

PARKS AND RECREATION COMMISSION MEETING

Thursday March 31, 2022 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Skyline Drive Worcester, MA 01605

Or

If you choose to use the 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#: 2313 991 4044
- 4) Enter password: Parkscomm3-31

If you choose to attend via phone:

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

AGENDA

1. Call to Order
2. Attendance (Roll Call)
3. Acceptance of Minutes for the May 20, 2021, February 17, 2022 & March 3, 2022 (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 both in person and remote participation at the Parks & Recreation Commission meetings. To partake in the “Public Participation” section of this meeting, you may join us directly within the 50 Skyline Drive Meeting Room A, follow the information above to join via the WebEx application or dial the direct line as indicated. If you would like to raise your hand when in the meeting as a call-in user you may dial *3.
5. Committee Reports

Golf Course Subcommittee – None

Policy Subcommittee – None

Naming & Land Use Subcommittee – None

6. Commissioners Report (See Report Topics Below)

5. Old Business

- Green Hill Handball Court Update

6. New Business

- NA

7. Date of Next Meeting:

- April 28, 2022
- May 12, 2022
- June 16, 2022
- September 15, 2022
- October 20, 2022
- November 17, 2022
- December 15, 2022
- January 19, 2023
- February 2, 2023
- March 2, 2023
- March 30, 2023
- April 27, 2023
- May 25, 2023
- June 15, 2023

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:

- Request of Preservation Worcester & Gray Matter Marketing to allow alcoholic beverages as part of a 5K road race starting and ending on the Worcester Common
- Request of Food Truck Festivals of America to allow alcoholic beverages as part of a food truck festival on the Worcester Common
- Request the Commission to review and approve the draft postcard informing the public of communication options when issues arise within a Public Park.
- Grant Applications –
 - Land & Water Conservation Fund Grant – Columbus Park- Awarded
 - Land & Water Conservation Fund Grant – Coal Mine Brook – Awarded
 - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded
 - Land & Water Conservation Fund Grant – University Park - Submitted
 - Outdoor Recreation Legacy Partnership Grant – Indian Lake Beach - Submitted
 - PARC & LAND Grant Program – Coes Pond Beach – Awarded
- Economic Development Initiatives –
 - NA
- Cultural Events-
 - NA
- Park Vandalism & Graffiti – NA
- Donations –
 - NA
- Capital Improvement Programs
 - Apricot Street Playground - NA
 - Ball Property - NA
 - Banis Street Playground - NA
 - Beaver Brook Park - NA
 - Bell Pond – NA
 - Bennett Field – NA
 - Betty Price Playground – NA
 - Blackstone Gateway Park – NA
 - Blithwood Park – NA

- Boynton Park – NA
- Burncoat Park – NA
- Burncoat Playground – NA
- Cascades Park – NA
- Castle Park – NA
- Common – NA
- Coes Park (Knife) – NA
 - Stearns Tavern
 - Playground
- Coes Pond – NA
- Columbus Park –
 - NA
- Cookson Park – NA
- Cristoforo Columbo (East Park) –
 - Public hearing on proposed Little League Field Improvements April 11, 2022 @ 6:00 PM
- Crompton Park – NA
- Dodge Park – NA
- Elm Park – NA
 - Newton Hill - NA
- Fairmont Park – NA
- Farber Field – NA
- Grant Square – NA
- Great Brook Valley Playground – NA
- Green Hill Park Renovation – NA
 - Green Hill Farm
 - Community Gardens
 - WWI
- Greenwood Park – NA
- Hadwen Park – NA
- Harrington Field – NA
- Harry Sherry Field (S. Worcester) - NA
- Holland Rink - NA
- Holmes Field - NA
- Indian Hill Park – NA
- Indian Lake Beach – NA
- Institute Park – NA
 - Walkway Design
 - Salisbury Pond
- Kendrick Field – NA
- Knights of Columbus – NA
- Korean War Memorial – NA
- Lake Park – NA
- Lake View Playground – NA
- Logan Field – NA
- Morgan Landing – NA
- Mulcahy Field – NA
- Oakland Heights Playground – NA
- Providence Street Playground – NA
- Ramshorn Island – NA
- Rockwood Field – NA
- Salisbury Park (Bancroft Tower) – NA



