



PARKS AND RECREATION COMMISSION MEETING

Thursday April 25, 2024 – 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
- 2) Enter Meeting ID# 222 518 795 330
- 3) Enter password: a9UuWH

If you choose to attend via phone:

- 1) Call 1-469-998-7682
- 2) Enter Meeting ID#: 155 785 864#

If technological problems interrupt the virtual meeting component, the meeting will continue in-person.

AGENDA

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of the Minutes for February 29, 2024 & April 4, 2024 (Roll Call))
4. To request a reasonable accommodation or interpretation or submit written comments or questions in advance of the meeting, please contact the Parks, Recreation & Cemetery Division by email at Parks@worcesterma.gov. Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina de la Division de Parques, Recreo & Cementerio por correo electronico a Parks@worcesterma.gov. Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.
5. Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, you may join us directly within the 50 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)

7. Old Business

- Request of the Parks & Recreation Commission to establish a framework for its meeting to allow for better public comment and Commission discussion.
 - Include public comment period on agenda (time allocation)
 - Include petitioner comment period on agenda (time allocation)
 - Include an implementation date

8. New Business:

Agenda items must be submitted (3) three business days before each Commission Meeting with subject line "Agenda Item" to Parks@worcesterma.gov and reply satisfactorily to any required follow-up requests sent by the Parks Commission

- Request of Joe Johnson to speak to the Commission on a project at Dodge Park

9. Tabled Items:

- Request of Commissioner Natalie Turner to discuss the care, maintenance, financial responsibility, and security of Newton Hill Parcel/Park
- Request of Geoffrey Killebrew to speak to the Commission on:
 - To discuss past and present rules and regulations regarding vending and busking in city parks?"
- Request of Geoffrey Killebrew to speak to the Commission on the following items:
 - Asking the Parks Department to amend the regulation which requires vendors and buskers to be out of parks at sunset to 9pm regardless of the season
 - Asking the Parks Department to amend the season to be a vendor extended to 12/31 annually
 - Asking the Parks Department to amend change the current practice to allow more than one vendor at a park per season
- Request of David Webb to speak to the Commission about removing the rule regarding drones from parks rules as it is unenforceable, and there is no FAA regulation as referenced in the rule.

10. Date of Next Meeting:

- May 23, 2024
- June 13, 2024
- September 19, 2024
- October 10, 2024
- November 21, 2024
- December 19, 2024
- January 9, 2025 (Parks Concession Meeting)
- February 6, 2025 (Sports Permit Meeting)



- February 27, 2025 (Event Permit Meeting)
- March 20, 2025
- April 10, 2025
- May 8, 2025
- June 12, 2025

11. Meeting Adjourned (Roll Call)



PARKS AND RECREATION COMMISSION MEETING MINUTES

Thursday February 29, 2024 – 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
- 2) Enter Meeting ID# 284 623 173 305
- 3) Enter password: HvpzkM

If you choose to attend via phone:

- 1) Call 1-469-998-7682
- 2) Enter Meeting ID#: 718 514 480#

If technological problems interrupt the virtual meeting component, the meeting will continue in-person.

Administration Present:

Robert C. Antonelli, Jr., Assistant Commissioner
Jeffrey Tomaino, Parks & Recreation Coordinator
Scott Morin, Maintenance Director (Virtual)
John Grant, General Foreman (Virtual)
Milagros Pacheco, Staff Assistant III

1. Call to Order – Meeting was called to order at 6:34 PM
2. Attendance (Roll Call) Commissioners Present:
 - a. Nick Chacharone
 - b. Brian Dardy (Virtual)
 - c. Eric Stratton
 - d. Natalie Turner
 - e. Erin Zamarro
3. Acceptance of the Minutes
 - a. Commissioner Zamarro made a motion to approve the minutes for January 11, 2024. Second by Commissioner Chacharone. All were in favor. Minutes were approved 5 – 0.



- b. Commissioner Zamarro made a motion to approve the minutes for February 1, 2024. Second by Commissioner Stratton. All were in favor. Motion was approved. 5 – 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. Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina de la Division de Parques, Recreo & Cementerio por correo electronico a Parks@worcesterma.gov. Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.

5. Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, you may join us directly within the 50 Officer Manny Familia Way Meeting Room A, follow the information above to join via the 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)

7. Old Business
 - Request of Commissioner Natalie Turner to discuss the care, maintenance, financial responsibility, and security of Newton Hill Parcel/Park.
 - Commissioner Natalie spoke on the need the City Managers, Police Department, and the School Department to work together to assist the Parks Department try to solve the activities going on at Newton Hill. She said it should not be solely the Parks Department responsibility.
 - Commissioner Chacharone asked if a letter had to go from the Commission to the Manager.
 - Assistant Commissioner said he had it on his list of things to talk to the Manager about and he would inform the Commission on the Managers response.
 - Request of Geoffrey Killebrew to speak to the Commission on:
 - To discuss past and present rules and regulations regarding vending and busking in city parks?” Mr. Killebrew stated that his request to be put on the agenda to discuss the time limits for busking and vending was not added to the agenda. After a long discussion between the Parks & Recreation Commission and Mr. Killebrew in reference to all the questions Mr. Killebrew had about vending and busking, it was agreed that this item should be tabled to be added to a future agenda in order to discuss.
 - Commissioner Stratton made a motion to table this item. Second by Commissioner Chacharone. Motion was approved 5 – 0.

8.0 New Business:

Agenda items must be submitted three business days preceding each Commission Meeting

- Request of Andrew Serrato to speak to the Commission regarding the City of Worcester Parks System.
- Request of David Webb to speak to the Commission regarding “the commission take steps towards improving public participation such as publicizing in advance meetings where things that will determine public policies. Consider using existing methods such as using mailing lists or when announcing park name changes as well as new options”
- Mr. Webb discussed other possible methods of improving public and requested the Commission do something to take steps towards improving public participation, such as publicizing in advanced meetings where things that will determine public policies, by either mailing lists or email lists. There was a discussion with the Parks & Recreation Commission.
 - Commissioner Turner made a motion to table this item. Second by Commissioner Stratton. All were in favor. Motion was approved 5 – 0.
- Request of David Webb to speak to the Commission regarding a “request that the Parks Department publicize park vending applications in the same way that other permits and applications are, using the municipal pages dedicated to these purposes. As shown in the three attachments, multiple types of vendors appear when searching the city website, but park vendors are not one of them. They also do not appear in policies and procedures or permits and licensing. Changing this would promote transparency and accessibility and encourage people to sign up to become park vendors. Mr. Webb asked why the park vendor application wasn’t listed under the city permit page. Commissioner Antonelli explained that park vending permit is a bid process, that will be on the city’s website under open bids, but that he would be more than happy to once the bidding process is done forward those over to the park side on to the park’s website, but during the bidding process it would be through the purchasing office, and on the purchasing website under Open Bids. Mr. Webb requested the vending application be published under “Questions frequently asked or under Policies”.
 - Commissioner Stratton made a motion to table with the understanding that it will be voted on for the next meeting. Second by Commissioner Chacharone. All were in favor. Motion was approved 4 – 0 (Commissioner Turner had to leave at 9:12 PM, changing the number of votes).
- Request of David Webb to speak to the Commission regarding a “request to Revise the City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division Rules & Regulations to provide specificity and clarity about any potential fines fees or restrictions the parks department may assess”.
 - Assistant Commissioner Antonelli explained that he was waiving the fee to allow Mr. Killebrew to start up as it had been done before and had been discussed before. He added that the fees and penalties for not abiding by the rules and regulations are

set by the City Council and are set by city ordinance and are readily available within the City ordinance where it states what the charge for first offense, second offense, third offense.

- Commissioner made a motion that the City Council fine schedule for fees be added to the application along with the published rules and regulations. Second by Commissioner Stratton. All were in favor. Motion was approved 4-0.
- Request of David Webb to speak to the Commission regarding “where is the \$100/month busking fee going to?”
- Request of David Webb to speak to the Commission regarding a proposed “lack of clarity, limited locations and schedule, and stark contrast to many cities of similar size I am requesting this commission review the busking fee and policies they recently instated, and to change them to promote equity and encourage busking in the city by removing fees and providing clarity. Additionally, I would like to bring to your awareness the possibility that it is potentially unconstitutional as currently written. To resolve all these problems, I am recommending that it be replaced with a duplicate of Boston's Rules and Definitions (attached) which provides clarity in the form of examples, specific definitions, and does not charge a prohibitive fee.”
Mr. Webb and Mr. Killebrew both gave their recommendations on this item.
- Request of Matt Caranci to speak to the Commission regarding Busking/ Street Performers.
 - Mr. Caranci spoke to the Parks Commission regarding busking and street performers, and he played a phone recording about cities that have been charging for busking, cultural identities, cultural richness, and the big impact of busking fees.

9. Date of Next Meeting:

- April 4, 2024
- April 25, 2024
- May 23, 2024
- June 13, 2024

10. Meeting Adjourned (Roll Call)

ASSISTANT COMMISSIONER’S REPORT:

1. General:

- Event Permit Presentation - Mr. Jeff Tomaino gave presentation on the following topics:
 - 2024 Permit Application for Event in a Park.
 - Parks & Recreation Administrative Office contact information.

- How to get a permit application for an event in a park.
- Permit applications.
- Permit application or event in a park scheduling.
- Time frame for submitting application.
- Overview of the different permit applications.
- Permit application fee review.
- DPW & Parks Division staff fees.
- Permit payment options and balances.
- Cancellation policy.
- Set up map must be submitted with permit applications.
- Event parking plan.
- Parks Security and their contact information.
- Facility request, electric, food portable restrooms.
- DPW & Parks Division Policies.
- Good neighbor practices, sound ordinance, amplified sound.
- Permit reminders.

There were questions, answers and comments: A copy of this full meeting is available to view and listen to at: www.worcesterma.gov/city-clerks/public-meetings/agendas-minutes.

- 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
 - Commonwealth of Massachusetts Grant Award for Elm Park - 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 – NA
- Common – NA
- Coes Park (Knife) – NA
 - Stearns Tavern
 - Playground
- Coes Pond – NA
- Columbus Park –
 - NA
- Cookson Park – NA

- Cristoforo Columbo (East Park) –
 - NA
- Crompton Park – NA
- Dodge Park – NA
- Elm Park – NA
 - Newton Hill - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – NA
- Great Brook Valley Playground – NA
- Green Hill Park Renovation – NA
 - 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 - NA
- 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 – Update
- 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 –
 - 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 - Update
 - 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 Donation
- Date of Next meeting – April 4, 2024
- Commissioner Chacharone made a motion to adjourn. Second by Commissioner Stratton. All were in favor. Motion approved 4 – 0. Meeting adjourned at 9:52 PM. (Commissioner Turner had to leave at 9:12 as she had a prior engagement).

A copy of this full meeting will be available to view and listen to at:
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PARKS AND RECREATION COMMISSION MEETING MINUTES

Thursday April 4, 2024 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

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- 3) Enter password: mKorKm

If you choose to attend via phone:

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- 2) Enter Meeting ID#: 666 191 833#

If technological problems interrupt the virtual meeting component, the meeting will continue in-person.

Administration Present:

Robert C. Antonelli, Jr., Assistant Commissioner
Jeffrey Tomaino, Parks & Recreation Coordinator
Scott Morin, Maintenance Director (Virtual)
John Grant, General Foreman (Virtual)
Milagros Pacheco, Staff Assistant III

1. Call to Order – Meeting was called to order at 6:33 PM
2. Attendance (Roll Call) Commissioners Present:
 - a. Nick Chacharone
 - b. Brian Dardy
 - c. Kevin Githiari
 - d. Eric Stratton
 - e. Natalie Turner - Virtual
 - f. Erin Zamarro
3. Acceptance of the Minutes - Held



4. To request a reasonable accommodation or interpretation or submit written comments or questions in advance of the meeting, please contact the Parks, Recreation & Cemetery Division by email at Parks@worcesterma.gov. Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina de la Division de Parques, Recreo & Cementerio por correo electronico a Parks@worcesterma.gov. Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.
5. Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, you may join us directly within the 50 Officer Manny Familia Way Meeting Room A, follow the information above to join via the 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)
7. Old Business
 - Request of Andrew Serrato to speak to the Commission regarding the City of Worcester Parks System.
 - Mr. Andrew Serrato spoke to thank the Board and Assistant Commissioner Rob Antonelli for their time and professionalism, and for the work being done.
 - Request of Commissioner Natalie Turner to discuss the care, maintenance, financial responsibility, and security of Newton Hill Parcel/Park.
 - Assistant Commissioner Antonelli stated that he was able to reach out to the principal of Doherty High School to try to work with him on getting some of the clubs and organizations over there to assist us in some of the maintenance of the of The Hill. As well as reiterating the importance of the after-hour parties at the hill and that it is inappropriate use of a public park. He added that he also worked with the Worcester Police Department and requested their assistance, with going up there on evenings. He also said that he would be working with security to go up there in a more consistent basis. When the new school opens up there will be easier access to the hill. He also, mentioned he has worked with Friends to Newton Hill with the Park Steward program to help with clean-up of the area.
 - Commissioner Chacharone made a motion to table this item. Second by Commissioner Dardy. All were in favor. Motion was approved 6 – 0.

