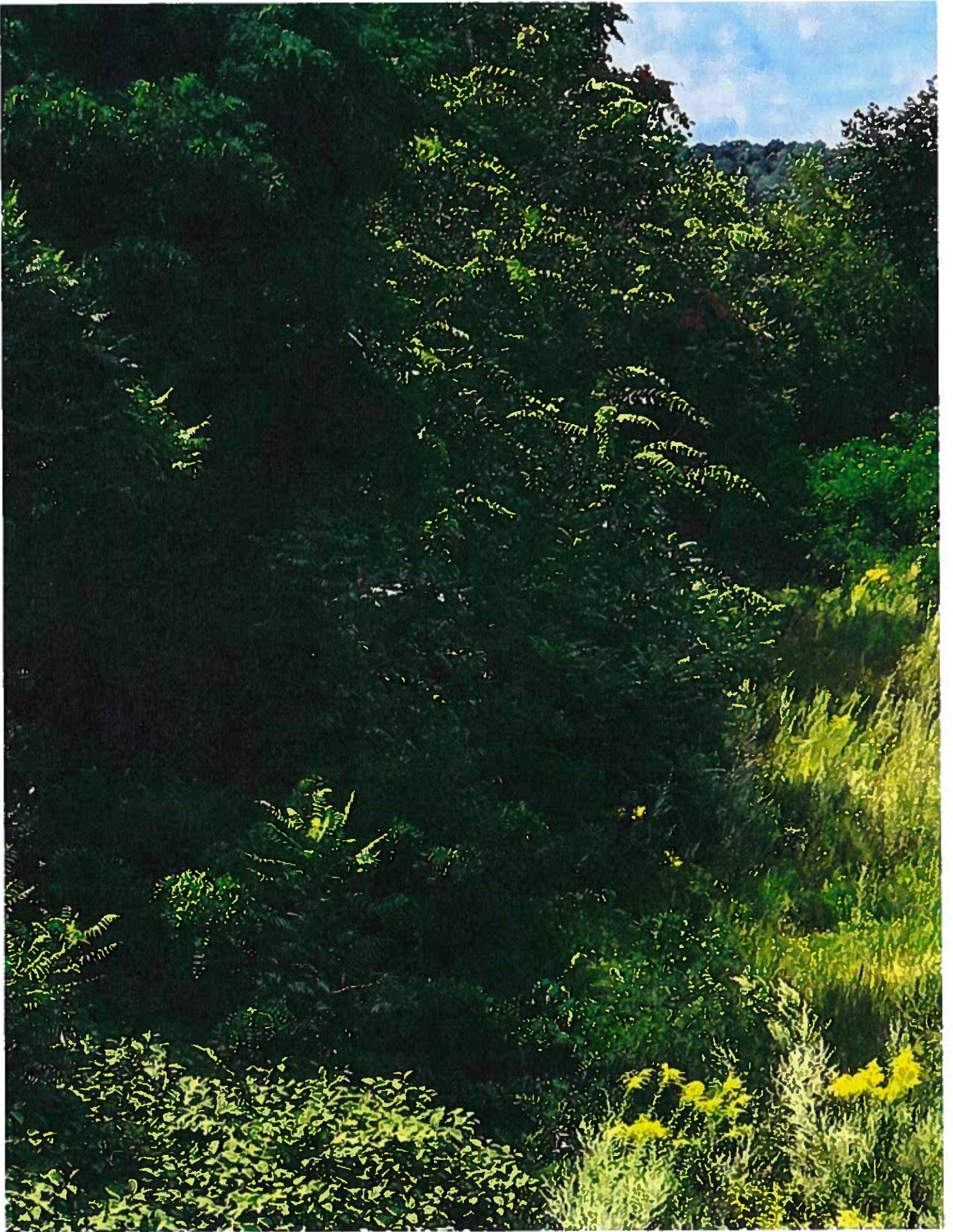
Please confirm receipt of this email and that each member of the parks committee has received it as well.

Thank you,









## ASSISTANT COMMISSIONER'S REPORT:

### 1. General:

- Request of the Department of Health and Human Services to install a Outdoor Fitness Equipment at University Park
- Request to use University Park by Clark University for the installation of three (3) sculptures
- Request to use University Park by Clark University for a reception with music and family activities
- Request to use Elm Park by the No Loose Braids/Tiny Seeds for the installation of partial tribal homestead
- Grant Applications –
  - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded
  - Land & Water Conservation Fund Grant – University Park - Awarded
  - Land & Water Conservation Fund Grant – Great Brook Valley - Submitted
  - PARC & LAND Grant Program – Sever Street – Awarded
  - USDA Forest Service Grant – IRA – Not Awarded
- Economic Development Initiatives –
  - NA
- Cultural Events-
  - NA
- Park Vandalism & Graffiti – NA
- Donations –
  - NA
- Capital Improvement Programs
  - Apricot Street Playground - NA
  - Ball Property - NA
  - Banis Street Playground - NA
  - Beaver Brook Park - NA
  - Bell Pond – NA
  - Bennett Field – NA
  - Betty Price Playground – NA
  - Blackstone Gateway Park – NA
  - Blithwood Park – NA
  - Boynton Park – NA
  - Burncoat Park – NA
  - Burncoat Playground – NA
  - Cascades Park – NA
  - Castle Park – NA
  - Coal Mine Brook – 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 – Update
- Harry Sherry Field (S. Worcester) - NA
- Holland Rink - NA
- Holmes Field - NA
- Indian Hill Park – NA
- Indian Lake Beach – NA
- Institute Park – NA
  - Walkway Design
  - Salisbury Pond - Update
- Kendrick Field – NA
- Knights of Columbus – NA
- Korean War Memorial – NA
- Lake Park – NA
- Lake View Playground – NA
- Logan Field – NA
- Morgan Landing – NA
- Mulcahy Field – NA
- Oakland Heights Playground – NA
- Providence Street Playground – NA
- Ramshorn Island – NA
- Rockwood Field – NA
- Salisbury Park (Bancroft Tower) – NA
- Shale Street Playground – NA
- Shore Park – NA
- Spillane Field – NA
- South Worcester Park - NA
- Tacoma Street Playground – Update
- TY Cobb – NA
- University Park – NA
- Vernon Hill – NA
- Wetherall Estates (Duffy Field) – NA
- 149 West Boylston Drive - NA
- Winslow & Pleasant – NA



