



PARKS AND RECREATION COMMISSION MEETING

Thursday January 27, 2022 – 6:30 P.M.

WebEx Platform

- 1) Go to www.webex.com
- 2) Click the “join” button on the top right side of the screen
- 3) Enter Meeting ID#: 2312 833 7213
- 4) Enter password: Parkscomm1-27

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2312 833 7213

AGENDA

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of Minutes for the April 15, 2021, May 20, 2021, & November 18, 2021 (Roll Call)
4. Public Participation – Pursuant to Chapter 20 of the Acts of 2021 and in order to ensure active, public engagement, the City of Worcester currently allows for remote participation only at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, follow the information above to join via the WebEx application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user you may dial *3.
5. Committee Report
 - Golf Course Subcommittee – None
 - Policy Subcommittee – None
 - Naming & Land Use Subcommittee – None
6. Commissioners Report (See Report Topics Below)
5. Old Business
 - NA
6. New Business
 - NA



7. Date of Next Meeting:

- February 17, 2022
- March 3, 2022
- March 31, 2022
- April 28, 2022
- May 12, 2022
- June 16, 2022

8. Meeting Adjourned (Roll Call)

ASSISTANT COMMISSIONER'S REPORT:

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

- Sports & Events Permit Presentation & Meeting



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

PARKS AND RECREATION COMMISSION MEETING

Thursday January 27, 2022 – 6:30 P.M.

Virtual with WebEx

ASSISTANT COMMISSIONER'S REPORT

GENERAL

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

PARK PERMIT MEETING 2022



PARKS & RECREATION ADMINISTRATIVE OFFICE CONTACT INFORMATION

50 Skyline Drive (Green Hill Park)

Worcester, MA 01605

Main Office # (508) 799-1190

Office Fax # (508) 799-1293

Parks@worcesterma.gov



4 TYPES OF PARK PERMITS

- Sports Permit
- Event Permit
- Stage Permit
- Stearns Tavern





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HOW DO I GET A PERMIT AND WHAT IS THE PROCESS OF RESERVING A PERMIT ?

- Contact the Parks Office at (508) 799-1190
- City Website www.worcesterma.gov/parks/permits-licensing
- Currently all fields are CLOSED- the City will determine when all facilities will open
 - Parks & Field Re-Permitting



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FACILITY CLEANUP & TRASH

It is the responsibility of the organizations/individual holding the park permit to ensure the facility is clean and presentable at all times.

A starting fee of \$400.00 will apply for removal/disposal of trash from your event.

PARKING

It is the responsible of the organization/league/individual holding the park permit to address this issue (if any) with all participants, spectators and staffing. A parking plan will be required.

NO VEHICLES ON PARK LAND

Vehicles are prohibited in any/all grass areas, pathways, sidewalk, or along any park road.



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PARKS SECURITY

Contact Information: Mobile # (508) 612-1121

Email: parcssecurity@worcesterma.gov

Hours of Operation

7 days week/ Monday – Thursday from 3:30 P. M. to 24:00 /

Friday from 1:30 P. M. to 24:00 / Saturdays & Sundays from 7:30 A.M. to 24:00

Permits / Parking/ Field Lighting/ Emergency Situations

FACILITY REQUEST

ELECTRIC:

- All request for electricity use must be specific in nature

FOOD:

- Food permit required through the Department of Public Health

PORTABLE RESTROOMS:

- All portable restrooms must have a minimum of 1 (one), or 5% of the total restrooms provided must be accessible
- All portable restrooms are required to have a minimum of 1 (ADA) accessible unit at each cluster
- Each accessible restroom must be placed off an accessible surface for ease of use

WORCESTER POLICE DEPARTMENT REQUEST

THIS SECTION MUST BE COMPLETED BY THE POLICE DEPARTMENT ONLY

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

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

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

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

ATTACHED NAME & TITLE OF POLICE DEPARTMENT OFFICIAL: _____

DPW & PARKS DIVISION POLICY

- **Inflatable's**: (No Stakes) Alternatives: Sand bags, water weights, etc.
- **Tents**: (No Stakes) Tents larger than 10 x 10 may require a permit, please check with the Inspectional Services Department
- **Alcoholic Beverages**: All alcoholic beverages as defined in Chapter 138 Section 1 of MGL are prohibited (Worcester Common can be petitioned)
- **Cancellation Policy**: A 24-hour written cancellation notice (email acceptable) is required to avoid additional fees. A \$125.00 or 10% of the total fee whichever is higher will be charged for cancellations. All weekend/holiday cancellations must be received by 12:00 P.M. on the last business day prior to your event and must be confirmed/approved by the DPW & PARKS DIVISION STAFF.