- Request of Geoffrey Killebrew to speak to the Commission on:
 - To discuss past and present rules and regulations regarding vending and busking in city parks?”
 - Mr. Killebrew spoke to the Parks & Recreation Commission about questions he has about rules and regulations and what has to be done to change some rules and regulations. What is the process to amend current regulations for the hawkers and peddlers license to include approval of youth as young as 14 years old with a work permit provided by the superintendent's office, so they are able to get summer jobs, or start their own business?
 - Commissioner Zamarro explained that the Parks Department doesn't have anything to do with the Hawkers and Peddlers License.
 - Mr. Killebrew asked about amending vendor daily end time from dusk to 9:00 PM.
 - There was a discussion about advertising for the 2025 season to have an informational meeting maybe in October of 2024 in order to get public participation in order to ensure that not just the vendors participate but the neighbors of the park can attend and voice their thoughts on this topic. As well as a January meeting for Bidders as it's done for sports and events.
 - Commissioner Turner made motion to table this item. Second by Commissioner Chacharone. All were in favor. Motion was approved 6 – 0.
- Request of David Webb to speak to the Commission regarding “the commission take steps towards improving public participation such as publicizing in advance meetings where things that will determine public policies. Consider using existing methods such as using mailing lists or when announcing park name changes as well as new options”
 - Commissioner Darby made motion to file this item. Second by Commissioner Chacharone. Motion was approved 4-0-2.
- Request of David Webb to speak to the Commission regarding a “request that the parks department publicize park vending applications in the same way that other permits and applications are, using the municipal pages dedicated to these purposes.

As shown in the three attachments, multiple types of vendors appear when searching the city website, but park vendors are not one of them. They also do not appear in policies and procedures or permits and licensing. Changing this would promote transparency and accessibility and encourage people to sign up to become park vendors.

 - Assistant Commissioner Antonelli explained that Agendas don't get posted until the Tuesday of the week of the meeting. Commissioner Stratton asked about posting it on social media. Assistant Commissioner explained that the Parks & Recreation doesn't have a social media page but that he would try, but he wasn't optimistic about the results, since there are very few departments and boards that have their own social media.

- Commissioner Dardy made a motion to file with the understanding that Assistant Commissioner Antonelli will have a conversation about the social media aspect. Second by Commissioner Chacharone. All were in favor. Motion was approved 4-0-2.
- Request of Matt Caranci to speak to the Commission regarding Busking/ Street Performers.
 - Mr. Caranci was not in attendance, and he had spoken at the previous meeting.
 - Commissioner Chacharone made a motion to file this item. Second by Commissioner Stratton. All were in favor. Motion was approved 6 – 0.

8. New Business:

Agenda items must be submitted (3) three business days before each Commission Meeting with subject line "Agenda Item" to Parks@worcesterma.gov

- Request of Abby Hoshcouer to discuss the possible implementation of a free library at Elm Park.
 - Abby gave a presentation of the library and the materials being used. There was a discussion in reference to materials and location.
 - Commissioner Chacharone made a motion to approve. Second by Commissioner Stratton. All were favor. Motion was approved 5 – 0 (Commissioner Turner was not online for this item)
- Request of the Green Hill Park Coalition to speak to the Commission on Green Hill Park survey results and National Trails Day Event
 - Brian McCarthy, President of the Green Hill Park Coalition started by addressing the Parks Commission and thanking them for their volunteer efforts, he spoke the survey of the trails and the National Trails Day Event. He then turned the presentation over to Britney and Colin Renter, and they spoke in reference to the below topics.
 - The survey was based on:
 - Where and why people go to the park
 - How they got there and how often they come
 - Visitor Age Demographic
 - How likely to recommend the park?
 - What would make them event more excited
 - How do you find the maintenance of the park?
 - Concerns regarding park maintenance
 - Additional feedback
 - How can we use this information?
 - 5 Key Takeaway's were:
 - Great visitor experience
 - Access to bathrooms is much needed.
 - Top 5 desired enhancements: Beyond restroom upgrades, engaging community programs/events, expanded paved walking/biking paths, the introduction of food trucks, additional kid friendly areas, and an establishment dedicated dog park.

- Maintenance is great, but trash is a big problem
 - Make the park more accessible to community.
- Request of Geoffrey Killebrew to speak to the Commission on the following items:
 - Asking the Parks Department to amend the regulation which requires vendors and buskers to be out of parks at sunset to 9pm regardless of the season
 - Asking the Parks Department to amend the season to be a vendor extended to 12/31 annually
 - Asking the Parks Department to amend change the current practice to allow more than one vendor at a park per season
 - There was a discussion about advertising for the 2025 season to have an informational meeting maybe in October of 2024 in order to get public participation in order to ensure that not just the vendors participate but the neighbors of the park can attend and voice their thoughts on this topic. As well as a January meeting for Bidders as it's done for sports and events.
 - Commissioner Turner made motion to table the two above items. Second by Commissioner Chacharone. All were in favor. Motion was approved 6 – 0.
- Request of the Parks & Recreation Commission to establish a framework for its meeting to allow for better public comment and Commission discussion.
 - Include public comment period on agenda (time allocation)
 - Include petitioner comment period on agenda (time allocation)
 - Include a new section for tabled items & implementation date
 - There were discussions between the Parks & Recreation Commission and the time allocation. They decided to come back with a proposed time allocation.
 - Commissioner Stratton made a motion to revisit the first two items until the next meeting after Assistant Commissioner Antonelli is able to bring together propose timeframe. He added that the third one could probably propose implementing tabled items just moving forward. Second by Commissioner Chacharone. All were in favor. Motion was approved 6 – 0.
 - Commissioner Chacharone made a motion to add the third item above the tabled items. Second by Commissioner Turner. All were in favor. Motion was approved 6 – 0.
- Request of Commissioner Eric Stratton to discuss the use of dogs in parks for control of geese to include the following questions
 - Is this something that requires approval from the Parks Commission? If not, can he kindly provide information as to why?
 - How is the city verifying training of the dogs?
 - Liability if the dogs kill a goose or cause other harm/damage? (IIRC these are birds protected under the Migratory Bird Treaty Act with exceptions for hunting, which this is not)
 - Is someone in purchasing required to vet the bidders' qualifications

- Assistant Commissioner Antonelli explained that this get contracted out to private vendors, their dogs are trained they don't kill the geese they harass the geese to make them move along without harming them.
 - Commissioner Stratton made a motion to file this item. Second by Commissioner Chacharone. All were in favor. Motion was approved 6 – 0.
- Request of David Webb to speak to the Commission about removing the rule regarding drones from parks rules as it is unenforceable, and there is no FAA regulation as referenced in the rule.
 - Mr. Webb said that he checked the Worcester Ordinances on drones taking off and landing and he didn't find anything, he reiterated that the Parks & Recreation Department doesn't have any authority over airspace and take-off and landing would be under land use laws. This item was previously tabled.
- Request of David Webb to have the Parks Department Publicize requirements to get on parks agenda as.
 - At least 72hours in advance
 - Via email
 - To "Parks@worcesterma.gov"
 - With subject of "Agenda Item"
 - Reply satisfactorily to any follow-up requests sent by the Parks Commission
 - Mr. Webb stated that the agenda for this Parks Commission meeting states "agenda item must be submitted 3 Three business days before each Commission meeting" with the subject line "send agenda items to parks@worcesterma.gov". Mr. Webb said he was appreciative for the adjustment and was thankful that something was done to make the agenda a little more accessible instead of prohibitive. Mr. Webb also requested that when there's a clarifying question there should be a response.
 - Commissioner Stratton made a motion to add on to that for future meetings that individuals must also reply back every follow up request sent by the Parks Commission and then file the item. Second by Commissioner Turner. All were in favor. Motion was approved 6 – 0.

9. Tabled Items

10. Date of Next Meeting:

- April 25, 2024
- May 23, 2024
- June 13, 2024
- September 19, 2024
- October 10, 2024
- November 21, 2024
- December 19, 2024
- January 9, 2025
- February 6, 2025 (Sports Permit Meeting)

- February 27, 2025 (Event Permit Meeting)
- March 20, 2025
- April 10, 2025
- May 8, 2025
- June 12, 2025

11. Meeting Adjourned (Roll Call)

ASSISTANT COMMISSIONER'S REPORT:

1. General:

- Request of the Downtown Bid & City of Worcester to serve alcohol on Worcester Common for Movies on the Worcester Common on multiple dates.
- Victoria Mariano spoke on behalf of the Downtown Business District to request approval to serve alcohol as part of Movies at the Common.
 - Commissioner Chacharone made a motion to approve. Second by Commission Stratton. All were in favor. Motion was approved 6 – 0.
- Request of the Downtown Bid & City of Worcester to serve alcohol on Worcester Common for the Out to Lunch & Farmers Market on the Worcester Common on multiple dates
 - Commissioner Chacharone made a motion to approve. Second by Commission Stratton. All were in favor. Motion was approved 6 – 0.
- Request of the Food Truck Festival of America to serve alcohol on Worcester Common for their 12th Annual Food Truck & Craft Beer Festival on June 7, 2024
 - Commissioner Dardy made a motion to approve. Second by Commissioner Chacharone. All were in favor. Motion was approved 6 – 0.
- Make the following change to the rules and regulations:
 - From: #35 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.
 - To: #35 Drones (UAS) and other aircraft: Drones and other unmanned aerial vehicles including remote control aircraft shall not take off or land in City of Worcester Public Parks or open spaces; unless under special permission (permit) from the City of Worcester, Department of Public Works & Parks. All operators must adhere to all Federal Aviation Administration (FAA) Rules & Regulations for all flying regulations & requirements.
 - Mr. Webb spoke on this item, to say that the Parks & Recreation Department doesn't have any authority to restrict anything about drones.
 - Assistant Commissioner Antonelli stated that one of the responsibilities of the Parks & Recreation Commission is to set policies, procedures, rules, and regulations of park property.
 - Commissioner Dardy made a motion to table this item until it has been researched further. Second by Commissioner Turner. Motion was approved 6 – 0.
 - From: Itinerant musicians, street performers, buskers are not allowed without a permit from the Parks & Recreation Commission as identified in the City of Worcester Ordinance Chapter 12, Section 26 (h)(6) of the Revised Ordinances of 2008 -Part One- as Amended Through July 18, 2023, of the City of Worcester. No person shall act or perform as an itinerant musician on any public street or private way shown in the official map of the city, or in any public park, playground,

or the Worcester Common. Without submitting a permit request and the written permission of the Parks & Recreation Commission.

- To: Itinerant musicians, street performers, buskers are to abide by the city or Worcester Ordinance Chapter 12, section 26(h) of the revised ordinances of 2008 relative to itinerant musicians as amended.
 - Commissioner Chacharone made a motion to approve the language change. Second by Commissioner Stratton. All were in favor. Motion was approved 6 – 0.
- 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 – Awarded (Update)
 - PARC & LAND Grant Program –
 - Sever Street – Awarded
 - Commonwealth of Massachusetts Grant Award for NA
- Economic Development Initiatives –
 - NA
- Cultural Events-
 - NA
- Park Vandalism & Graffiti – NA
- Donations –
 - NA
 - Capital Improvement Programs
 - Apricot Street Playground - NA
 - Ball Property - NA
 - Banis Street Playground - NA
 - Beaver Brook Park - NA
 - Bell Pond – NA
 - Bennett Field – NA
 - Betty Price Playground – NA
 - Blackstone Gateway Park – NA
 - Blithwood Park – NA
 - Boynton Park – NA
 - Burncoat Park – NA
 - Burncoat Playground – NA
 - Cascades Park – NA
 - Castle Park – NA
 - Coal Mine Brook – NA
 - Common – NA
 - Coes Park (Knife) – NA
 - Stearns Tavern
Playground
 - Coes Pond – NA
 - Columbus Park –
 - NA
 - Cookson Park – NA
 - Cristoforo Columbo (East Park) –
 - NA
 - Crompton Park – NA
 - Dodge Park – NA
 - Elm Park – NA

- Newton Hill - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – NA
- Great Brook Valley Playground – NA
- Green Hill Park Renovation – NA
- 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 - NA
- 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 – Update
- 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 –
- 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 Donation – NA
- Date of Next meeting – April 25, 2024
- Commissioner Stratton made a motion to adjourn. Second by Commissioner Chacharone. All were in favor. Motion approved 6 – 0. Meeting adjourned at 8:52 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



PARKS AND RECREATION COMMISSION MEETING (Example)

Thursday – 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
- 2) Enter Meeting ID#
- 3) Enter password:

If you choose to attend via phone:

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

If technological problems interrupt the virtual meeting component, the meeting will continue in-person.