- Aquatic Master Plan – NA
- Open Space and Recreation Plan – NA
- North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
- Art-in-the-Park – Request to keep Art Work in Elm Park - NA
- Dog Park, Licensing & Control of Dogs – NA
- Rectangular Field Development – NA
- Park Monument Review – NA
- Misc. items:
  - Keep Worcester Clean –
    - NA
  - City Council Orders –
    - NA
  - City Council Petitions –
    - NA
  - Forestry Operations –
    - Tree City USA - NA
    - ALB (Asian Longhorned Beetle)
    - EAB (Emerald Ash Borer)
    - Arbor Day – April 26, 2024
  - Budget – Operational & Capital - NA
    - Parks, Recreation & Cemetery Division – NA
    - Capital Improvement Program – NA
    - City Five Point Financial Plan – NA
    - City Auditor Communications - NA
  - Summer Youth Employment Program – Update
  - Aquatics – NA
    - Christian’s Law – NA
  - Recreation Worcester - NA
  - Holiday Tree – NA
  - Worcester Common Ice Skating Rink - NA
  - Waterfowl in Park – NA
  - Out-to-Lunch – NA
  - Trash – NA
  - ESCo – NA
  - Park Permits –
    - NA
  - Access/ ADA – NA
  - Mobile Concession/ Food Truck - NA
  - ATV – Recreational Vehicle – NA
  - Veterans Memorials - NA
  - Misc. Information –
    - NA
- Golf Course:
  - Fees & Policies - NA
  - Golf Course Donations - NA

# **PARKS AND RECREATION COMMISSION MEETING**

Thursday September 28, 2023 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

Virtual with WebEx

## **ASSISTANT COMMISSIONER'S REPORT**

**GENERAL**



**2023 PERMIT APPLICATION FOR EVENT IN A PARK**

Name of Requested Facility: University Park Today's Date: 8/02/2023  
 Name of Your Organization: Clark University Website: www.clarku.edu  
 Name of Applicant: Gloria D. Hall Email: [REDACTED]  
 Address: 115 Beeching street City: Worcester State: MA Zip: 01602  
 Cell Phone#: [REDACTED] Alternate Phone #: [REDACTED]

Event Date: 10/12/2023 - 6/20/2024 Rain Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Set up Date & Start time: 10/12/2023 - 6/20/2024 Breakdown Date & End Time: 9:00 - 1:00

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

Describe event in detail: installation of 3 sculptures - University Park  
front end loader / back-hoe / forklift / need electricity

Have you ever had a similar permit?  YES  NO Estimated amount of people to attend: 10

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

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

Are you a non-profit organization with a 501C3?  Yes  No (Please provide copy of certificate) ID# 04-2111 203

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

**This section must be completed by the Police Department ONLY**

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

[wpdpaydetailofficeemailist@worcesterma.gov](mailto:wpdpaydetailofficeemailist@worcesterma.gov) - 508-799-8686

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

Does the event require a Sound Permit?  Yes  No

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

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

Initials: GH





**Please see important notes below:**

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

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

\*A Copy of this State law is available on the City of Worcester website and at the Parks Office.\*

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

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

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

Initials: \_\_\_\_\_

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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