- Shale Street Playground – NA
- Shore Park – NA
- Spillane Field – NA
- Tacoma Street Playground – NA
- TY Cobb – NA
- University Park – NA
- Vernon Hill – NA
- Wetherall Estates (Duffy Field) – NA
- 149 West Boylston Drive - NA
- Winslow & Pleasant – NA
- Aquatic Master Plan – NA
- Open Space and Recreation Plan – NA
- North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
- Art-in-the-Park – Request to keep Art Work in Elm Park - NA
- Dog Park, Licensing & Control of Dogs – NA
- Rectangular Field Development – NA
- Park Monument Review – NA
- Misc. items:
 - Keep Worcester Clean –
 - NA
 - City Council Orders –
 - NA
 - City Council Petitions –
 - NA
 - Forestry Operations – NA
 - ALB (Asian Longhorned Beetle)
 - EAB (Emerald Ash Borer)
 - Arbor Day – April 29, 2022
 - Budget – Operational & Capital - NA
 - Parks, Recreation & Cemetery Division – NA
 - Capital Improvement Program – NA
 - City Five Point Financial Plan – NA
 - City Auditor Communications - NA
 - Summer Youth Employment Program – Update
 - Aquatics – NA
 - Christian’s Law – NA
 - Recreation Worcester - NA
 - Holiday Tree – NA
 - Worcester Common Ice Skating Rink - NA
 - Waterfowl in Park – NA
 - Out-to-Lunch – NA
 - Trash – NA
 - ESCo – NA
 - Park Permits –
 - See second item on the agenda
 - Access/ ADA – NA
 - Mobile Concession/ Food Truck - NA
 - ATV – Recreational Vehicle – NA
 - Veterans Memorials - NA

- Misc. Information –
 - City Council Standing Committee on Veterans Memorials, Parks & Recreation meeting April 13, 2022, 5:00 PM @ City Hall
- Golf Course:
 - NA
 - Golf Course Donations: NA

PARKS AND RECREATION COMMISSION MEETING

Thursday March 31, 2022 – 6:30 P.M.

Parks, Recreation & Cemetery Administrative Office

Meeting Room A

50 Skyline Drive Worcester, MA 01605

Or

Virtual with WebEx

ASSISTANT COMMISSIONER'S REPORT

GENERAL



THE CITY OF WORCESTER

DEPARTMENT OF PUBLIC WORKS AND PARKS - PARKS, RECREATION, & CEMETERY DIVISION

50 Skyline Drive, Worcester, MA 01605

Robert C. Antonelli, Jr. Assistant Commissioner Phone: (508) 799-1190 Fax: (508) 799-1293

PARKS AND RECREATION COMMISSION MEETING

Meeting Minutes for
Thursday – May 20, 2021 – 6:30 P.M.
Virtual Meeting
WebEx

If you choose to use the 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#: 172 400 0750
- 4) Enter password: Parkscomm5-20

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 172 400 0750

Commissioners Present:

Scott Cashman
Mary Ann Dube
Julie Ann Lamacchia
Bowen Lee
Erin Zamarro

Administration Present:

Robert C. Antonelli, Jr., Assistant Commissioner
Jeffrey Tomaino, Recreation Coordinator
Milagros Pacheco, Sr. Accountant

ASSISTANT COMMISSIONER’S REPORT:

1. Referral to Policy Subcommittee: Alcoholic Beverage Policy (File)
 2. Referral to Naming/ Land Usage Subcommittee: NA
 3. Referral to Golf Course Subcommittee: NA
 4. General:
- Chair Mr. Cashman called the meeting to order at 6:43 PM.
 - Mr. Cashman moved on to the acceptance of the minutes for March 25, 2021 & April 15, 2021.