AGENDA

1. **Call to Order**
2. **Attendance** (Roll Call)
3. **Acceptance of the Minutes** for February 29, 2024 & April 4, 2024 (Roll Call))
4. **Accommodations:** To request a reasonable accommodation or interpretation or submit written comments or questions in advance of the meeting, please contact the Parks, Recreation & Cemetery Division by email at Parks@worcesterma.gov. Please note that interpretation requests must be received no later than 48 hours in advance of the meeting. Para solicitar una interpretacion razonable, o enviar comentarios o preguntas por escrito por favor comuniquese con la oficina de la Division de Parques, Recreo & Cementerio por correo electronico a Parks@worcesterma.gov. Por favor note que las solicitudes de interpretacion deberan ser enviadas 48 horas antes de la reunion.
5. **Public Participation:** Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the "Public Participation" section of this meeting, you may join us directly within the 50 Officer Manny Familia Way Meeting Room A, follow the information above to join via the 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)

7. **Public Participation:** a person may speak for no more than three (3) minutes on any item appearing on the agenda

8. **Old Business:**

9. **New Business:**

Agenda items must be submitted (3) three business days before each Commission Meeting with subject line "Agenda Item" to Parks@worcesterma.gov and reply satisfactorily to any required follow-up requests sent by the Parks Commission

Public Participation: the individual /organization/group who has placed an item on the agenda may speak for no more than five (5) minutes on the item they have submitted.

10. **Tabled Items:**

Items need to be requested at a meeting to be take off the table and then discussed at the next meeting.

11. **Date of Next Meeting:**

12. **Meeting Adjourned:** (Roll Call)

Richford, Melissa

From: Joe Johnson [REDACTED]
Sent: Thursday, April 18, 2024 5:26 PM
To: Parks
Cc: Flint, Eric
Subject: Joe Johnsons materials for the Park Commission regarding the Stone Bridge Vista Project in Dodge Park CC-2024-020
Attachments: Dodge Park Project Materials for the Park Commission Meeting.pdf; CC-2024-020 - 81 Randolph Rd - DOA - signed - 2024.04.16.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.

To whom it may concern,

Attached are the Materials for the Park Commissioner and Commission to review before my request to work in Dodge Park on Randolph Road in Worcester and the signed RDA CC-2024-020 from the Conservation Commission.

Please put me on the agenda for the next Park Commission Meeting on Thursday, April 25, 2024.

Thank you

Joseph Johnson
[REDACTED]
Worcester MA 01605
[REDACTED]

Attachment to the Request for Determination and permission to proceed on the Stone Bridge Vista Project in Dodge Park

To: Robert Antonelli, Deputy Commissioner of the Parks, Recreation and Cemetery Department

RE: Request to Clear Brush and Invasive Plants in Dodge Park from the Downslope Side of Arthurs Stone Bridge to the Edge of the Main Meadow.

Submitted by: Joseph Johnson, [REDACTED], Worcester, MA

Date: February 13, 2024

What: I am requesting permission to bring a team of volunteers to Dodge Park on Randolph Road in Worcester. Our objective is to remove brush and invasive plants below the stone bridge and up to the edge of the lawn area. This would restore the historic vista of the 125-year-old Stone Bridge, which was restored in 2001. It will also save the mature trees that the invasive plants are smothering and outcompeting.

Work Description: Remove target vegetation by cutting it flush to the ground using loppers and hand saws, or in the case of shallow-rooted invasive plants, pull them out by hand, taking care to minimize soil disturbance in the work area. The vegetation to be removed will be cut into convenient sizes and bagged in paper lawn bags. If allowed, the lawn bags will be disposed of at the city's yard waste site. Soil disturbance caused by the activity mentioned will have a native seed mix and mulch applied to recover it; alternatively, if seed and mulch are not allowed, local leaf litter will be raked over any bare spots.

Target Vegetation: To restore the landscape in front of the Stone Bridge, Vista prohibited invasive plants such as but not limited to Barberry, Oriental Bittersweet, Multiflora Rose, Buckthorn, and Norway Maple shoots. Any standing saplings with a diameter at breast height of less than 1.5 inches will also be removed.

Area Description: The area in question is the section of Dodge Park that extends 10 feet from each end of Stone Bridge, also known as Arthur's Stone Bridge. This area extends over an unnamed waterway (stormwater outfall) and downslope from the bridge to the beginning of the lawn area. The total area where the work will be done is about 4000 square feet. See the map below. The area is marked with a solid red line in the enlarged part of the map.

Attachment to the Request for Determination and permission to proceed on the Stone Bridge Vista Project in Dodge Park

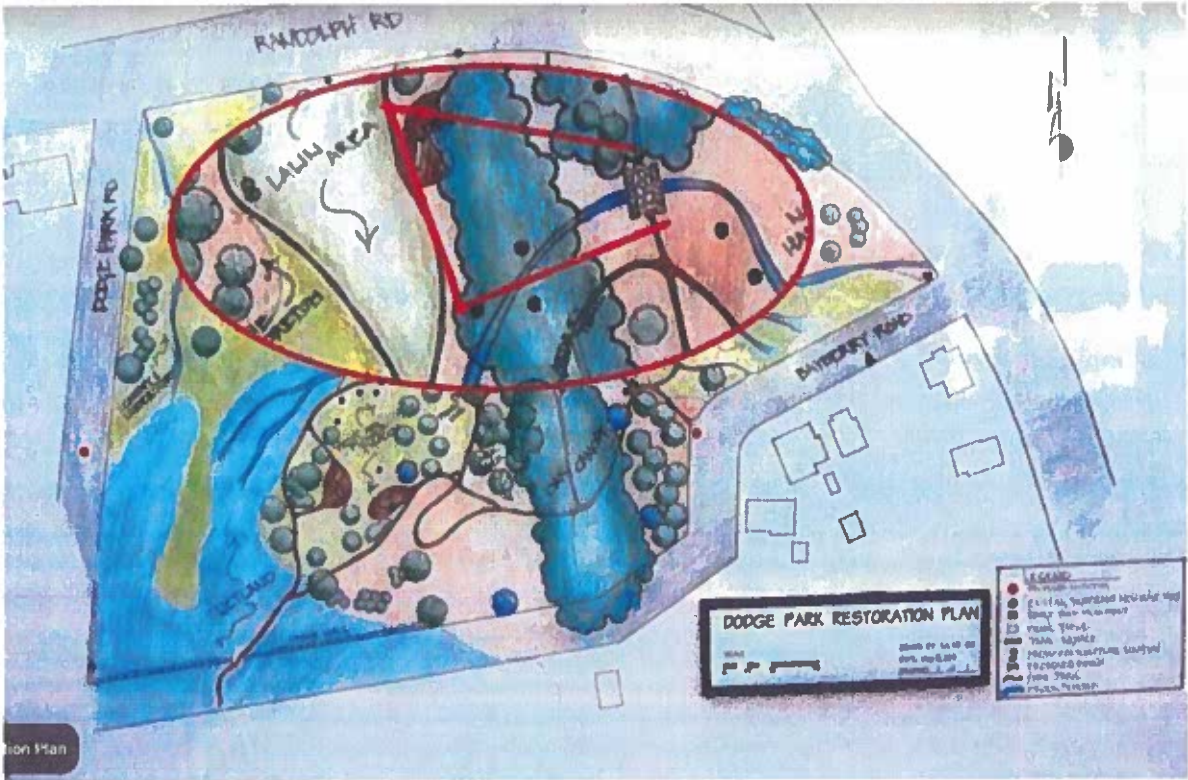


Figure 1
Enlarged to show detail around the bridge.

Attachment to the Request for Determination and permission to proceed on the Stone Bridge Vista Project in Dodge Park

The work area was enlarged to show detail. Work area inside the red polygon.

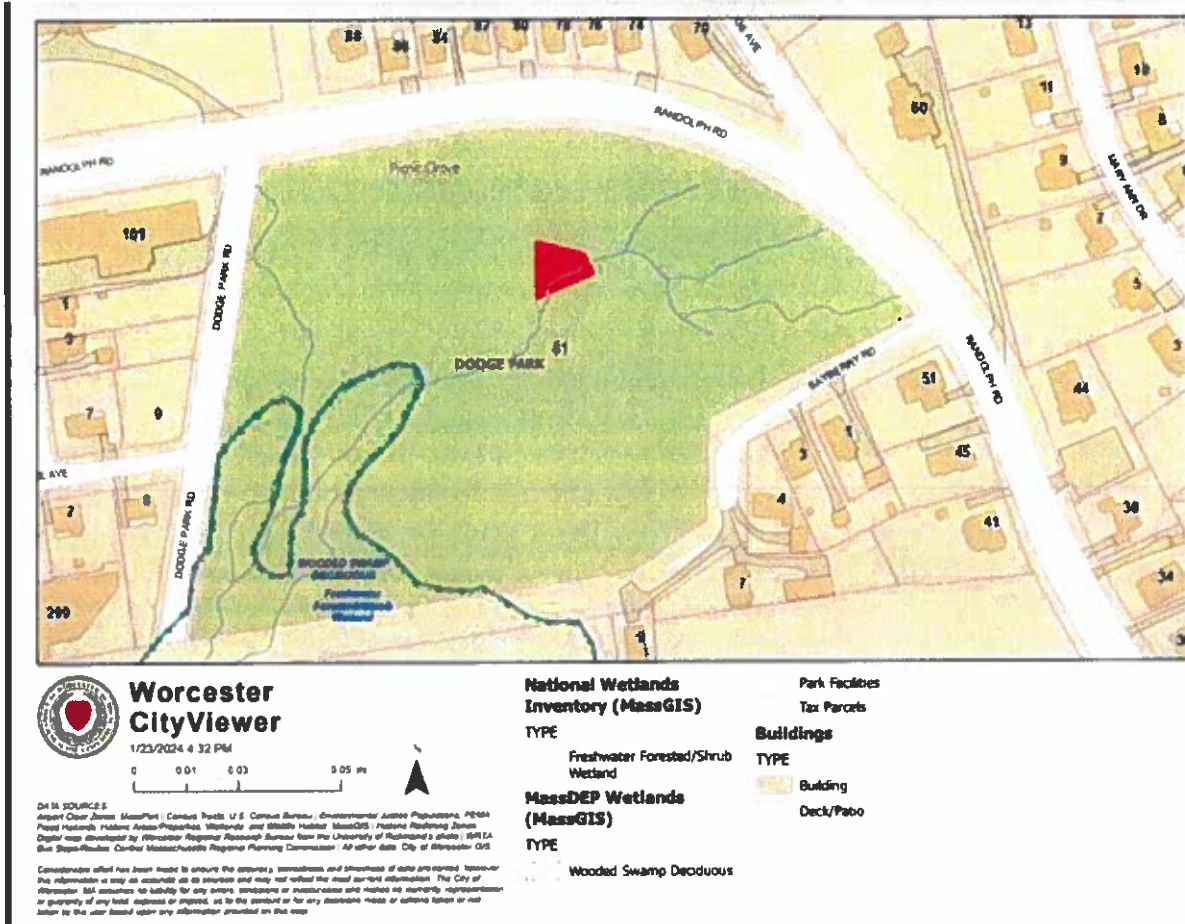


Figure 2
The red area is the planned work zone.

Expected Results: The Historic Vista that centers on the Stone Bridge, designed by Park Commissioner Martin Green and built in 1898, will be visible from the benches that face it.

WHEN: We want to complete this work in April or May 2024. Date to be determined.

Attachment to the Request for Determination and permission to proceed on the Stone Bridge Vista Project in Dodge Park

WHY: Invasive plants and brush have grown around the bridge, blocking the view of the bridge from the meadow below. The situation worsens yearly as the invasive plants spread and replace native plants. No chemicals will be used since this will be a mechanical/ cultural treatment of invasive plants. Care will

be taken to minimize soil disturbance, and native seeds will be applied to disturbed soil.

Pictures of the site over time:



Arthurs Stone Bridge View Taken in 2020

Attachment to the Request for Determination and permission to proceed on the Stone Bridge Vista Project in Dodge Park



Arthurs Stone Bridge in December 2023

FIRST AID AND EYE-WASH: Joseph Johnson will be on site with a phone, first aid supplies, and an eyewash station. Joseph has completed the requirements for Adult and Pediatric First Aid/CPR/AED ID# 0162024

Tools and supplies: These are provided by the Blackstone Watershed Collaborative and GWLT if permission is granted.