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

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

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

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

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

PRINT NAME OF APPLICANT/REPRESENTATIVE: Gloria D. Hall DATE: 8/01/2023

SIGNATURE OF APPLICANT/ REPRESENTATIVE: Gloria D. Hall

Initials: \_\_\_\_\_

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

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

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

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

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

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

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

Initials: MS

## PARKS & RECREATION

### FEES & CHARGES POLICY 2023

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

#### SPORT PERMITS:

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

#### EVENT PERMITS:

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

#### COMMUNITY BUILDINGS:

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

#### METAL DETECTING PERMITS:

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

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

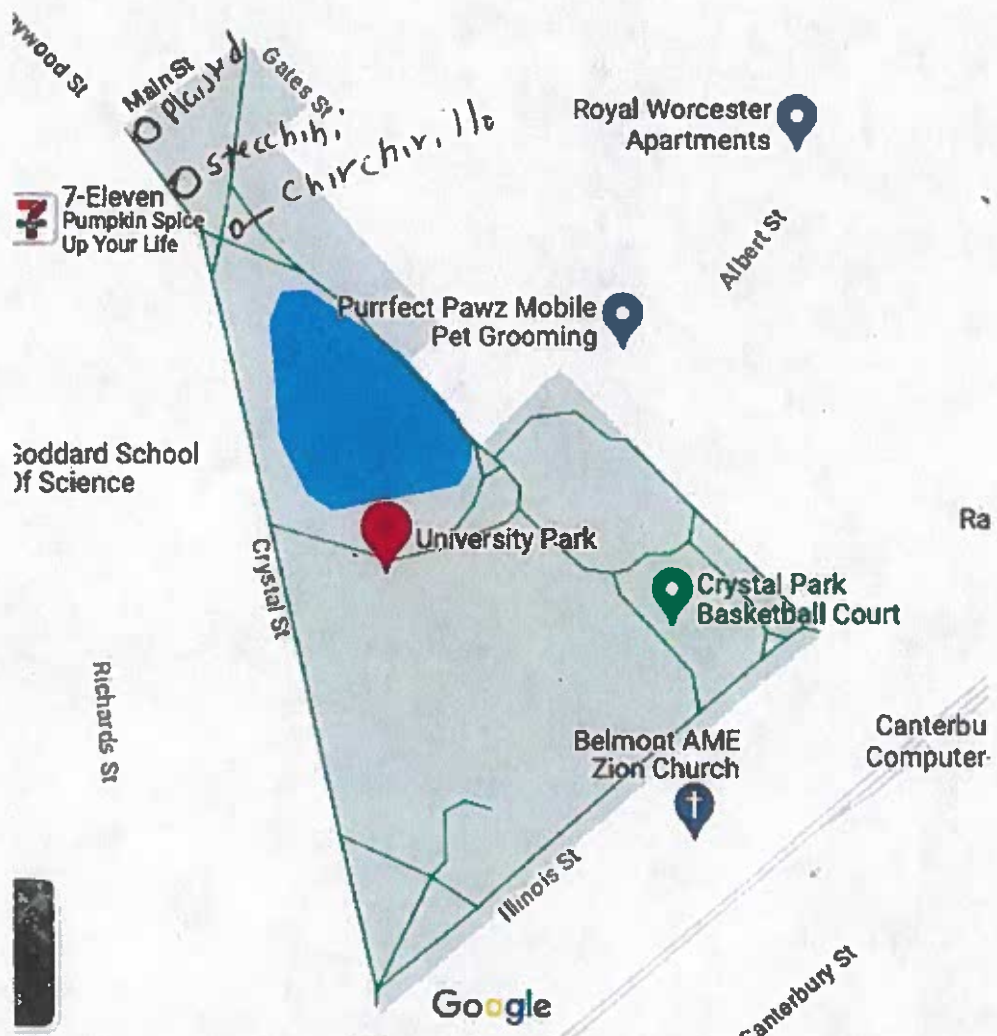
**PORTABLE STAGE FEE:** The fee for delivery, setup, breakdown, and pickup of the portable stage within the City of Worcester is \$960.00. This fee is non-negotiable.

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

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

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

Initials: \_\_\_\_\_



7-Eleven  
Pumpkin Spice  
Up Your Life

Soddard School  
of Science

Richards St

Crystal St

Purrfect Pawz Mobile  
Pet Grooming

University Park

Belmont AME  
Zion Church

Crystal Park  
Basketball Court

Royal Worcester  
Apartments

Albert St

Ra

Canterbu  
Computer

Illinois St

Canterbury St

Google











**2023 PERMIT APPLICATION FOR EVENT IN A PARK**

Name of Requested Facility: University Park Today's Date: 8/02/2023

Name of Your Organization: Clark University Website: www.clarku.edu

Name of Applicant: Glenn D. Hall Email: [REDACTED]

Address: 15 Beeching St. City: Worcester State: MA Zip: 01602

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

Event Date: 10/14/2023 Rain Date: 10/15/2023 Start Time: 1:00 PM End Time: 4:00 PM

Set up Date & Start time: 10/14/ 11:00 Breakdown Date & End Time: 4:00 - 5:00 - 10/14/2023

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

Describe event in detail: opening Reception with music and family activities  
artists talk

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

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

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

Are you a non-profit organization with a 501C3?  Yes  No (Please provide copy of certificate) ID# 04-2111203

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

**This section must be completed by the Police Department ONLY**

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

[wpdpaydetailofficeemailist@worcesterma.gov](mailto:wpdpaydetailofficeemailist@worcesterma.gov) - 508-799-8686

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

Does the event require a Sound Permit?  Yes  No

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

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

Initials: GH

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

- Yes No
- Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)
- Will you be requesting the Parks Division to remove and dispose of your trash? (A starting fee of \$400.00 will apply for removal/disposal of trash, this fee may increase based on the amount of trash. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it.)
- n/a   [REDACTED] restrooms at this facility? (If available, some locations do NOT have restrooms.)
- Will you be renting portable restrooms? Please provide information on company: [REDACTED]  
\* All event [REDACTED] must have a minimum of 1 accessible [REDACTED]  
\* Each accessible unit must be placed with entrance facing an accessible surface/walkway.
- Will you be requesting the use of our electricity? (Not all locations have access to electricity. Cost is \$30 per hour. If our electrician is required for electrical hook up, it will cost an additional \$60 per hour, min. of 4 hours per day.) If using a multi-media/sound company, please provide name & phone number: n/a
- Will you be using a generator? (A permit from Inspectional Services will be required, contact information page 4 (Copy of the generator permit will be required by Parks.)
- Will you be serving food? (A permit from Inspectional Services may be required, please see page 4 for contact information.) Copy of the food permit will be required by Parks. Oil will not be allowed to be disposed of in sewer drains, a disposal plan must be submitted with the application.
- Will you be using Grills? (A permit from the Fire Department may be required if using propane grills, please contact the Fire Department. Contact information available on page 4. If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.)
- Will you be using Tents? (All tents must be **stake-less**. A permit may be required from Inspectional Services for tents that are larger than 10' x 10', please see page 4 for Contact Information.)  
Size of Tents: 10x10 / 20x20 Number of Tents: 1 Tent Company Name: Creedon
- Will there be any inflatable devices/bouncy houses? (All devices must be **stake-less**, and approval will be based on current public health guidance. Company: \_\_\_\_\_)
- Will you be using tables and chairs? The city does not supply tables or chairs, please show location on set up map.
- Will you have EMS services available? (This is not mandatory, but maybe recommended, contact information on page 4)
- Will you be using any banners? (No nails or staples allowed, only rope or tape. Large banners will be put up by Parks staff 2 weeks prior to the event, a \$30 fee will apply for Elm & Institute Park, other parks will be determined by location.
- Are you requesting the use of our portable metal stage? (The cost to rent the stage is \$960.00 the size is 24' x 24', it can also be used open halfway with a back. This stage is not accessible.)