- The minutes for March 25, 2021 went first, Mr. Cashman abstained from voting as he wasn't present at that meeting. Ms. Dube made a motion to accept the minutes. Second by Ms. Lamacchia. All were in favor. Motion was approved 4 – 0.
- The minutes for April 15, 2021 were tabled, Both Mr. Cashman and Mr. Lee had to abstain as they were not at the meeting, and also there weren't an adequate amount of Commissioners for a vote.
- Mr. Cashman then moved on to the Committee reports: There were none, so he moved on to the Assistant Commissioners Report:
- Mr. Antonelli went on to the first item on the Assistant Commissioners Report:
 - Request to donate a bench from Kerrie Schofield
 - Ms. Schofield had a presentation on the reason why she wants to donate a bench at East Park and a memorial tree at Elm Park, she explained it's not as much as a memorial, she would like to use these to bring awareness to Brain Aneurysm, she survived a brain aneurysm and she believes awareness is key.
 - There were a few questions from the Parks Commission regarding installation & funding.
 - A motion was made by Mr. Lee to accept this proposal. Second by Ms. Dube. All were in favor. Motion was approved 5 – 0.
 - Mr. Antonelli moved on the review and initial approval of the 2020 City of Worcester Open Space & Recreation Plan
 - Gene Bolinger from Weston & Sampson gave a presentation on the Open Space and Recreation Plan. There were questions regarding the survey that was done to obtain information for the Open Space & Recreation Plan.
 - The draft Open Space & Recreation Plan can be found on the City Web Site @ www.worcesterma.gov/city-parks under Open Space & Recreation Plan.
 - A motion was made by Ms. Dube to approve the current Open Space & Recreation Plan and if any changes are made for any reason it would come back in front of the Parks Commission for final approval. Second by Ms. Zamarro. All were in favor. Motion was approved 5 – 0.
 - Parks & Recreation Commission Member Appointment
 - Mr. Eric Goldstein was assigned for another 3 year term in the Parks & Recreation Commission
 - Grant Applications –
 - Land & Water Conservation Fund Grant – Columbus Park- Awarded
 - Land & Water Conservation Fund Grant – Coal Mine Brook -
 - Submitted
 - PARC & LAND Grant Program – Mulcahy Field – Awarded
 - PARC & LAND Grant Program – Coes Pond Beach – Awarded
 - Mass Trails Grant Program – Submitted
 - MassPort Community Charitable Relations Program - \$50,000.00
 - Economic Development Initiatives –
 - NA
 - Cultural Events-
 - NA
 - Park Vandalism & Graffiti – NA
 - Donations –
 - Donation from Holy Cross
 - Donation from the Boston Society of Landscape Architects
 - Capital Improvement Programs
 - Apricot Street Playground - NA
 - Ball Property - NA
 - Banis Street Playground - NA
 - Beaver Brook Park - NA
 - Bell Pond – NA
 - Bennett Field – NA
 - Betty Price Playground – NA
 - Blackstone Gateway Park – NA

- Blithwood Park – NA
- Boynton Park – NA
- Burncoat Park – NA
- Burncoat Playground – NA
- Cascades Park – NA
- Castle Park – NA
- Common – NA
- Coes Park (Knife) – NA
 - Stearns Tavern
 - Playground
- Coes Pond – NA
- Columbus Park –
 - NA
- Cookson Park – NA
- Cristoforo Columbo (East Park) – 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
- Kendrick Field – NA
- Knights of Columbus – NA
- Korean War Memorial – NA
- Lake Park – NA
- Lake View Playground – NA
- Logan Field – NA
- Morgan Landing – NA
- Mulcahy Field – NA
- Oakland Heights Playground – NA
- Providence Street Playground – NA
- Ramshorn Island – NA
- Rockwood Field – NA
- Salisbury Park (Bancroft Tower) – NA
- Shale Street Playground – NA
- Shore Park – NA
- Spillane Field – NA
- Tacoma Street Playground – NA
- TY Cobb – NA
- University Park – NA
- Vernon Hill – NA
- Wetherall Estates (Duffy Field) –
 - NA