WHO: Joseph Johnson will be responsible for organizing and coordinating the effort. The volunteers will be organized and insured under his affiliation with the Blackstone Watershed Collaborative. Steve Crowe of Sunshine Landscaping Services, Carl Gomes of the Community Teaching Garden Literacy Project, Beth Fleming of Worcester Native Plant Initiative, Nate Fournier of Reimaginedroots.com, and Seth Libby, who worked as horticulture outreach field supervisor in the Get a Tree-Plant a Tree Program at NEBG have visited the site and agreed to support my request for permission.

Attachment to the Request for Determination and permission to proceed on the Stone Bridge Vista Project in Dodge Park

Volunteers from the over 400 members of the Invasive Plants and Insects of Worcester group have never failed to respond to requests for help. Last year, 17 officially participated in my team's Earth Day activities in and around the park in 2023. More than a dozen volunteers have already expressed interest in this project.



Massachusetts Department of Environmental Protection
Bureau of Water Resources - Wetlands
WPA Form 2 – Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Worcester
Municipality

A. General Information

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.



From:

City of Worcester
Conservation Commission

To: Applicant

Joseph Johnson
Name

[Redacted]
Mailing Address
Worcester MA 01605
City/Town State Zip Code

[Redacted]
Phone Number
[Redacted]
Email Address

Property Owner (if different from applicant):

City of Worcester-Department of Public Works and Parks
Name

20 East Worcester Street
Mailing Address
Worcester MA 01604
City/Town State Zip Code

[Redacted]
Phone Number
[Redacted]
Email Address (if known)

1. Project Location:

81 Randolph Road
Street Address

[Redacted]
Latitude (Decimal Degrees Format with 5 digits after decimal e.g. XX.XXXXX)
22-009
Assessors Map/Plat Number

Worcester
City/Town

[Redacted]
Longitude (Decimal Degrees Format with 5 digits after decimal e.g. -XX.XXXXX)
-00001
Parcel/Lot Number

2. Date Request Filed:

03/20/2024

[How to find Latitude and Longitude](#)

[and how to convert to decimal degrees](#)

B. Determination

Pursuant to the authority of M.G.L. c. 131, § 40, the Conservation Commission considered your Request for Determination of Applicability, with its supporting documentation, and made the following Determination.

Project Description (if applicable):

Removal of invasive plants along an intermittent stream using hand tools. Approved methods include cutting flush with the ground and/or uprooting. Planting or seeding with appropriate native species is also permitted.

Title and Date (or Revised Date if applicable) of Final Plans and Other Documents:

RDA Application Materials	03/20/2024
Title	Date
Title	Date
Title	Date



**Massachusetts Department of Environmental Protection
Bureau of Water Resources - Wetlands**

WPA Form 2 – Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Worcester
Municipality

B. Determination (cont.)

The following Determination(s) is/are applicable to the proposed site and/or project relative to the Wetlands Protection Act and regulations:

Positive Determination

Note: No work within the jurisdiction of the Wetlands Protection Act may proceed until a final Order of Conditions (issued following submittal of a Notice of Intent or Abbreviated Notice of Intent) has been received from the issuing authority (i.e., Conservation Commission or the Department of Environmental Protection).

- 1. The area described on the referenced plan(s) is an area subject to jurisdiction under the Act. Removing, filling, dredging, or altering of the area requires the filing of a Notice of Intent.
- 2a. The boundary delineations of the following resource areas described on the referenced plan(s) are confirmed as accurate. Therefore, the resource area boundaries confirmed in this Determination are binding as to all decisions rendered pursuant to the Wetlands Protection Act and its regulations regarding such boundaries for as long as this Determination is valid.

- 2b. The boundaries of Wetlands Resource Area(s) and Buffer Zone(s) listed below are not confirmed by this Determination, regardless of whether such boundaries are contained on the plans attached to this Determination or to the Request for Determination.

- 3. The work described on referenced plan(s) and document(s) is within an area subject to jurisdiction under the Act and will remove, fill, dredge, or alter that area. Therefore, said work requires the filing of a Notice of Intent.
- 4. The work described on referenced plan(s) and document(s) is within the Buffer Zone and will alter an Area subject to jurisdiction under the Act. Therefore, said work requires the filing of a Notice of Intent
- 5. The area and/or work described on referenced plan(s) and document(s) is subject to review and approval by:

City of Worcester
Name of Municipality

Pursuant to the following municipal wetland ordinance or bylaw:

City of Worcester Wetlands Protection Ordinance & Regulations
Name

COW GRO Part 1.B.6
Ordinance or Bylaw Citation



Massachusetts Department of Environmental Protection
Bureau of Water Resources - Wetlands

WPA Form 2 – Determination of Applicability

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Worcester
Municipality

B. Determination (cont.)

6. The following area and/or work, if any, is subject to a municipal ordinance or bylaw but not subject to the Massachusetts Wetlands Protection Act.
7. If a Notice of Intent is filed for the work in the Riverfront Area described on referenced plan(s) and document(s), which includes all or part of the work described in the Request, the applicant must consider the following alternatives. (Refer to the wetland regulations at 10 58(4)(c) 2. for more information about the scope of alternatives requirements):
- Alternatives limited to the lot on which the project is located.
 - Alternatives limited to the lot on which the project is located, the subdivided lots, and any adjacent lots formerly or presently owned by the same owner.
 - Alternatives limited to the original parcel on which the project is located, the subdivided parcels, any adjacent parcels, and any other land which can reasonably be obtained within the municipality.
 - Alternatives extend to any sites which can reasonably be obtained within the appropriate region of the state.

Negative Determination

Note: No further action under the Wetlands Protection Act is required by the applicant. However, if the Department is requested to issue a Superseding Determination of Applicability, work may not proceed on this project unless the Department fails to act on such request within 35 days of the date the request is post-marked for certified mail or hand delivered to the Department. Work may then proceed at the owner's risk only upon notice to the Department and to the Conservation Commission. Requirements for requests for Superseding Determinations are listed at the end of this document.

1. The area described in the Request is not an area subject to jurisdiction under the Act or the Buffer Zone.
2. The work described in the Request is within an area subject to jurisdiction under the Act, but will not remove, fill, dredge, or alter that area. Therefore, said work does not require the filing of a Notice of Intent.
3. The work described in the Request is within the Buffer Zone, as defined in the regulations, but will not alter an Area subject to jurisdiction under the Act. Therefore, said work does not require the filing of a Notice of Intent, subject to the following conditions (if any).
- The proposed work shall be completed in compliance with the plans and application materials on file with the Office of the Commission.
 - The work shall be overseen by an individual qualified to identify invasive plants to ensure native species are not removed.
4. The work described in the Request is not within an Area subject to jurisdiction under the Act (including the Buffer Zone). Therefore, said work does not require the filing of a Notice of Intent, unless and until said work alters an Area subject to jurisdiction under the Act.



Massachusetts Department of Environmental Protection
Bureau of Water Resources - Wetlands
WPA Form 2 – Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Worcester
Municipality

B. Determination (cont.)

- 5. The area described in the Request is subject to jurisdiction under the Act. Since the work described therein meets the requirements for the following exemption, as specified in the Act and the regulations, no Notice of Intent is required:

Exempt Activity (cite applicable statutory/regulatory provisions)

- 6. The area and/or work described in the Request is not subject to additional review and approval by:

City of Worcester
Name of Municipality

Pursuant to a municipal wetlands' ordinance or bylaw.

City of Worcester Wetlands Protection Ordinance & Regulations
Name

COW GRO Part 1.B.6.
Ordinance or Bylaw Citation

C. Authorization

This Determination is issued to the applicant and delivered as follows:

- By hand delivery on By certified mail, return receipt request on

04/16/2024

Date

Date

Certified Mail Number

A copy of this Determination has been sent on the same date, considered the date of issuance, to the appropriate DEP Regional Office and the property owner (if not the applicant) in the manner as follows:

DEP

- By eDEP DOA Submittal Platform (Attach this form and supporting documents)

- By USPS mail

04/16/2024

Date

- By hand delivery

Date

Property Owner (if not applicant)

- By mail

Date

- By hand delivery

04/16/2024

Date



Massachusetts Department of Environmental Protection
Bureau of Water Resources - Wetlands
WPA Form 2 – Determination of Applicability
Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

Worcester
Municipality

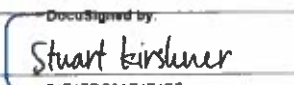

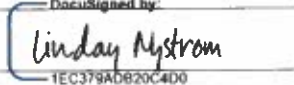



C. Authorization (cont.)

This Determination is valid for **three years** from the date of issuance (except Determinations for Vegetation Management Plans which are valid for the duration of the Plan). This Determination does not relieve the applicant from complying with all other applicable federal, state, or local statutes, ordinances, bylaws, or regulations.

This Determination must be signed by a majority of the Conservation Commission. As noted above, a copy must be sent to the appropriate DEP Regional Office (see <https://www.mass.gov/service-details/massdep-regional-offices-by-community>) and the property owner (if different from the applicant) on the same date that the Applicant is issued this Determination.

Worcester Conservation Commission
Issuing Authority

Signatures:

Signature		Devin Canton
	DocuSigned by: 71E1FDC8AF4E4BF	Printed Name
Signature		Stuart Kirshner
	DocuSigned by: 1EC379ADB20C4D0	Printed Name
Signature		Timothy Magliaro
	DocuSigned by: 123B0370D348465	Printed Name
Signature		Lindsay Nystrom
	DocuSigned by: 123B0370D348465	Printed Name
Signature		Andrew Truman
	DocuSigned by: 123B0370D348465	Printed Name
Signature		Andrew Truman
	DocuSigned by: 123B0370D348465	Printed Name

D. Appeals

The applicant, owner, any person aggrieved by this Determination, any owner of land abutting the land upon which the proposed work is to be done, or any ten residents of the city or town in which such land is located, are hereby notified of their right to request the appropriate Department of Environmental Protection Regional Office (see <https://www.mass.gov/service-details/massdep-regional-offices-by-community>) to issue a Superseding Determination of Applicability. The request must be made by certified mail or hand delivery to the Department, with the appropriate filing fee and Fee Transmittal Form (see Request for Departmental Action Fee Transmittal Form) as provided in 310 CMR 10.03(7) within ten business days from the date of issuance of this Determination. A copy of the request shall at the same time be sent by certified mail or hand delivery to the Conservation Commission and to the applicant if he/she is not the appellant. The request shall state clearly and concisely the objections to the Determination which is being appealed. To the extent that the Determination is based on a municipal ordinance or bylaw and not on the Massachusetts Wetlands Protection Act or regulations, the Department of Environmental Protection has no appellate jurisdiction.



**Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
Request for Departmental Action Fee
Transmittal Form**

DEP File Number: _____

Provided by DEP _____

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

A. Request Information

1. Location of Project

a. Street Address _____	b. City/Town, Zip _____
c. Check number _____	d. Fee amount _____

2. Person or party making request (if appropriate, name the citizen group's representative):

Name _____

Mailing Address _____

City/Town _____	State _____	Zip Code _____
Phone Number _____	Fax Number (if applicable) _____	

3. Applicant (as shown on Determination of Applicability (Form 2), Order of Resource Area Delineation (Form 4B), Order of Conditions (Form 5), Restoration Order of Conditions (Form 5A), or Notice of Non-Significance (Form 6)):

Name _____

Mailing Address _____

City/Town _____	State _____	Zip Code _____
Phone Number _____	Fax Number (if applicable) _____	

4. DEP File Number: _____

B. Instructions

1. When the Departmental action request is for (check one):
- Superseding Order of Conditions – Fee: \$120 (single family house projects) or \$245 (all other projects)
 - Superseding Determination of Applicability – Fee: \$120
 - Superseding Order of Resource Area Delineation – Fee: \$120

Send this form and check or money order, payable to the *Commonwealth of Massachusetts*, to:

Department of Environmental Protection
Box 4062
Boston, MA 02211

Important:
When filling out forms on the computer, use only the tab key to move your cursor - do not use the return key.





Massachusetts Department of Environmental Protection
Bureau of Resource Protection - Wetlands
Request for Departmental Action Fee
Transmittal Form

DEP File Number: _____

Provided by DEP

Massachusetts Wetlands Protection Act M.G.L. c. 131, §40

B. Instructions (cont.)

2. On a separate sheet attached to this form, state clearly and concisely the objections to the Determination or Order which is being appealed. To the extent that the Determination or Order is based on a municipal bylaw, and not on the Massachusetts Wetlands Protection Act or regulations, the Department has no appellate jurisdiction.
3. Send a **copy** of this form and a **copy** of the check or money order with the Request for a Superseding Determination or Order by certified mail or hand delivery to the appropriate DEP Regional Office (see <https://www.mass.gov/service-details/massdep-regional-offices-by-community>).
4. A copy of the request shall at the same time be sent by certified mail or hand delivery to the Conservation Commission and to the applicant, if he/she is not the appellant.