Initials: nlh

**Please see important notes below:**

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

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

\*A Copy of this State law is available on the City of Worcester website and at the Parks Office.\*

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

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

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

Initials:    *DH*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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

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

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

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

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

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

PRINT NAME OF APPLICANT/REPRESENTATIVE: Gloria D. Hall DATE: ~~10/1~~ 8/08/2023

SIGNATURE OF APPLICANT/ REPRESENTATIVE: Gloria D. Hall

Initials: GDH

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

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

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

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



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

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

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

Initials: MLX

## PARKS & RECREATION

### FEES & CHARGES POLICY 2023

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

#### SPORT PERMITS:

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

#### EVENT PERMITS:

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

#### COMMUNITY BUILDINGS:

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

#### METAL DETECTING PERMITS:

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

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

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

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

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

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

Initials: \_\_\_\_\_



**2023 PERMIT APPLICATION FOR EVENT IN A PARK**

Name of Requested Facility: Elm Park Today's Date: August 9, 2023  
 Name of Your Organization: No Loose Braids/Tiny Seeds Website: https://www.noloosebraids.com  
 Name of Applicant: Andre "StrongBearHeart" Gaines Email: andre.gaines85@gmail.com  
 Address: 50 Maroney Rd. City: Grafton State: Mass. Zip: 01519  
 Cell Phone#: 508-680-2086 Alternate Phone #: 617-699-7323  
 Event Date: Sept. 17, 2023 Rain Date: N/A Start Time: 12 pm End Time: 8 pm  
 Set up Date & Start time: Sept. 16, 2023 at 9 am Breakdown Date & End Time: Sept 16, 8 pm  
 Staffing will be determined by the needs of each organization; it will vary by event, and it will be determined by Parks Administration.

Describe event in detail: There will be an installtion that will run from Sept 16 thru December 16, with an openi  
The installation will include a partial Tribal homestead, with a fire circle and signage about the installatic

Have you ever had a similar permit?  YES  NO Estimated amount of people to attend: 75 - 100  
 Will you be charging admissions or selling any items at this event? (You may need a Hawker & Peddlers license)  YES  NO  
 If the event is located at the Common: Are you requesting to serve alcohol?  Yes  No.  
 (Approval from the Parks & Recreation Commission will be required as well as an approval from the License Commission)  
 Are you a non-profit organization with a 501C3?  Yes  No (Please provide copy of certificate) ID# 84-2097757  
 Are you having amplified sound (Microphones, speakers, blowhorns, radios, sound system)?  Yes  No  
 (You will need a Sound Permit from the Police Department, please see below.)

**This section must be completed by the Police Department ONLY**

Anyone requesting a Park Permit will need to notify the Police Department Off-Duty Office and have them complete and sign below in reference to Police Supervision and/or Sound Permits. The Police will determine the need for Police Supervision, if any, and the number of officers required. There is no exception to this requirement.  
[wdpdetailofficeemailist@worcesterma.gov](mailto:wdpdetailofficeemailist@worcesterma.gov) - 508-799-8686

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

Initials: \_\_\_\_\_

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

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

Initials: \_\_\_\_\_

**Please see important notes below:**

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

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

\*A Copy of this State law is available on the City of Worcester website and at the Parks Office.\*