- 149 West Boylston Drive - NA
- Winslow & Pleasant - NA
- Aquatic Master Plan – NA
- Open Space and Recreation Plan – NA
- North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
- Art-in-the-Park – Request to keep Art Work in Elm Park - NA
- Dog Park, Licensing & Control of Dogs – NA
- Rectangular Field Development – NA
- Park Monument Review –
 - NA
- Misc. items:
 - Keep Worcester Clean –
 - NA
 - City Council Orders –
 - Covid-19 Memorial
 - Traffic Study around Lake Park
 - Building Consolidation
 - Petitions –
 - Tree Planting
 - CPA – Voter approved additional tax of up to 3% that is allowed to be waived. The City of Worcester does not have CPA.
 - Forestry Operations – NA
 - ALB (Asian Longhorned Beetle)
 - EAB (Emerald Ash Borer)
 - Arbor Day – Update -
- 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 – Update
 - 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 –
 - Belmont Street Bridge Memo to the City Council
 - Article on Basketball Courts
- Golf Course Donations: NA
- Motion to adjourn was made by Ms. Dube. Second by Mr. Lee. All were in favor. Motion was approved 5 – 0. Meeting was adjourned.

A copy of this meeting is not yet available but once it is you will be able to view and listen to full meeting discussions at: www.worcesterma.gov/city-clerk/public-meetings/agendas-minutes



PARKS AND RECREATION COMMISSION VIRTUAL MEETING

Thursday February 17, 2022 – 6:30 P.M.

If you choose to use the 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#: 2315 826 9498
- 4) Enter password: Parkscomm2-17

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2315 826 9498

Commissioners Present:

Scott Cashman
Mary Ann Dube (Present on the phone)
Julie Ann Lamacchia
Bowen Lee
Natalie Turner (Present on the phone)
Erin Zamarro

Administration Present:

Robert C. Antonelli, Jr., Assistant Commissioner
Jeffrey Tomaino, Recreation Coordinator
Milagros Pacheco, Sr. Accountant
Scott Morin (Via Phone)

-
1. Meeting was called to order at 6:35 PM
 2. Attendance (Roll Call) – Six (6) Commission Members were present at the February 17, 2022 meeting.
 3. Acceptance of Minutes for the April 15, 2021, May 20, 2021, & November 18, 2021
 - 3.1. Ms. Turner made a motion to accept the minutes for April 15, 2021. Second by Ms. Dube. Motion was approved 4 – 0 – Mr. Cashman and Mr. Lee abstained.
 - 3.2. There was no motion for the minutes of May 20th and one of the commissioners was not called on to vote. Will revisit at the next meeting.

3.3. Ms. Zamarro made a motion to accept the minutes for November 18, 2021. Second by Ms. Turner. Motion was approved 5 – 0 Ms. Lamacchia abstained.

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

5. Committee Reports

5.1. Golf Course Subcommittee – None

5.2. Policy Subcommittee – None

5.3. Naming & Land Use Subcommittee – None

6. Commissioners Report (See Report Topics Below)

ASSISTANT COMMISSIONER’S REPORT:

1. Referral to Policy Subcommittee: NA

2. Referral to Naming/ Land Usage Subcommittee: NA

3. Referral to Golf Course Subcommittee: NA

4. General:

▪ Request of the Worcester Rotary Club to install a Peace Pole at Elm Park & Winslow Park

- Mr. Richard Prager spoke on behalf of the Worcester Rotary Club, also present were Andrew Burgoyne, Barbara Guthrie and Christopher Gates. Mr. Prager explained that they are working with Rotary International on this project. The Global Rotary Peace Pole Projects main goal is to promote world peace. The purpose of the peace pole is to remind us to think, speak and act in peace and harmony. The Worcester Rotary Club is proposing to install one at Elm Park, it would be planted about 2 feet deep in a hole filled with concrete. The Peace Pole would be made of a durable/recyclable PVC (Polyvinyl) 4 sided pole that can withstand any climate. The pole would have the wording “May Peace Prevail on Earth” in 8 different languages spoken in Worcester. The Worcester Rotary Club would cover the cost.
- There was some questions regarding the location of the pole within Elm Park, and if Winslow Park (Peace Park) was considered.
- Ms. Dube made a motion to approve this project with final location and design confirmed by Administration. Second by Mr. Lee. All were in favor. Motion was approved 6 – 0.