ASSISTANT COMMISSIONER'S REPORT:

1. General:

- Request of the WCACA to hold an event on the Worcester Common
- Request of Centro Las Americas to hold an event at Elm Park
- Request of World of Foods Worcester to hold an event at Elm Park
- 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 – Awarded (Update)
 - PARC & LAND Grant Program – Sever Street – Awarded
 - Commonwealth of Massachusetts Grant Award for NA
- Economic Development Initiatives –
 - NA
- Cultural Events-
 - NA
- Park Vandalism & Graffiti – NA
- Donations –
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 - Stearns Tavern
 - Playground
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 - Columbus Park –
 - NA
 - Cookson Park – NA
 - Cristoforo Columbo (East Park) –
 - NA
 - Crompton Park – NA



- Dodge Park – NA
- Elm Park – NA
 - Newton Hill - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – NA
- Great Brook Valley Playground – NA
- Green Hill Park Renovation – NA
 - Green Hill Farm - NA
 - Community Gardens - NA
 - WWI - NA
- 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 - NA
 - Salisbury Pond - NA
- 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 – Update
- Oakland Heights Playground – NA
- Providence Street Playground – NA
- Ramshorn Island – NA
- Rockwood Field – NA
- Salisbury Park (Bancroft Tower) – NA
- Sever Street Park -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 –
 - 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
 - Park Permits –
 - NA
 - Access/ ADA – NA
 - Mobile Concession/ Food Truck – Update (Out to Bid)
 - ATV – Recreational Vehicle – NA
 - Veterans Memorials - NA
 - Misc. Information –
 - NA
- Golf Course:
 - Fees & Policies - NA
 - Golf Course Donations - NA



The City of
WORCESTER

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

PARKS AND RECREATION COMMISSION MEETING

Thursday April 25, 2024 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Officer Manny Familia Way Worcester, MA 01605

Or

Virtual with Teams

ASSISTANT COMMISSIONER'S REPORT

GENERAL



2024 PERMIT APPLICATION FOR EVENT IN A PARK

Name of Requested Facility: WorcesterCommons Today's Date: 04/01/2023

Name of Your Organization: WCACA Website: _____

Name of Applicant: Casey Denis Email: cthomas@worcestercarib.com

Applicant residential address: 18 Woodland St Apt 3 City: Worcester State: MA Zip: 01610

Primary Phone #: [REDACTED] Alternate Phone #: _____

Event Date: 07/21/2024 Rain Date: 07/28/2024 Event Start Time: 1pm Event End Time: 6pm

Set up Date & time: 10am Breakdown Date & Time: 7pm

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

Please allow up to 30 days for permit to be processed

Describe event in detail: WCACA is looking to host our annual Kiddie's Event leading up to Worcester Carnival. We will have activities for children & families, from crafts, to a dance showcase, games, and food.

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

Contact Name: _____ Email: _____

Cell Phone#: _____

Are you advertising/promoting this event? Yes No How are you advertising/promoting? Social media

Have you ever had a similar permit? Yes No Estimated amount of people to attend: 200

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

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

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

Permit Guidelines

1. **Permits:** All permit applications must be filled out completely and must have a down payment of \$125.00 to hold date. Groups of 15 or more are required to obtain a permit.
2. **Outstanding balances:** Any permit holder with an outstanding balance must pay off in full before putting a deposit down for new permit. Down payments are non-refundable.
3. **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.
4. **Confetti:** Confetti/rice/artificial flower pedals are not allowed at any park due to environmental impacts, safety of wildlife, and the debris that is left. A fine may be assigned to those who disregard this rule.
5. **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 with a minimum of 4 hours, 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. Collective bargaining agreement requires us to give all staff assigned an 8 hr. shift a 30-minute lunch and (2) 15-minute breaks.
6. **Cancellation Policy:** A 24-hour written cancellation notice (email acceptable) is required and must be confirmed/approved by the DPW & Parks Division staff to avoid additional fees. A \$125.00 or 10% of the total fee whichever is higher will be charged for cancellations. All weekend/holiday cancellations must be received by 10:00 AM on the last business day prior to your event and must be confirmed/approved by the DPW & Parks Division staff.
7. **Refunds:** Refunds will NOT be given unless cancelled in writing within the required timeframe. 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. An email sent to parks@worcesterma.gov will also be accepted as a written cancellation with a follow up call to 508-799-1190.
8. **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.
9. **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.
10. **Alcohol:** Alcoholic Beverages are not allowed in City parks (See Item 27 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).

11. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces, as per city ordinance, is not allowed.
12. **Facility Clean-up:** Cleanup of park at completion of event is required. All trash must be removed within the time stated on the breakdown date and time section of the permit. The City of Worcester DPW & Parks are not responsible for anything left in the park and all items will be disposed of. The Park must be left clean, clear of portable toilets, dumpsters, fencing, tents, or any material used for a specific event. Park must be left readily available for other park users. The City of Worcester DPW & Parks reserves the right to charge permit applicant for any cost of trash cleanup and removal from the site.
13. **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.
14. **Water:** Each year all seasonal water services will be shut down after the first week of October. This includes all seasonal restrooms, concessions, and irrigations.
15. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
16. **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.
17. **Transferring of permits:** There shall be **NO** transferring of permits from one permittee to another.
18. **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. *

19. **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.
20. **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.
21. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event. If policy holder doesn't abide by or follow the parks rules and regulations, then they will be asked to go in front of the Parks & Recreation Commission.
22. 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

PARKS & RECREATION

EVENT FEES & CHARGES POLICY 2024

EVENT PERMITS:

- 1) Individuals or groups (This permit is for a location, in a specific park at a set time as approved based on submitted application.)
- 2) Application fee \$250.00 per 4-hour blocks at one location.
- 3) A 50% discount will be given to City of Worcester Residents and nonprofit organizations, off the application fee, once verification is submitted (Discount does not apply to staff cost, to 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 depending on event size. Additional fees will apply if trash is left and not taken, if you specified on the permit, you were removing your own trash. **There will be NO discounts given for this fee**
- 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. **There will be NO discounts given for staff fees.**
- 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, per staff assigned. **There will be NO discounts given for this fee.**

SPECIAL EVENTS/FUNCTIONS:

Organizations/groups/individuals requesting a permit for events 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. **There will be NO discounts given for this fee**

ADMINISTRATIVE CHARGE:

An administrative fee of \$125.00 will be charged for any changes made to a permit that has been finalized.

REFUND POLICY:

City of Worcester Department of Public Works & Park, Parks, Recreation & Cemetery Division will not refund any 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.

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/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 individual/organizations each month if the invoice is not paid within 45 days of the invoice date.

A map of your event layout must be submitted with application

Please draw your event set up in the box below or submit on a separate paper

Parks Division

50 Officer Manny Familia Way, Worcester, MA 01605

Parks@worcesterma.gov

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

Yes No Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)

Yes No Will you be requesting the Parks Division to remove and dispose of your trash? (A fee will apply for removal /disposal of trash, this fee may increase based on the amount of trash and size of event. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it. Permit holder will be charged additional fees if we have to remove the trash if no is checked off).
There will be NO discounts given for this fee

Yes No Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms.)
If requesting use of restrooms at City Hall, please see page 8, Department of Public Facilities

Yes No Will you be requesting the use of our electricity? (Not all locations have access to electricity. There is a cost to use the electricity. If our electrician is required for electrical hook up, it will be an additional \$60. per hour, min. of 4 hours per day) **There will be NO discounts given for for any staff fees.**
*If using a multi-media/sound company, please provide name & phone number: _____
*Any equipment or safety equipment must be supplied by the event organizer and or the company used for planning event (electric cords, electrical jackets, cones, etc.)

Yes No Will you be using tables and chairs? The city does not supply tables or chairs, please show location on set up map.

Yes No Will there be any inflatable games/bouncy houses? (All devices must be **stake-less**, and approval will be based on current public health guidance. Company: _____

Yes No Will you be using any banners? (Cost of banner install is determined by equipment and staff needed)

Yes No Are you requesting the use of our portable metal stage?
(The size is 24' x 24', it can also be used open halfway with a back. This stage is not accessible.)
There will be NO discounts given for this fee.

How many vehicles are you planning on parking? _____ (Will need a parking plan for the event)

Yes No Do you need a vehicle to load/unload for this event (there is a 10-minute unload/load time fame)?
How many vehicles _____

Reason for vehicle:

Police Department

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.

Police Department – Off Duty Police and Sound Permits – 9-11 Lincoln Square - 508-799-8686

wdpaydetailofficeemailist@worcesterma.gov

Yes No Are you having amplified sound (Microphones, speakers, blowhorns, radios, sound system)?

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

Yes No Does the event require a Sound Permit?

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

Notes from Police Department: _____

Name of Police Officer (Please Print): _____

Official Police Officer Signature: _____ Date: _____

EMS

**If checked "Yes" below, or required by the city, applicant must contact
EMS at 508-421-5728.**

Yes No Will you have EMS services available? (This is not mandatory, but maybe recommended)

Inspectional Services-Food Division

**If checked "Yes" below, or if required by the city, applicant must contact
Inspectional Service 25 Meade Street at 508-799-1198 x 33030 or inspections@worcesterma.gov.
A copy of all permits must then be submitted to Parks to complete the application process.**

Yes No Will you be serving food?
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.

Yes No Will you be having food trucks?
*All food trucks must have the proper permits

Inspectional Services-Housing Division

If checked "Yes" below, or if required by the city, applicant must contact
Inspectional Service 25 Meade Street at 508-799-1198 x 33012 or inspections@worcesterma.gov.
A copy of all permits must then be submitted to Parks to complete the application process.

- Yes No Will you be renting portable restrooms?
(Events with estimated 100-300 attendees need to have a minimum of one (1) ADA portable)
* Please provide information on company: Porta Dogs
* All events with portable restroom must have a minimum of 1 accessible unit in each cluster
* Each accessible unit must be placed with entrance facing an accessible surface/walkway.

Inspectional Services-Building Division

If checked "Yes" below, or if required by the city, applicant must contact
Inspectional Service 25 Meade Street at 508-799-1198 x 33012 or inspections@worcesterma.gov.
A copy of all permits must then be submitted to Parks to complete the application process.

- Yes No 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 20' x20',
Size of Tents: _____ Number of Tents: _____ Tent Company Name: _____
Inspectional services will reach out to the Parks Office if letter is needed for the bigger tents

Fire Prevention Department

If checked "Yes" below, or if required by the city, applicant must contact
Fire Prevention – 141 Grove Street at 508-799-1821 or wfd@worcesterma.gov.
A copy of all permits must then be submitted to Parks to complete the application process.

- Yes No Will you be using Grills? What size Grill? _____ How many grills? _____
(A permit from the Fire Department may be required if using propane grills.
If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.)
*For any grill you must have a 20 BC fire extinguisher on site.
* The Worcester Fire Department may limit the quantity of LP-Gas that may be stored under a permit, such as during special events, where unusual conditions exist. Additional requirements may be included that are within the intent and purpose of 527 CMR Table 1.12.8.50 and 527 CMR 69.
- Yes No Will you be using a generator?
*Will need a permit from Fire Prevention (no matter the size of the generator)
*Application to keep, store, manufacture, and/or handle flammable and/or combustible liquids, per Massachusetts Comprehensive Fire Safety Code, 527 CMR 1.00: Ch.66 (Flammable & Combustible Liquids), section 66.1.5. The scope of 527 CMR 1.00 includes, but is not limited to, the following in accordance with M.G.L. c. 22D and M.G.L. c. 148 and as prescribed by M.G.L. c. 143 § 96.
*Fire Prevention follows NFPA 96 Section 17.5.2.1 for generators at events

Public Facilities

**If checked "Yes" below, or if required by the city, applicant must contact
Public Facilities at 50 Officer Manny Familia Way 508-799-8588 or publicfacilities@worcesterma.gov.**

This section pertains to any permits for the use of City Hall, City Hall Restrooms, the Plaza, the Common and City Hall Garage

- Yes No Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)
- Yes No Will you be utilizing the restrooms inside the facility?
(There is a cleaning fee through Public Facilities per event, this fee is not a Parks Division fee)
- Yes No Will you be renting portable restrooms?
* Please provide information on company: _____
* All events with portable restroom must have a minimum of 1 accessible unit in each cluster
* Each accessible unit must be placed with entrance facing an accessible surface/walkway.
- Yes No Will you be requesting the use of our electricity? (This will be based on event layout).
(Not all locations have access to electricity. Cost of electricity 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).
- Yes NO All special events will need to have our electrician onsite for duration of whole event.
Are you using a multi-media/sound company? If you answered yes, please provide information below:
Name & Phone number: _____
*Any equipment or safety equipment must be supplied by the event organizer and or the company used for planning event (electric cords, electrical jackets, cones, etc.)