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

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

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

Initials: \_\_\_\_\_

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

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

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

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

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

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

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

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

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

Initials: \_\_\_\_\_

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

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

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

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



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

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

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

## PARKS & RECREATION

### FEES & CHARGES POLICY 2023

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

#### SPORT PERMITS:

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

#### EVENT PERMITS:

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

#### COMMUNITY BUILDINGS:

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

#### METAL DETECTING PERMITS:

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

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

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

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

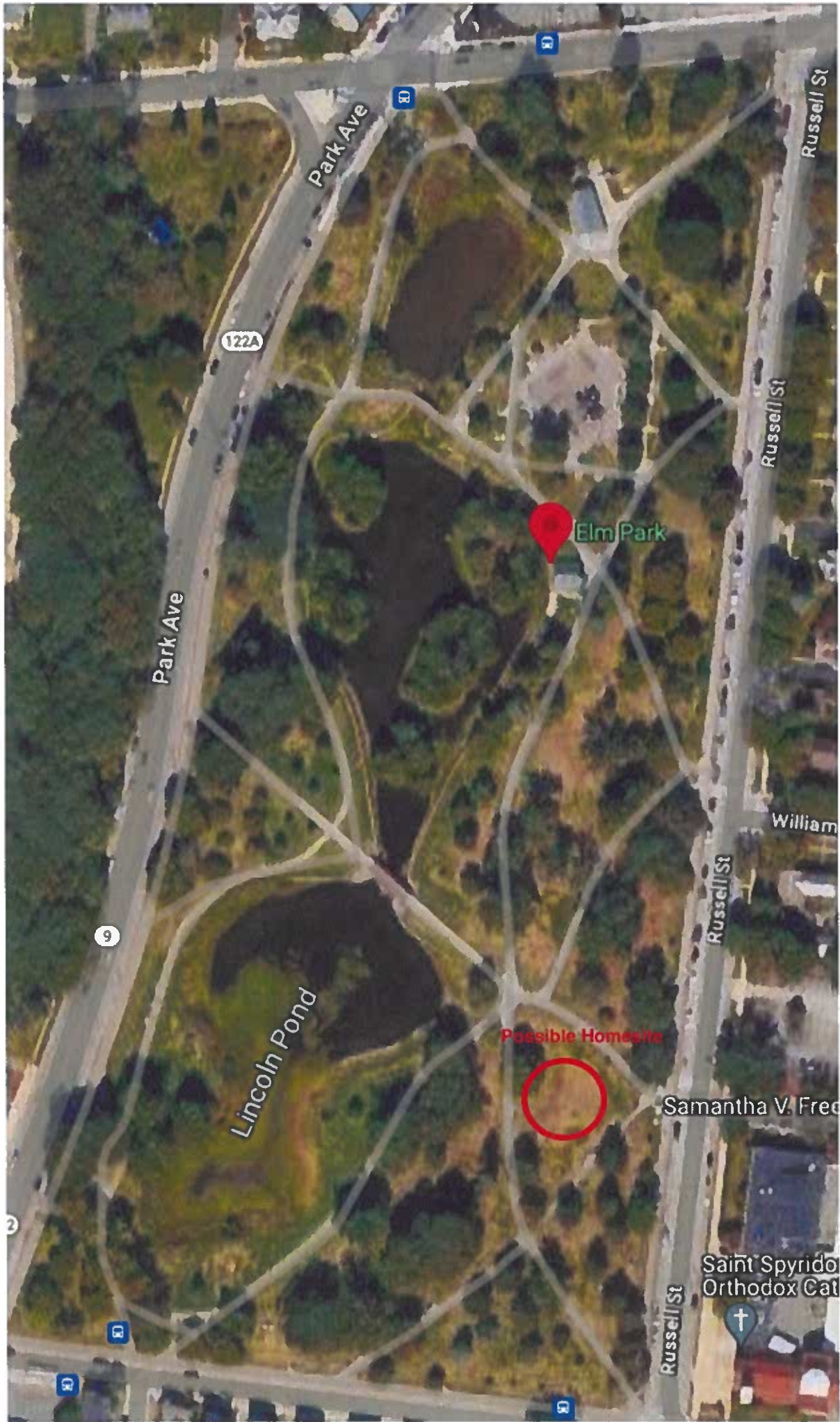
**REFUND POLICY:** City of Worcester Department of Public Works & Park, Parks, Recreation & Cemetery Division will not issue any refunds permits due to weather conditions. All will be determined on an individual basis. The City of Worcester will work with event organizers to set rain dates at the time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