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CANCELLATION POLICY CONTINUED

- Confirmation/Approval is deemed confirmed when the event representative receives a written confirmation from the Parks Division Administrative Office. Refunds will not be given to anyone who does not follow the cancellation policy
- Rain date will be given at the time of request not after and it will only be honored if cancelled and rescheduled in time

DPW & PARKS DIVISION POLICY

- **EVENT SET UP & BREAKDOWN**: City staff are required to be on site for event setup and breakdown. Do not start until staff are on site
- **ACCESSIBLE ROUTES**: All events must have accessible routes of at least 36” in width along paths of travel
- **ADA ACCOMMODATION, THE WORCESTER ADA COORDINATOR:**
(508) 799-8483



CITY OF WORCESTER PARK RULES & REGULATIONS

- No smoking in Parks (That includes E- Cigarettes, any form of tobacco products including chewing tobacco and marijuana)
- No dogs on the Worcester Common, Athletic Fields, Courts, Playgrounds, Skate Parks, Pools and Spray Parks
- No dogs on Beaches (Memorial Day – Labor Day)
- Dogs are allowed in City Parks on leashes only
- No drones or Radio control aircraft (land, air, or water) allowed in Parks (Refer to Federal Aviation Administration Regulations) FAA

FIELD CONDITIONS & GOOD NEIGHBOR PRACTICE

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

PERMIT PAYMENTS & FEES

PAYMENT OPTIONS

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

BALANCES

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



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EVENT PERMIT FEES

Fees will be charge for events permits issued to all organizations.

“There is no fee waiver for staff”

8:00 AM – 6:00 PM - \$250.00/Up to (4) Hours for events (with no staff)



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EVENT PERMIT STAFF FEES

- \$55.00 per hour for staff – minimum 4 hours per staff
- \$125.00 Non-Refundable down payment to hold dates
- \$100.00 Admin fee for permit changes
- **Portable Stage**: Stage is not accessible. Stage Size is 24' (L) x 24' (D) x 4' (H)
Stage Fee: \$880.00 for setup & breakdown



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SPORTS PERMIT FEES

Fees will be charge for field use permits issued to all youth organizations/leagues that are under the age of 18, for all sports including but not limited to: (Softball, Baseball, Football, Soccer, Rugby, Field Hockey, Hockey, Basketball, and Lacrosse).

This fee can be reduced if the youth organizations/league is a 501C3 Non-Profit and/or completes regular maintenance on the field they are requesting

Fees will be charged to organizations/leagues that are for profit-

No discounts will apply



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SPORTS PERMIT FEES

Sport Permit - Non-Profit Organizations Fees:

\$18.00 per hour for sports fields off peak hours prior to 6:00 P.M.

\$36.00 per hour/field for on peak hours after 6:00 p.m.

Sports Permit -For-Profit Organizations Fees:

\$36.00 per hour/field for off peak hours prior to 6:00 P.M.

\$72.00 per hour/field for peak hours after 6:00 P.M.



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SPORTS STAFF FEES

\$55.00 per hour for staff – minimum 4 hours per staff

\$125.00 Non-Refundable down payment to hold dates

\$100.00 Admin fee for permit changes



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FACILITY IMPROVEMENTS TO PARKS

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



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PERMIT REMINDERS

- Organization/ League Information (Application, Fees, Web Site & Insurance)
- Rosters, Game Schedules & Executive Board (**Sport Permits**)
- Lighted Fields (**Sport Permits**)
- Locking of Sports Fields (**Sport Permits**)
- Soft Toss (**Sport Permits**)

Water Supply Alert

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



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PERMIT REMINDERS

- Facility Availability will not be given over the phone or via email
- All youth 501c3 non profit requests will be completed before any other permit request
- Park Irrigation Systems (What this means to Parks and your use)
- Parks & Recreation Commission (Policies & Regulations)
- Permit Application Address (Use an address where mail is picked up regularly)
- Permits will only be given between the hours of 8:30 AM – 4:00 PM Monday through Friday



COVID -19 UPDATES

- All organizations and leagues will have to agree to follow and enforce all current and future COVID-19 Variants guidelines and requirements. Permittee will ultimately be responsible for meeting all guidelines and requirements set forth by the Commonwealth of Massachusetts and the City of Worcester
- All Park Permits require COVID-19 Plans based on the Department of Health & CDC Guidelines that may be placed when permit are issued
- City of Worcester Department of Public Health Information
- Phone (508) 799-8531 or Website: www.worcesterma.gov/public-health



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THANK YOU