Below please see list of additional phone numbers for your assistance in the permit process:

Special Events Committee: specialevents@worcesterma.gov508-799-1400

License Commission: planning@worcesterma.gov508-799-1400

Parks Security: parkssecurity@worcesterma.gov508-612-1121

Accessibility Division – ADA Coordinator: disabilities@worcesterma.gov508-799-1152

Department of Public Works: dpw@worcesterma.gov508-799-1450

DPW Engineering: 311@worcesterma.gov508-929-1300

Department of transportation and mobility: mobility@worcesterma.gov508-929-1300

Division of Emergency Communications: communications@worcesterma.gov508-799-1400

Division of Emergency Management: emergencymgt@worcesterma.gov508-799-1840

Office of City Manager: CityManager@worcesterma.gov508-799-1175

Public Health Department: health@worcesterma.gov508-799-8531

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. 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.
2. Permit request for fields will only be issued between 9:00AM and 3:30 PM, Monday – Friday (Non-Holidays business days). 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.
3. Groups of 15 or more are required to obtain a permit
4. All event permit holders have the right to use the vendors/concessionaires of their choice. Daily vendor/concessionaire that have been assigned a park cannot vend unless written permission is given to the Parks office from the event permit holder.
5. To use permit given for something other than for the designated event/vending/sport specified on application.
6. Failure to have all proper permits submitted prior to the event may be fined and may incur additional cost that may occur.
7. To destroy, or misuse 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.
8. The use of but not limited to confetti, rice, artificial flowers, paint, etc. are not allowed at any park due to environmental impact, safety of wildlife, and the debris that is left. A fine and cleanup cost may be assigned to those who disregard this rule.
9. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
10. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
11. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
12. 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.
13. To throw, deposit or leave any rubbish or litter in 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 violates the City of Worcester Ordinance, Chapter eight of the Revised Ordinances of 2008, Section 6A.
14. To feed waterfowl & animals is prohibited in any park, playground, or beach. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
15. 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.
16. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
17. To operate a phonogram, bullhorns, radio, loudspeaker, 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 2008 Part One – as Amended Through July 18, 2023 of the City of Worcester. Any phonogram, bullhorn, radio, speaker, loudspeaker, or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property or building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, public property or building a permit/permits from the City of Worcester will be required.
18. 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.
19. 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.
20. 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.
21. 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 type of vehicle in any park or to learn to drive any vehicle 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 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.
22. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads. 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 event permit and staff supervision from DPW & Parks, Parks, Recreation & Cemetery Division. Only city vehicles and DPW & Parks, Parks, Recreation & Cemetery vehicles are allowed access inside park.

23. 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.
24. To play any active ball games in any park, playground, or beach except in areas set aside for such games.
25. 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. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
26. 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.
27. **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.
28. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
29. 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.
30. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
31. 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.
32. 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.
33. 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.
34. 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 or park at their determination such use will have a negative long-term effect on the facility.
35. 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.
36. All vending/concessions must abide by the vending/ concession rules, the City of Worcester Ordinance and the Parks, Recreation, & Cemetery Division Rules and Regulations. Failure to follow all ordinances, rules and regulations may result in fines and could have vending/concession permit revoked.
37. All vending/concessions must have been approved by the standard city process and have an official vending/concession permit.
38. Any sport league or organization hosting, managing, or operating a sports tournament, must submit a Sports Tournament Permit Application for this particular event.
39. Itinerant musicians, street performers, buskers are not allowed without a permit from the Parks & Recreation Commission as identified in the City of Worcester Ordinance Chapter 12, Section 26 (h)(6) of the Revised Ordinances of 2008 -Part One- as Amended Through July 18, 2023, of the City of Worcester. No person shall act or perform as an itinerant musician on any public street or private way shown in the official map of the city, or in any public park, playground, or the Worcester Common. Without submitting a permit request and the written permission of the Parks & Recreation Commission.
40. All Parks & Recreation Commission agenda items must be submitted a minimum of 3 (three) business days before each meeting to the parks@worcesterma.gov email.
41. **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.
42. **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.
43. **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.

Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00 plus any additional cost to the City of Worcester

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

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.

I agree to abide by all the Parks rules and regulations, all City Ordinances, policies and procures.

Signature of Applicant/ Representative: _____ Date: _____

PRINT NAME OF APPLICANT/REPRESENTATIVE: Casey Denis DATE: 04/01/2024

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____



2024 PERMIT APPLICATION FOR EVENT IN A PARK

Name of Requested Facility: ELM PARK WORCESTER Today's Date: _____

Name of Your Organization: CENTRO LAS AMERICAS, IN Website: CENTROINC.ORG

Name of Applicant: MAYERLING DE LA ROSA Email: Marketing@centroinc.org

Residential Address of Applicant: 11 Sycamore st City: Worcester State: MA Zip: 01608

Primary Phone #: [REDACTED] Alternate Phone #: _____

Event Date: 6/8/2024 Rain Date: N/A Event Start Time: 11AM Event End Time: 2PM

Set up Date & time: 6/8/24 AT 10 AM Breakdown Date & Time: 6/8/24 AT 3 PM

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

Please allow up to 30 days for permit to be processed

Describe event in detail: Family outing: Kites and therapeutic Music Session, Petting zoo, Aerobic/Zumba Class, Tickets, Ice-cream time

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

Contact Name: _____ Email: _____

Cell Phone#: _____

Are you advertising/promoting this event? Yes No How are you advertising/promoting? n/a

Have you ever had a similar permit? Yes No Estimated amount of people to attend: 150

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

Are you a non-profit organization with a 501C3? Yes No (Please provide copy of certificate) ID# 04-2714991

Liability Insurance Policy Number PHPK2446763 (Please supply a copy of the binder/COI)

Permit Guidelines

1. **Permits:** All permit applications must be filled out completely and must have a down payment of \$125.00 to hold date. Groups of 15 or more are required to obtain a permit.
2. **Outstanding balances:** Any permit holder with an outstanding balance must pay off in full before putting a deposit down for new permit. Down payments are non-refundable
3. **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.
4. **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.
5. **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 with a minimum of 4 hours, 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. Collective bargaining agreement requires us to give all staff assigned an 8 hr. shift a 30-minute lunch and (2) 15-minute breaks.
6. **Cancellation Policy:** A 24-hour written cancellation notice (email acceptable) is required and must be confirmed/approved by the DPW & PARKS DIVISION STAFF to avoid additional fees. A \$125.00 or 10% of the total fee whichever is higher will be charged for cancellations. All weekend/holiday cancellations must be received by 10:00 AM on the last business day prior to your event and must be confirmed/approved by the DPW & PARKS DIVISION STAFF
7. **Refunds:** Refunds will NOT be given unless is not cancelled in writing within the required timeframe. 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. An email sent to parks@worcesterma.gov will also be accepted as a written cancellation with a follow up call to 508-799-1190.
8. **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.
9. **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.
10. **Alcohol:** Alcoholic Beverages are not allowed in City parks (See Item 27 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).
11. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces, as per city ordinance, is not allowed.
12. **Facility Clean-up:** Cleanup of park at completion of event is required. All trash must be removed within the time started on the breakdown date and time section of the permit. The City of Worcester DPW & Parks are not responsible for anything left in the park and all items will be disposed of. 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. The City of Worcester DPW & Parks reserves the right to charge permit applicant for any cost of trash cleanup and removal from the site.

13. **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.
14. **Water:** October 1st of each year, all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
15. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
16. **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.
17. **Transferring of permits:** There shall be **NO** transferring of permits from one permittee to another.
18. **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. *

19. **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.
20. **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.
21. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event. If policy holder doesn't abide by or follow the parks rules and regulations, then they will need to go in front of the Parks Commission.
22. 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 Street508-799-1400
License Commission – Flea Markets/selling of items/serving alcohol – 455 Main Street.....508-799-1400
Parks Security.....508-612-1121

PARKS & RECREATION

EVENT FEES & CHARGES POLICY 2024

EVENT PERMITS:

1. Individuals or groups (This permit is for a location, in a specific park at a set time as approved based on submitted application.)
2. Application fee \$250.00/UPTO FOUR (4) HOURS/PARK.
3. A 50% discount will be given to City of Worcester Residents and nonprofit organization off their 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 depending on event size. Additional fees will apply if trash is left and not taken if you specified on the permit you were removing your own trash. **There will be NO discounts given for this fee**
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. **There will be NO discounts given for this fee**
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, per staff assigned. **There will be NO discounts given for this fee.**

SPECIAL EVENTS/FUNCTIONS: Organizations/groups/individuals requesting a permit for events 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. **There will be NO discounts given for this fee**

ADMINISTRATIVE CHARGE: An Administrative fee of \$125.00 will be charged for any changes made to a permit that has been finalized.

REFUND POLICY: City of Worcester Department of Public Works & Park, Parks, Recreation & Cemetery Division will not refund any 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.

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/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 Individual/organizations each month if the invoice is not paid within 45 days of the invoice date.

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

Please draw your event set up in the box below or submit on a separate paper



Parks Division

This section must be completed by permit requester and the Parks Division ONLY

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

Yes No Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)

Yes No Will you be requesting the Parks Division to remove and dispose of your trash? (A fee will apply for removal/disposal of trash, this fee may increase based on the amount of trash and size of event. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it. Permit holder will be charged an additional fees if we have to remove the trash if no is checked off). **There will be NO discounts given for this fee**

Yes No Will you be utilizing the restrooms at this facility? (if available, some locations do NOT have restrooms.)
*Bathrooms for the Common permits will need to have page 6 filled out

Yes No Will you be requesting the use of our electricity?
(Not all locations have access to electricity. There is a cost to use the electricity. If our electrician is required for electrical hook up, it will be an additional amount, min. of 4 hours per day) If electricity is available, all special events that need more than the one (1) standard plug, will need to have our electrician onsite for duration of entire event. **There will be NO discounts given for this fee**
*If using a multi-media/sound company, please provide name & phone number: _____
*Any equipment or safety equipment must be supplied by the event organizer and or the company used for planning event (electric cords, electrical jackets, cones, etc.)

Yes No Will you be using tables and chairs? The city does not supply tables or chairs, please show location on set up map.

Yes No Will there be any inflatable games/bouncy houses?
(All devices must be **stake-less**, and approval will be based on current public health guidance. Company: _____)

Yes No Will you be using any banners? (Cost of banner install is determined by equipment/ staff needed)

Yes No Are you requesting the use of our portable metal stage?
(The size is 24' x 24', it can also be used open halfway with a back. This stage is not accessible.). **There will be NO discounts given for this fee.**

How many vehicles are you planning on parking? _____ (Will need a parking plan for the event)

Yes No Do you need a vehicle to load/unload for this event (there is a 10-minute unload/load time fame)?
How many vehicles _____
Reason for vehicle: _____

Notes from Parks Division:

Name of Parks Employee (Please Print): _____

Official Parks Employee Signature: _____ Date: _____

Police Department

This section must be completed by the Police Department ONLY

If required by the City or applicable to permit request

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. Police Department – Off Duty Police and Sound Permits – 9-11 Lincoln Square - 508-799-8686
wpdpaydetailofficeemailist@worcesterma.gov

- Yes No Are you having amplified sound (Microphones, speakers, blowhorns, radios, sound system)?
- Yes No Will this event require Police Supervision? If Yes, number of Officers: _____
- Yes No Does the event require a Sound Permit?
- Yes No Has a Sound Permit been obtained? (A copy of the permit must be attached)

Notes from Police Department:

Name of Police Officer (Please Print): LT. MARK SQUYER

Official Police Officer Signature: [Signature] Date: 3/6/24

EMS

This section must be completed by the EMS ONLY

If required by the City or applicable to permit request

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. EMS 508-421-5728

- Yes No Will you have EMS services available? (This is not mandatory, but maybe recommended)

Notes from EMS:

Name of EMS (Please Print): _____

Official EMS Signature: _____ Date: _____

Inspectional Services-Food Division

This section must be completed by permit requester and Inspectional Services Food Division ONLY

If required by the City or applicable to permit request

Anyone requesting a Park Permit will need complete this and then go to Inspectional Services-Food Division and have them sign below in reference to food. The Inspectional Services-Food Division will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services-Food Division. There is no exception to this requirement. Inspectional Services 25 Meade Street 508-799-8539

____ Yes No Will you be serving food?

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.