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

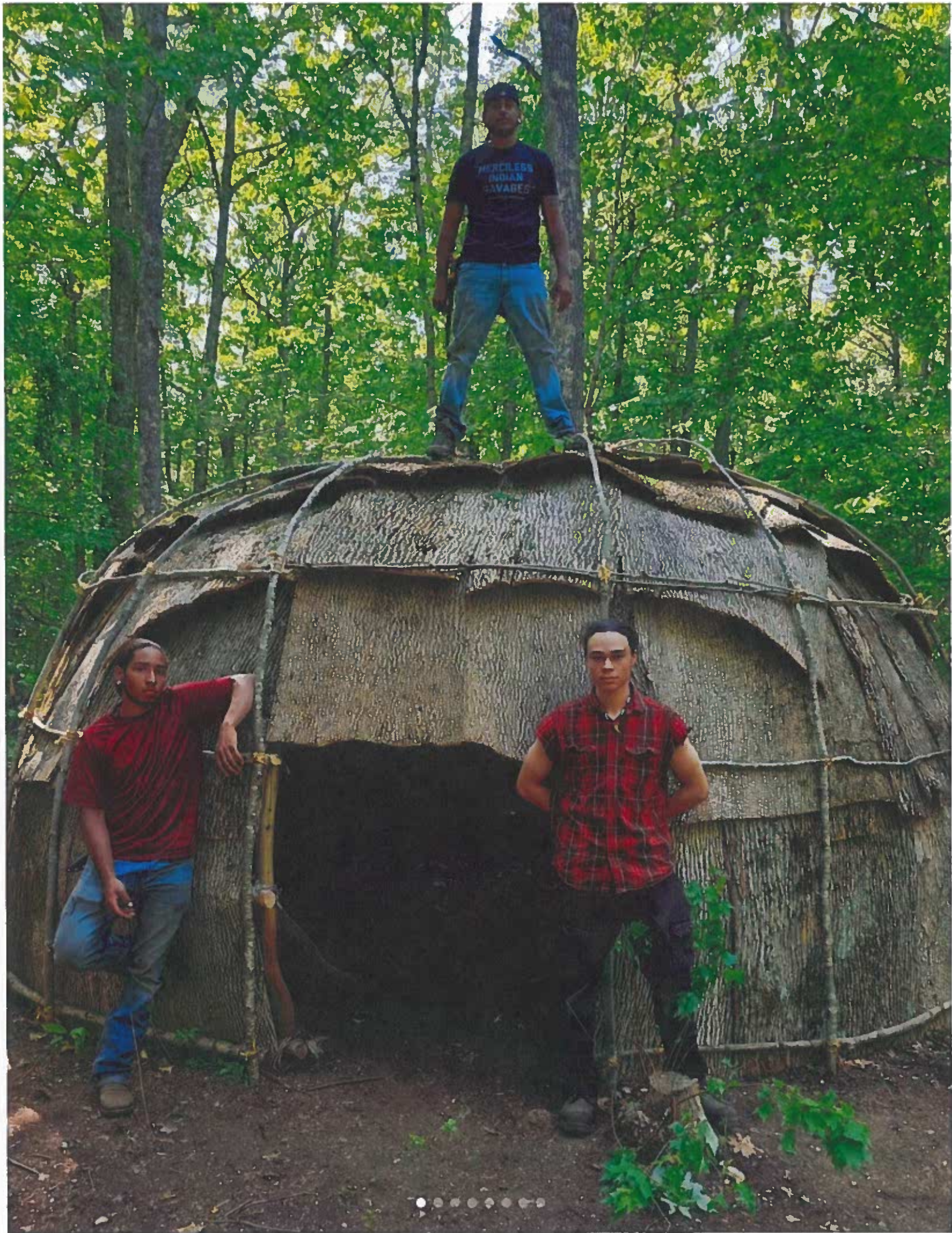
Initials: \_\_\_\_\_

















Eric D. Batista  
City Manager

CITY OF WORCESTER

cm2023aug30040623

Attachment for Item #

11.9 A

September 12, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to an update concerning the status of the Harrington Field Master Plan, as received from Jay J. Fink, Commissioner of Public Works and Parks, is forwarded for the information of your Honorable Body.

Respectfully submitted,

Eric D. Batista  
City Manager

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

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

EMAIL: [citymanager@worcesterma.gov](mailto:citymanager@worcesterma.gov)



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**To:** Eric D. Batista, City Manager  
**From:** Jay J. Fink, P.E., Commissioner of Public Works and Parks  
**Date:** September 12, 2023  
**Re:** Harrington Field Master Plan Update

In response to the City Council Order requesting the City Manager request the Commissioner of Public Works and Parks provide City Council with an update concerning the status of the Harrington Field Master Plan, the following is submitted for your review and consideration to forward to the City Council for their review.

The Harrington Field Master Plan was approved by the Parks & Recreation Commission on October 1, 2015, and by the City Council on February 23, 2016. The master plan is available on the city website @ [City Parks | City of Worcester, MA \(worcesterma.gov\)](http://City Parks | City of Worcester, MA (worcesterma.gov)) under Master Plans.

The overall master plan includes the following:

- A complete redesign of the existing Little League softball field including reorientation of the field, dugouts, new fencing, new infield, and extension of the field to make it meet current standards.
- A new playground located at the corner of Franklin Street & Harrington Way
- A renovated playground on Franklin Street
- Installation of new Exercise Stations
- Renovations to the Little League Baseball Field including dugouts, new fencing, new infield, and other repairs (Most of this work has been completed)
- Renovations to the T-ball Field
- Accessible walkways throughout the site (some have been completed)
- Development of an open field area
- Striping and upgrades to the existing parking lot
- Installation of new drainage and storm water management systems
- Possible future improvements to the basketball court

There is currently no funding allocated in the Fiscal Year 24 Capital Improvement Program for work associated with the Master Plan at Harrington Field. Additionally, if funding is secured a determination would need to be made on what improvements are most important. Then this funding would be used to complete construction documents, bidding and construction of the improvements.

I have included the approved Master Plan as an attachment to this response, please advise if you have any questions.

Sincerely,

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

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

Attachment

# **HARRINGTON FIELD MASTER PLAN November 2015**

**Prepared for:**



**City of Worcester  
Department of Public Works & Parks  
Parks, Recreation & Cemetery Division  
50 Skyline Drive  
Worcester, MA 01604**

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**Prepared by:**



**33 Waldo Street  
Worcester, MA 01608**

# Harrington Field

## MASTER PLAN CONCEPT



# CITY OF WORCESTER

## DEPARTMENT OF PUBLIC WORKS AND PARKS

Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898

Robert L. Moylan, Jr., P.E.  
Commissioner



Robert C. Antonelli, Jr., CPRP  
Assistant Commissioner

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

Michael V. O'Brien, City Manager

## Parks & Recreation Commission Sign-in Sheet May 2, 2013

<u>Name</u>	<u>Address</u>	<u>Item of Interest</u>
<i>Trumpf Corridori</i>		HARRINGTON FIELD
LEONARD CIUFFREDO		HARRINGTON FIELD
<i>F. ARC TROTTS</i>		Harrington Field
<i>Kraig Kikoni</i>		Harrington Field
George LeConte		Harrington Field
<i>Madeline C. Martin</i>		Harrington Field
<i>Irene Graziano</i>		Harrington Field
<i>Linda Mulcunry</i>		Harrington Field
<i>Jim Mulcunry</i>		HARRINGTON FIELD
HENRY C. MARTIN SR		" "
GARY OLSON		" "
Jennithan Cortes		" "
<i>Michael Cullen</i>		" "