- Request of Massachusetts Pirates for use of Worcester Common
 - Adrian Figueroa spoke on behalf of the Massachusetts Pirates the professional indoor football team at the DCU Center they are looking to increase the game day experience by using the Common for 2 hours prior to the games in which they provide entertainment such as games, vendor tables, music, food trucks, cheerleader entertainment, 10 x 10 section for beer.
 - Mr. Cashman asked regarding the beer request.
 - Mr. Antonelli explained that the standard protocol when requesting to serve alcohol is to send out notices to the public before they can vote on it. However, he explained that they could vote on the event itself without the alcohol component, and they could come back for an approval on the alcohol once notices go out to the public.
 - There were questions regarding portable toilets, game dates & attendance.
 - Mr. Figueroa explained that they did not plan on getting portable toilets for such short events, he said their offices are right across from the Common and people could use their restrooms. Ms. Lamacchia suggested signage pointing out where to go. Mr. Antonelli suggested we see how it goes with the first event and if it's deemed necessary that they need the restrooms maybe they can work with staffing City Hall to use the restrooms there.
 - Ms. Turner made a motion to approve use of the Common with final determinations made by Administration. Second by Ms. Lamacchia. All were in favor. Motion was approved 6 – 0.
- Request of Commissioner Natalie Turner to discuss issues revolving around noise, trash, alcoholic beverages and parking on public streets in and around Beaver Brook Park.
 - There was a discussion on the use of the park for pick-up games and suggestions on how to deal with nuisance/illegal activities/illegal parking around the neighborhoods in the form of a mailer and neighborhood watch.
- Request of Commissioner Natalie Turner to discuss monthly meetings and Commissioner being remote.
 - Mr. Antonelli discussed the in person meetings and the option of attending the meeting remote.
- Review of City Solicitor response for clarification on the Roles & Responsibilities of the Parks & Recreation Commission and the Parks Division as requested from Commissioner Natalie Turner.
 - Mr. Antonelli shared the response from the City Solicitor in reference to the roles of the Parks & Recreation Commission.
- Grant Applications –
 - Land & Water Conservation Fund Grant – Columbus Park- Awarded
 - Land & Water Conservation Fund Grant – Coal Mine Brook – Awarded
 - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded

- Land & Water Conservation Fund Grant – University Park - Submitted
- Outdoor Recreation Legacy Partnership Grant – Indian Lake Beach - Submitted
- PARC & LAND Grant Program – Coes Pond Beach – Awarded
- Economic Development Initiatives –
 - NA
- Cultural Events-
 - NA
- Park Vandalism & Graffiti – NA
- Donations –
 - NA
- Capital Improvement Programs
 - Apricot Street Playground - NA
 - Ball Property - NA
 - Banis Street Playground - NA
 - Beaver Brook Park - NA
 - Bell Pond – NA
 - Bennett Field – NA
 - Betty Price Playground – NA
 - Blackstone Gateway Park – NA
 - Blithewood Park – NA
 - Boynton Park – NA
 - Burncoat Park – NA
 - Burncoat Playground – NA
 - Cascades Park – NA
 - Castle Park – NA
 - Common – NA
 - Coes Park (Knife) – NA
 - Stearns Tavern
 - Playground
 - Coes Pond – NA
 - Columbus Park –
 - NA
 - Cookson Park – NA
 - Cristoforo Columbo (East Park) – 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
- Kendrick Field – NA
- Knights of Columbus – NA
- Korean War Memorial – NA
- Lake Park – NA
- Lake View Playground – NA
- Logan Field – NA
- Morgan Landing – NA
- Mulcahy Field – NA
- Oakland Heights Playground – NA
- Providence Street Playground – NA
- Ramshorn Island – NA
- Rockwood Field – NA
- Salisbury Park (Bancroft Tower) – NA
- Shale Street Playground – NA
- Shore Park – NA
- Spillane Field – NA
- Tacoma Street Playground – NA
- TY Cobb – NA
- University Park – NA
- Vernon Hill – NA
- Wetherall Estates (Duffy Field) – NA
- 149 West Boylston Drive - NA
- Winslow & Pleasant – NA
- Aquatic Master Plan – NA
- Open Space and Recreation Plan – NA
- North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
- Art-in-the-Park – Request to keep Art Work in Elm Park - NA
- Dog Park, Licensing & Control of Dogs – NA
- Rectangular Field Development – NA
- Park Monument Review – NA
- Misc. items:
 - Keep Worcester Clean –
 - See Attached Memo 2-8-22
 - City Council Orders –
 - NA
 - City Council Petitions –
 - NA