____ Yes No Will you be having food trucks?

*All food trucks must have the proper permits

Notes from Inspectional Services:

Name of Inspectional Services Food Employee: _____

Official of Inspectional Services Food Signature: _____ Date: _____

Inspectional Services-Housing Division

This section must be completed by permit requester and Inspectional Services- Housing Division ONLY

If required by the City or applicable to permit request

Anyone requesting a Park Permit will need to notify Inspectional Services- Housing Division and have them complete and sign below in reference to portable restrooms. The Inspectional Services will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services. There is no exception to this requirement. Inspectional Services 25 Meade Street 508-799-8539

____ Yes No Will you be renting portable restrooms? (Events with estimated 100-300 attendees need to have a minimum of one (1) ADA portable)

* Please provide Information on company: _____.

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

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

* Must get permit from Inspectional Service- Housing Division

Notes from Inspectional Services:

Name of Inspectional Services Housing Employee (Please Print): _____

Official Inspectional Services Housing Employee Signature: _____ Date: _____

Inspectional Services-Building Division

This section must be completed by permit requester and Inspectional Services-Buildings Division ONLY

If required by the City or applicable to permit request

Anyone requesting a Park Permit will need complete this and then go to Inspectional Services – Buildings and have them sign below in reference to generators and tents. The Inspectional Services-Buildings Division will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services. There is no exception to this requirement. Inspectional Services 25 Meade Street 508-799-1198

Yes No 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 20' x20', Size of Tents: 0

Number of Tents: 1 Tent Company Name: _____

Inspectional services will reach out to the Parks Office if letter is needed for the bigger tents

Notes from Inspectional Services:

Name of Inspectional Services Building Employee (Please Print): _____

Official Inspectional Services Building Employee Signature: _____ Date: _____

Fire Prevention Department

This section must be completed by permit requester and Fire Prevention

If required by the City or applicable to permit request

Anyone requesting a Park Permit will need to notify the Fire Prevention Department and have them complete and sign below in reference to grills and generators. The Inspectional Services will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services. There is no exception to this requirement. Fire prevention 25 Meade Street 508-799-1822

____ Yes No Will you be using Grills? What size Grill? _____ How many grills? _____

(A permit from the Fire Department may be required if using propane grills. If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.)

*For any grill you must have a 20 BC fire extinguisher on site.

* The Worcester Fire Department may limit the quantity of LP-Gas that may be stored under a permit, such as during special events, where unusual conditions exist. Additional requirements may be included that are within the intent and purpose of 527 CMR Table 1.12.8.50 and 527 CMR 69.

____ Yes No Will you be using a generator?

*Will need a permit from Fire Prevention (no matter the size of the generator)

*Application to keep, store, manufacture, and/or handle flammable and/or combustible liquids, per Massachusetts Comprehensive Fire Safety Code, 527 CMR 1.00: Ch.66 (Flammable & Combustible Liquids), section 66.1.5. The scope of 527 CMR 1.00 includes, but is not limited to, the following in accordance with M.G.L. c. 22D and M.G.L. c. 148 and as prescribed by M.G.L. c. 143 § 96.

*Fire Prevention follows NFPA 96 Section 17.5.2.1 for generators at events

Notes from Fire Department:

Name of Fire Prevention Employee (Please Print): _____

Official Fire Prevention Employee Signature: _____ Date: _____

Public Facilities

This section must be completed by permit requester and the Public Facilities ONLY

If required by the City or applicable to permit request

This section pertains to any permits for the front of City Hall, the Plaza, and the Garage

Yes No Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)

Yes No Will you be utilizing the restrooms inside the facility? (There is a cleaning fee of _____ per event)

Yes No Will you be renting portable restrooms?

* Please provide information on company: _____

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

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

Yes No 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 al) All special events will need to have our electrician onsite for duration of whole event.

*If using a multi-media/sound company, please provide name & phone number: _____

*Any equipment or safety equipment must be supplied by the event organizer and or the company used for planning event (electric cords, electrical jackets, cones, etc.)

Notes from Public Facilities:

Name of Public Facilities Employee (Please Print): _____

Official Public Facilities Employee Signature: _____ Date: _____

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. 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.
2. Permit request for fields will only be issued between 9:00AM and 3:30 PM, Monday – Friday (Non-Holidays business days). 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.
3. Groups of 15 or more are required to obtain a permit
4. All event permit holders have the right to use the vendors/concessionaires of their choice. Daily vendor/concessionaire that have been assigned a park cannot vend unless written permission is given to the Parks office from the event permit holder.
5. To use permit given for something other than for the designated event/vending/sport specified on application.
6. Failure to have all proper permits submitted prior to the event may be fined and may incur additional cost that may occur.
7. To destroy, or misuse 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.
8. The use of but not limited to confetti, rice, artificial flowers, paint, etc. are not allowed at any park due to environmental impact, safety of wildlife, and the debris that is left. A fine and cleanup cost may be assigned to those who disregard this rule.
9. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
10. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
11. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
12. 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.
13. To throw, deposit or leave any rubbish or litter in 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 violates the City of Worcester Ordinance, Chapter eight of the Revised Ordinances of 2008, Section 6A.
14. To feed waterfowl & animals is prohibited in any park, playground, or beach. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
15. 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.
16. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
17. To operate a phonogram, bullhorns, radio, loudspeaker, 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 2008 Part One – as Amended Through July 18, 2023 of the City of Worcester. Any phonogram, bullhorn, radio, speaker, loudspeaker, or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property or building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, public property or building a permit/permits from the City of Worcester will be required.
18. 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.
19. 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.
20. 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.
21. 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 type of vehicle in any park or to learn to drive any vehicle 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 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.
22. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads. 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 event permit and staff supervision from DPW & Parks, Parks, Recreation & Cemetery Division. Only city vehicles and DPW & Parks, Parks, Recreation & Cemetery vehicles are allowed access inside park.

23. 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.
24. To play any active ball games in any park, playground, or beach except in areas set aside for such games.
25. 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. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
26. 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.
27. **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.
28. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
29. 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.
30. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
31. 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.
32. 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.
33. 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.
34. 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 or park at their determination such use will have a negative long-term effect on the facility.
35. 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.
36. All vending/concessions must abide by the vending/ concession rules, the City of Worcester Ordinance and the Parks, Recreation, & Cemetery Division Rules and Regulations. Failure to follow all ordinances, rules and regulations may result in fines and could have vending/concession permit revoked.
37. All vending/concessions must have been approved by the standard city process and have an official vending/concession permit.
38. Any sport league or organization hosting, managing, or operating a sports tournament, must submit a Sports Tournament Permit Application for this particular event.
39. Itinerant musicians, street performers, buskers are not allowed without a permit from the Parks & Recreation Commission as identified in the City of Worcester Ordinance Chapter 12, Section 26 (h)(6) of the Revised Ordinances of 2008 -Part One- as Amended Through July 18, 2023 of the City of Worcester. No person shall act or perform as an itinerant musician on any public street or private way shown in the official map of the city, or in any public park, playground, or the Worcester Common. Without submitting a permit request and the written permission of the Parks & Recreation Commission.
40. All Parks & Recreation Commission agenda items must be submitted a minimum of 3 (three) business days before each meeting to the parks@worcesterma.gov email.
41. **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.
42. **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.
43. **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.

Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00 plus any additional cost to the City of Worcester

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

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.

I agree to abide by all the Parks rules and regulations, all City Ordinances, policies and procures.

Signature of Applicant/ Representative: _____

Date: _____

PRINT NAME OF APPLICANT/REPRESENTATIVE: Mayerling Dela Rosa DATE: 3/4/2024

SIGNATURE OF APPLICANT/ REPRESENTATIVE: 



DEPARTMENT OF POLICE
CITY OF WORCESTER



MASSACHUSETTS 01608 -1172
508-799-8600

Paul Saucier
Chief of Police

SOUND PERMIT

DATE: March 6, 2024

Permission is granted to: Centro Las Americas, Inc
Mayerling De La Rosa 508 798 1900 ext 249

11 Sycamore St Worcester MA 01608

For the purpose of: Family Outing, music, kites, Zumba, etc.

To use a sound truck, sound equipment on the streets of Worcester on June 8, 2024
In Elm Park, Worcester, MA
From 10AM -3PM

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

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

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

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

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



2024 PERMIT APPLICATION FOR EVENT IN A PARK

Name of Requested Facility: Elm Park Today's Date: 01/16/2024
 Name of Your Organization: World of Foods Worcester Website: worldoffoodsworcester.com
 Name of Applicant: Harolyn Castillo Email: harolyn@verdeeventsma.com
 Residential Address of Applicant: 369 Chandler St City: Worcester State: MA Zip: 01602
 Primary Phone #: [REDACTED] Alternate Phone #: _____
 Event Date: 06/01/2024 Rain Date: 06/02/2024 Event Start Time: 11AM Event End Time: 6:00pm
 Set up Date & time: 9am Breakdown Date & Time: 6:00pm to 730pm
 Staffing will be determined by the needs of each organization; it will vary by event, and it will be determined by Parks Administration.

Please allow up to 30 days for permit to be processed

Describe event in detail: Food Vendors, Crafts Vendors, Food Trucks, Raffles

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

Contact Name: N/A Email: _____
 Cell Phone#: _____

Are you advertising/promoting this event? Yes No How are you advertising/promoting? Social Media, Radio Shows

Have you ever had a similar permit? Yes No Estimated amount of people to attend: 500

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

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

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

Permit Guidelines

1. **Permits:** All permit applications must be filled out completely and must have a down payment of \$125.00 to hold date. Groups of 15 or more are required to obtain a permit.
2. **Outstanding balances:** Any permit holder with an outstanding balance must pay off in full before putting a deposit down for new permit. Down payments are non-refundable
3. **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.
4. **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.
5. **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 with a minimum of 4 hours, 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. Collective bargaining agreement requires us to give all staff assigned an 8 hr. shift a 30-minute lunch and (2) 15-minute breaks.
6. **Refunds:** Refunds will NOT be given unless is not cancelled in writing within the required timeframe. Down payments are non-refundable. A 48-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 10:00am on the Friday prior to your event and must be confirmed and approved by DPW & Parks – Parks & Recreation Division staff. Confirmation/approval is deemed confirmed when the event representative receives a written confirmation/email from the Parks Administration. A full fee will be charged to those who do not cancel on time. Rain dates are available at the time of request, not after and will only be honored if cancelled and rescheduled in a timely manner according to this policy. An email sent to parks@worcesterma.gov will also be accepted as a written cancellation with a follow up call to 508-799-1190.
7. **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.
8. **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.
9. **Alcohol:** Alcoholic Beverages are not allowed in City parks (See Item 27 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).
10. **Smoking:** Smoking of any sort at any of the City of Worcester Parks and Open Spaces, as per city ordinance, is not allowed.
11. **Facility Clean-up:** Cleanup of park at completion of event is required. All trash must be removed within the time started on the breakdown date and time section of the permit. The City of Worcester DPW & Parks are not responsible for anything left in the park and all items will be disposed of. 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. The City of Worcester DPW & Parks reserves the right to charge permit applicant for any cost of trash cleanup and removal from the site.

12. **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.
13. **Water:** October 1st of each year, all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
14. **Drones:** No Drones, radio control vehicles/devices (Land, Air or Water) without a permit issued by the Parks Administration.
15. **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.
16. **Transferring of permits:** There shall be **NO** transferring of permits from one permittee to another.
17. **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. *

18. **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.
19. **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.
20. **Responsibility:** All permit holders are responsible for the park/site through the duration of their event. If policy holder doesn't abide by or follow the parks rules and regulations, then they will need to go in front of the Parks Commission.
21. 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 Street508-799-1400
License Commission – Flea Markets/selling of items/serving alcohol – 455 Main Street.....508-799-1400
Parks Security.....508-612-1121

PARKS & RECREATION

EVENT FEES & CHARGES POLICY 2024

EVENT PERMITS:

1. Individuals or groups (This permit is for a location, in a specific park at a set time as approved based on submitted application.)
2. Application fee \$250.00/UPTO FOUR (4) HOURS/PARK.
3. A 50% discount will be given to City of Worcester Residents and nonprofit organization off their 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 depending on event size. Additional fees will apply if trash is left and not taken if you specified on the permit you where removing your own trash. **There will be NO discounts given for this fee**
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. **There will be NO discounts given for this fee**
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, per staff assigned. **There will be NO discounts given for this fee.**

SPECIAL EVENTS/FUNCTIONS: Organizations/groups/individuals requesting a permit for events 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. **There will be NO discounts given for this fee**

ADMINISTRATIVE CHARGE: An Administrative fee of \$125.00 will be charged for any changes made to a permit that has been finalized.

REFUND POLICY: City of Worcester Department of Public Works & Park, Parks, Recreation & Cemetery Division will not refund any 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.