# CITY OF WORCESTER

## DEPARTMENT OF PUBLIC WORKS AND PARKS

Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898

Robert L. Moylan, Jr., P.E.  
Commissioner



Robert C. Antonelli, Jr., CPRP  
Assistant Commissioner

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

Michael V. O'Brien, City Manager

## Parks & Recreation Commission Sign-in Sheet May 2, 2013

<u>Name</u>	<u>Address</u>	<u>Item of Interest</u>
Jaci Canall		worc
John Ambrose		worc
LAURE SIMONE		President!
JON TODD		
Kevin Guldin		
Michelle Boutford		
Jennifer Pace		Tom Ash LL Tom Ash LL Mt Tom Ash LL
Maisy Morris		

**CITY OF WORCESTER**

**DEPARTMENT OF PUBLIC WORKS AND PARKS**

**Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898**

**Robert L. Moylan, Jr., P.E.  
Commissioner**



**Robert C. Antonelli, Jr., CFRP  
Assistant Commissioner**

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

**Michael V. O'Brien, City Manager**

---

**Parks & Recreation Commission  
Sign-in Sheet  
May 2, 2013**

Name

Jeff Calcagni

Michele Bouffard

Item of Interest

Mulcahy Field

Tom Ash



**CITY OF WORCESTER**

**DEPARTMENT OF PUBLIC WORKS AND PARKS**

**Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898**

**Robert L. Moylan, Jr., P.E.  
Commissioner**



**Robert C. Antonelli, Jr., CPRP  
Assistant Commissioner**

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

**Michael V. O'Brien, City Manager**

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**Parks & Recreation Commission  
Sign-in Sheet  
May 2, 2013**

Name

Address

Item of Interest

Marie Perrone

Fran Perrone

Bob Perrone

JONATHAN MILLER

ANNETTE MILLER

Don't read

---

Kate Gromy City Council

Anthony DiPilato

**CITY OF WORCESTER**

**DEPARTMENT OF PUBLIC WORKS AND PARKS**

**Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898**

**Robert L. Moylan, Jr., P.E.  
Commissioner**



**Robert C. Antonelli, Jr., CPRP  
Assistant Commissioner**

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

**Michael V. O'Brien, City Manager**

**Parks & Recreation Commission  
Sign-in Sheet  
June 20, 2013**

<u>Name</u>	<u>Address</u>	<u>Item of Interest</u>
Elaine P. McCreath		Harrison Way Field
Shannon M. Klose		
Kate Downy	City Council	empty
George Russell		C. Council

# CITY OF WORCESTER

## DEPARTMENT OF PUBLIC WORKS AND PARKS

Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898

Robert L. Moylan, Jr., P.E.  
Commissioner



Robert C. Antonelli, Jr., CPRP  
Assistant Commissioner

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

Michael V. O'Brien, City Manager

## Parks & Recreation Commission Sign-in Sheet June 20, 2013

<u>Name</u>	<u>Address</u>	<u>Item of Interest</u>
LEONT CIUFFREDO		HARRINGTON FIELD
Janet D'Amico		CC CC
Anita Corradini		CC CC
Frank Corradini		CC CC
Madeira C. Martin		CC CC
Hervey Martin		CC CC
Doug Olson		CC CC
Jonathan Miller		CC CC
Quetta Miller		CC CC
Greta Miller		CC CC
Bob Paine		CC CC
John Anderson		
Sarah Canale		

**CITY OF WORCESTER**

**DEPARTMENT OF PUBLIC WORKS AND PARKS**

**Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898**

**Robert L. Moylan, Jr., P.E.  
Commissioner**



**Robert C. Antonelli, Jr., CPRP  
Assistant Commissioner**

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

**Michael V. O'Brien, City Manager**

---

**Parks & Recreation Commission  
Sign-in Sheet  
June 20, 2013**

<u>Name</u>	<u>Address</u>	<u>Item of Interest</u>
DANTE SIMONE		Harrington field
Anthony DiPietro		HARRINGTON
Katarina + Scott Earley		FIELD Harrington Field
Barbara L. Drapos		Institute Park
Michael Cutler		Harrington field

# CITY OF WORCESTER

DEPARTMENT OF PUBLIC WORKS AND PARKS

Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898

Robert L. Moylan, Jr., P.E.  
Commissioner



Robert C. Antonelli, Jr., CPRP  
Assistant Commissioner

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

Michael V. O'Brien, City Manager

## Parks & Recreation Commission Sign-in Sheet June 20, 2013

<u>Name</u>	<u>Address</u>	<u>Item of Interest</u>
Michelle Bouffard		Tom Ash Fields
Jennifer Pare		Tom Ash Field.
Jeff Calcegni		Tom Ash Field

# CITY OF WORCESTER

## DEPARTMENT OF PUBLIC WORKS AND PARKS

Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898

Paul J. Moosey, P.E.  
Commissioner



Robert C. Antonelli, Jr., CPRP  
Assistant Commissioner

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

Edward M. Augustus, Jr., City Manager

## PARKS AND RECREATION COMMISSION MEETING

### Sign-in Sheet

Thursday, October 1<sup>st</sup> 2015

6:30 p.m.

