



2024 PERMIT APPLICATION FOR EVENT IN A PARK

Name of Requested Facility: _____ Today's Date: _____

Name of Your Organization: _____ Website: _____

Name of Applicant: _____ Email: _____

Applicant residential address: _____ City: _____ State: _____ Zip: _____

Primary Phone #: _____ Alternate Phone #: _____

Event Date: _____ Rain Date: _____ Event Start Time: _____ Event End Time: _____

Set up Date & time: _____ Breakdown Date & Time: _____

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: _____

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? _____

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

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

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): _____

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: _____.
* 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 or 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: _____ DATE: _____

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____