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/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 individual/organizations each month if the invoice is not paid within 45 days of the invoice date.

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

Please draw your event set up in the box below or submit on a separate paper

Parks Division

This section must be completed by permit requester and the Parks Division ONLY

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

Yes No Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)

Yes No Will you be requesting the Parks Division to remove and dispose of your trash? (A fee will apply for removal/disposal of trash, this fee may increase based on the amount of trash and size of event. This fee doesn't include facility clean up. It is only for removing trash from one location and disposing of it. Permit holder will be charged an additional fees if we have to remove the trash if no is checked off). There will be **NO** discounts given for this fee

Yes No Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms.)
*Bathrooms for the Common permits will need to have page 6 filled out

Yes No Will you be requesting the use of our electricity?
(Not all locations have access to electricity. There is a cost to use the electricity. If our electrician is required for electrical hook up, it will be an additional amount, min. of 4 hours per day) If electricity is available, all special events that need more than the one (1) standard plug, will need to have our electrician onsite for duration of entire event. There will be **NO** discounts given for this fee
*If using a multi-media/sound company, please provide name & phone number: _____
*Any equipment or safety equipment must be supplied by the event organizer and or the company used for planning event (electric cords, electrical jackets, cones, etc.)

Yes No Will you be using tables and chairs? The city does not supply tables or chairs, please show location on set up map.

Yes No Will there be any inflatable games/bouncy houses?
(All devices must be stake-less, and approval will be based on current public health guidance. Company: _____)

Yes No Will you be using any banners? (Cost of banner install is determined by equipment/ staff needed)

Yes No Are you requesting the use of our portable metal stage?
(The size is 24' x 24', it can also be used open halfway with a back. This stage is not accessible.). There will be **NO** discounts given for this fee.

How many vehicles are you planning on parking? Park on the st (Will need a parking plan for the event)

Yes No Do you need a vehicle to load/unload for this event (there is a 10-minute unload/load time fame)?
How many vehicles _____
Reason for vehicle: _____

Notes from Parks Division:

Name of Parks Employee (Please Print): Melissa Richford

Official Parks Employee Signature: Melissa Richford Date: _____

Police Department

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. Police Department – Off Duty Police and Sound Permits – 9-11 Lincoln Square - 508-799-8686

wppaydetailofficeemailist@worcesterma.gov

Yes No Are you having amplified sound (Microphones, speakers, blowhorns, radios, sound system)?

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

Yes No Does the event require a Sound Permit?

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

Notes from Police Department:

Name of Police Officer (Please Print): Daniel Lopez

Official Police Officer Signature: [Signature] Date: 1-16-24

EMS

This section must be completed by the EMS 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. EMS 508-421-5728

Yes No Will you have EMS services available? (This is not mandatory, but maybe recommended)

Notes from EMS:

Name of EMS (Please Print): _____

Official EMS Signature: _____ Date: _____

Inspectional Services-Food Division

This section must be completed by permit requester and Inspectional Services Food Division ONLY

Anyone requesting a Park Permit will need complete this and then go to Inspectional Services-Food Division and have them sign below in reference to food. The Inspectional Services-Food Division will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services-Food Division. There is no exception to this requirement. Inspectional Services 25 Meade Street 508-799-8539

Yes No Will you be serving food?

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.

Yes No Will you be having food trucks?

*All food trucks must have the proper permits

Notes from Inspectional Services:

Name of Inspectional Services Food Employee: _____

Official of Inspectional Services Food Signature: _____ Date: _____

Inspectional Services-Housing Division

This section must be completed by permit requester and Inspectional Services- Housing Division ONLY

Anyone requesting a Park Permit will need to notify Inspectional Services- Housing Division and have them complete and sign below in reference to portable restrooms. The Inspectional Services will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services. There is no exception to this requirement. Inspectional Services 25 Meade Street 508-799-8539

Yes No Will you be renting portable restrooms? (Events with estimated 100-300 attendees need to have a minimum of one (1) ADA portable)

* Please provide information on company: _____

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

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

* Must get permit from Inspectional Service- Housing Division

Notes from Inspectional Services:

Name of Inspectional Services Housing Employee (Please Print): _____

Official Inspectional Services Housing Employee Signature: _____ Date: _____

Inspectional Services-Building Division

This section must be completed by permit requester and Inspectional Services-Buildings Division ONLY

Anyone requesting a Park Permit will need complete this and then go to Inspectional Services – Buildings and have them sign below in reference to generators and tents. The Inspectional Services-Buildings Division will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services. There is no exception to this requirement. Inspectional Services 25 Meade Street 508-799-1198

Yes No 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 20' x20', Size of Tents: 10x10 Number of Tents: 20 Tent Company Name: Ilustre Party Rental

Inspectional services will reach out to the Parks Office if letter is needed for the bigger tents

Notes from Inspectional Services:

Name of Inspectional Services Building Employee (Please Print): _____

Official Inspectional Services Building Employee Signature: _____ Date: _____

Fire Prevention Department

This section must be completed by permit requester and Fire Prevention

Anyone requesting a Park Permit will need to notify the Fire Prevention Department and have them complete and sign below in reference to grills and generators. The Inspectional Services will determine the need for any permits. The Parks Division will need copies of all permits given by Inspectional Services. There is no exception to this requirement. Fire prevention 25 Meade Street 508-799-1822

____ Yes No Will you be using Grills? What size Grill? _____ How many grills? _____

(A permit from the Fire Department may be required if using propane grills. If using a charcoal grill, it is your responsibility to remove all charcoal and its debris from the park.)

*For any grill you must have a 20 BC fire extinguisher on site.

* The Worcester Fire Department may limit the quantity of LP Gas that may be stored under a permit, such as during special events, where unusual conditions exist. Additional requirements may be included that are within the intent and purpose of 527 CMR Table 1.12.8.50 and 527 CMR 69.

____ Yes No Will you be using a generator?

*Will need a permit from Fire Prevention (no matter the size of the generator)

*Application to keep, store, manufacture, and/or handle flammable and/or combustible liquids, per Massachusetts Comprehensive Fire Safety Code, 527 CMR 1.00: Ch.66 (Flammable & Combustible Liquids), section 66.1.5. The scope of 527 CMR 1.00 includes, but is not limited to, the following in accordance with M.G.L. c. 22D and M.G.L. c. 148 and as prescribed by M.G.L. c. 143 § 96.

*Fire Prevention follows NFPA 96 Section 17.5.2.1 for generators at events

Notes from Fire Department:

Name of Fire Prevention Employee (Please Print): _____

Official Fire Prevention Employee Signature: _____ Date: _____

Public Facilities

This section must be completed by permit requester and the Public Facilities ONLY

This section pertains to any permits for the front of City Hall, the Plaza, and the Garage

Yes No Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight.)

Yes No Will you be utilizing the restrooms inside the facility? (There is a cleaning fee of _____ per event)

Yes No Will you be renting portable restrooms?

* Please provide information on company: _____.

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

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

Yes No 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 at) All special events will need to have our electrician onsite for duration of whole event.

*If using a multi-media/sound company, please provide name & phone number: _____

*Any equipment or safety equipment must be supplied by the event organizer and or the company used for planning event (electric cords, electrical jackets, cones, etc.)

Notes from Public Facilities:

Name of Public Facilities Employee (Please Print): _____

Official Public Facilities Employee Signature: _____ Date: _____

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. 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.
2. Permit request for fields will only be issued between 9:00AM and 3:30 PM, Monday – Friday (Non Holidays business days). 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.
3. Groups of 15 or more are required to obtain a permit
4. All event permit holders have the right to use the vendors/concessionaires of their choice. Daily vendor/concessionaire that have been assigned a park cannot vend unless written permission is given to the Parks office from the event permit holder.
5. To use permit given for something other than for the designated event/vending/sport specified on application.
6. Failure to have all proper permits submitted prior to the event may be fined and may incur additional cost that may occur.
7. To destroy, or misuse 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.
8. The use of but not limited to confetti, rice, artificial flowers, paint, etc. are not allowed at any park due to environmental impact, safety of wildlife, and the debris that is left. A fine and cleanup cost may be assigned to those who disregard this rule.
9. To deface, remove or destroy any sign or notice or protective device placed in a park, playground, and or beach.
10. To commit any unlawful act of violence or disturbance toward other people or to disturb the animals, birds, fish etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
11. To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division.
12. 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.
13. To throw, deposit or leave any rubbish or litter in 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 violates the City of Worcester Ordinance, Chapter eight of the Revised Ordinances of 2008, Section 6A.
14. To feed waterfowl & animals is prohibited in any park, playground, or beach. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
15. 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.
16. To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
17. To operate a phonogram, bullhorns, radio, loudspeaker, 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 2008 Part One – as Amended Through July 18, 2023 of the City of Worcester. Any phonogram, bullhorn, radio, speaker, loudspeaker, or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property or building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, public property or building a permit/permits from the City of Worcester will be required.
18. 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.
19. 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.
20. 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.
21. 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 type of vehicle in any park or to learn to drive any vehicle 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 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.
22. To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads. 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 event permit and staff supervision from DPW & Parks, Parks, Recreation & Cemetery Division. Only city vehicles and DPW & Parks, Parks, Recreation & Cemetery vehicles are allowed access inside park.

23. 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.
24. To play any active ball games in any park, playground, or beach except in areas set aside for such games.
25. 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. Chapter fifteen- Fines and Penalties of the City of Worcester Ordinance.
26. 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.
27. **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.
28. It is unlawful and not allowed, to smoke in any public, park, playground, or beach as per the City of Worcester Ordinance.
29. 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.
30. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
31. 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.
32. 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.
33. 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.
34. 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 or park at their determination such use will have a negative long-term effect on the facility.
35. 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.
36. All vending/concessions must abide by the vending/ concession rules, the City of Worcester Ordinance and the Parks, Recreation, & Cemetery Division Rules and Regulations. Failure to follow all ordinances, rules and regulations may result in fines and could have vending/concession permit revoked.
37. All vending/concessions must have been approved by the standard city process and have an official vending/concession permit.
38. Any sport league or organization hosting, managing, or operating a sports tournament, must submit a Sports Tournament Permit Application for this particular event.
39. Itinerant musicians, street performers, buskers are not allowed without a permit from the Parks & Recreation Commission as identified in the City of Worcester Ordinance Chapter 12, Section 26 (h)(6) of the Revised Ordinances of 2008 -Part One- as Amended Through July 18, 2023 of the City of Worcester. No person shall act or perform as an itinerant musician on any public street or private way shown in the official map of the city, or in any public park, playground, or the Worcester Common. Without submitting a permit request and the written permission of the Parks & Recreation Commission.
40. All Parks & Recreation Commission agenda items must be submitted a minimum of 3 (three) business days before each meeting to the parks@worcesterma.gov email.
41. **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.
42. **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.
43. **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.

Any person violating any of the above rules shall for each offense be punished by a fine not more than \$200.00 plus any additional cost to the City of Worcester

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

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.

I agree to abide by all the Parks rules and regulations, all City Ordinances, policies and procures.

Signature of Applicant/ Representative: Harolyn Castillo Date: 1-16-24

PRINT NAME OF APPLICANT/REPRESENTATIVE: Harolyn Castillo DATE: 01/16/2024

SIGNATURE OF APPLICANT/ REPRESENTATIVE: Harolyn Castillo



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



STEVEN M. SARGENT
Chief of Police

SOUND PERMIT

DATE: January 11, 2024

Permission is granted to: VERDE EVENTS, LLC HAROLYN CASTILLO

369 CHANDLER STREET, WORC MA 508-963-1304

For the purpose of: WORLD OF FOODS – FOOD VENDORS & TRUCKS / CRAFTS

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

ELM PARK
JUNE 1, 2024
FROM 9 – 7PM

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

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

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

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

Signed Copy on file per WPD
Deputy Chief of Police



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/27/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AAA Northeast Insurance Agency, Inc. 110 Royal Little Dr. Providence, RI 02904	CONTACT NAME: PHONE (A/C, No, Ext): (800) 222-4242	FAX (A/C, No): (401) 868-2083
	E-MAIL ADDRESS:	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Hartford Ins Co.		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	02SBMBB2DMG	10/27/2023	10/27/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTHER
							E L EACH ACCIDENT	\$
							E L DISEASE - EA EMPLOYEE	\$
							E L DISEASE - POLICY LIMIT	\$
A	Prof. Liability			02SBMBB2DMG	10/27/2023	10/27/2024	ded 1000	100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
World of Foods Worcester/Elm Park is listed as Additional Insured.
Location: Elm Park, 121 Russell St, Worcester, MA 01609

CERTIFICATE HOLDER

CANCELLATION

World of Foods Worcester Elm Park 121 Russell St Worcester, MA 01609	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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