(PRINT ONLY)

<u>Name</u>	<u>Address/Organization</u>	<u>Item of Interest</u>
1. <u>Kate Campanale</u>	<u>Stack House</u>	
2. <u>John Reed</u>		<u>-Binivenda - Park</u>
3. <u>GARY ROSEN</u>	<u>D-5 CITY COUNCIL</u>	<u>J. BINIVENDA BEACH</u>
4. <u>Linda Mulcahey</u>		<u>Harrington Park</u>
5. <u>Jim Mulcahey</u>		<u>Harrington Park</u>
6. <u>Spencer Pearlstein</u>		<u>Eagle Project</u>
7. <u>Mark Pearlstein</u>		
8. <u>John Stewart</u>		<u>Binivenda Beach</u>
9. <u>Mike Frangillo</u>		<u>Harrington Park</u>
10. <u>Madeline Martin</u>		<u>HARRINGTON PK</u>
11. <u>FRANK CORRIDORI</u>		
12. <u>Amita Cavatani</u>		
13. <u>John Ambrose</u>		<u>Harrington PK</u>
14. <u>Darci Carroll</u>		<u>Harrington PK</u>
15. <u>JANET FAZIO</u>		<u>Harrington Park</u>
16. <u>AC MARTIN</u>		
17. <u>G OLSON</u>		
18. <u>MADLINE MARTIN</u>		
19. <u>Annetti + Jan Miller</u>		<u>Wine 01604</u>
20. <u>ROCK POTRENTI</u>		<u>STREWS 01545</u>
21. <u>John P O'Connell</u>		<u>WE 01403</u>

**Master Plan Approved by  
Worcester Parks and  
Recreation Commission**

**OCTOBER 01, 2015**

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**Master Plan Approved by  
Worcester  
City Council**

**FEBRUARY 23, 2016**

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Eric D. Batista  
City Manager

CITY OF WORCESTER

cm2023sep14043133

Attachment for Item #

9.9 A

September 19, 2023

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

The attached communication relative to an update about implementing a hybrid spray park/ pool at the Tacoma Street Playground, similar to one found at Crompton Park, as received from Jay J. Fink, Commissioner of Public Works and Parks, is forwarded for the information of your Honorable Body.

Respectfully submitted,

Eric D. Batista  
City Manager



**To:** Eric D. Batista, City Manager  
**From:** Jay J. Fink, P.E., Commissioner  
**Date:** September 19, 2023  
**Re:** Tacoma Street Playground

In response to the City Council Order requesting the City Manager provide the City Council an update relative to implementing a hybrid spray park/pool at the Tacoma Street Playground, similar to one at Crompton Park as well as introduce plans for building new City pools and spray parks, the following is submitted for your review and consideration to forward to the City Council as received from Jay J. Fink, Commissioner of Public Works & Parks.

DPW&P currently has two spray parks designed, permitted and in the bidding phase of development located at Tacoma Street Playground and University Park. Once these two facilities are completed, the city will have spray parks at the following locations:

Tacoma Street Playground -	District 1
East Park -	District 2
Greenwood Park -	District 3
University Park -	District 4

The overall design of each includes the following:

- A new three season building that will house restrooms, staff facilities, water recirculating equipment, building mechanical equipment and storage.
- Multiple spray features for a variety of ages
- Accessible walkways to access the site and throughout the new facility
- Development of accessible parking
- Installation of new drainage and storm water management systems

The Tacoma Street Playground Spray Park was identified in an August 10, 2021, memo to the City Council outlining the use of ARPA funding. In this communication it states, "Installation of a spray park (third such facility in the city)". This was reaffirmed in an updated memo from the City Manager to the Council on December 14, 2021. Based on these communications DPW&P submitted the ARPA forms on February 8, 2022, and proceeded with design development, permitting and bidding.

The University Park Spray Park was identified in a January 11, 2022, grant resolution memo outlining the proposal. This project is funded through a National Parks Service, Land & Water Conservation Fund Grant administered by the Commonwealth of Massachusetts, Division on Conservation Services and City of Worcester Tax Levy Capital Improvement Program. Once the grant was awarded, DPW&P proceeded with design development, permitting and bidding.

The current estimated cost for both spray parks as designed is over eight (8) million dollars with bids opening September 22, 2023. DPW&P anticipates that construction will begin later this fall with a completion set for Spring of 2025.

No additional aquatic facility locations have been identified and presently, there is no funding dedicated for that purpose. DPW&P can consider additional aquatic components as well as other park improvements in the FY25 capital budget.

If you have any questions about these matters, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jay J. Fink". The signature is fluid and cursive, with a long horizontal stroke at the end.

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

Attachments

# TACOMA STREET PLAYGROUND FACILITY IMPROVEMENTS



5-12 PLAY AREA  
2-5 PLAY AREA  
FLAG POLES  
ENTRY PLAZA  
GATHERING LAWN  
SHADE SHELTER

DOG PARK  
TERRACED SEATING  
SPLASH PAD  
SUPPORT BUILDING  
SHADE STRUCTURES  
EXPANDED PARKING

MULTI-USE RECTANGULAR FIELD  
SPECTATOR SEATING  
SCOREBOARD  
STREET-EDGE IMPROVEMENTS

# TACOMA STREET PLAYGROUND OPTION A



CONCEPTUAL DESIGN



# TACOMA STREET PLAYGROUND OPTION B



# TACOMA STREET PLAYGROUND FACILITY IMPROVEMENTS



TACOMA STREET PLAYGROUND FACILITY IMPROVEMENTS	
Multi-Use Synthetic Turf Rectangular Field, Sports Lighting, Spectator Seating, Scoreboard	\$2,250,000.00
Aquatic Splash Pad with a recirculating system, shade shelter, support building with restrooms, first aid and staff area.	\$3,750,000.00
•Entry plaza, gathering area, shade shelter, flag poles and dog park	
•Renovated and expanded parking area with lighting, street edge improvements	
Playground with specific 2-5 & 5-12 play areas	\$500,000.00
FUNDING	
National Park Service: Land & Water Conservation Fund – Outdoor Recreation Legacy Partnership	\$1,000,000.00
American Rescue Plan Act	\$5,500,000.00

# University Park

## Gates Street Splash Pad Exhibit