- Forestry Operations – NA
 - ALB (Asian Longhorned Beetle)
 - EAB (Emerald Ash Borer)
 - Arbor Day – See Attached 2-8-22
- 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 – Begun process of hiring young adults for the upcoming summer season. All wages will be raised to a minimum of \$15.00 per hour.
- Aquatics – NA
 - Christian’s Law – NA
- Recreation Worcester - NA
- Holiday Tree – NA
- Worcester Common Ice Skating Rink - NA
- Waterfowl in Park – NA
- Out-to-Lunch – NA
- Trash – NA
- ESCo – NA
- Park Permits –
 - See second item on the agenda
- Access/ ADA – NA
- Mobile Concession/ Food Truck - NA
- ATV – Recreational Vehicle – NA
- Veterans Memorials - NA
- Misc. Information –
 - Golf Course:
 - NA
 - Golf Course Donations: NA

7. Date of Next Meeting:

- March 3, 2022
- March 31, 2022
- April 28, 2022
- May 12, 2022
- June 16, 2022
- September 15, 2022
- October 20, 2022
- November 17, 2022
- December 15, 2022
- January 19, 2023
- February 2, 2023 (Sports & Event Meeting)
- March 2, 2023
- March 30, 2023
- April 27, 2023
- May 25, 2023

- June 15, 2023

8. Meeting Adjourned

8.1.1. Motion to adjourn was made by Mr. Lee, Second by Ms. Turner. All were in favor. Motion was approved 6 – 0. Meeting was adjourned at 8:00 PM.

A copy of this meeting is not yet available but once it is you will be able to view and listen to full meeting discussions at: www.worcesterma.gov/city-clerk/public-meetings/agendas-minutes



PARKS AND RECREATION COMMISSION VIRTUAL MEETING

Thursday March 3, 2022 – 6:30 P.M.

If you choose to use the 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#: 2300 728 0228
- 4) Enter password: Parkscomm3-3

If you choose to attend via phone:

- 1) Call 1-415-655-0001
- 2) Enter Meeting ID#: 2300 728 0228

Commissioners Present:

Scott Cashman
Mary Ann Dube
Eric Goldstein
Julie Ann Lamacchia
Natalie Turner
Erin Zamarro

Administration Present:

Robert C. Antonelli, Jr., Assistant Commissioner
Jeffrey Tomaino, Recreation Coordinator
Milagros Pacheco, Sr. Accountant
Scott Morin (Via Phone)

-
1. Meeting was called to order at 6:35 PM
 2. Attendance (Roll Call) – Six (6) Commission Members were present at the March 3, 2022 meeting.
 3. Acceptance of Minutes for November 18, 2021 & February 17, 2022
 - 3.1. Mr. Goldstein made a motion to accept the minutes for November 18, 2021. Second by Ms. Zamarro. Motion was approved 5 – 0 – Ms. Lamacchia abstained.
 - 3.2. February 17 Minutes were tabled for the next meeting.

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

5. Committee Reports

5.1. Golf Course Subcommittee – None

5.2. Policy Subcommittee – None

5.3. Naming & Land Use Subcommittee – None

6. Commissioners Report (See Report Topics Below)

ASSISTANT COMMISSIONER’S REPORT:

1. Referral to Policy Subcommittee: NA

2. Referral to Naming/ Land Usage Subcommittee: NA

3. Referral to Golf Course Subcommittee: NA

4. General:

- Request of Habitat for Humanity Metro West/Greater Worcester to hold an event at Elm Park
 - Joseph Townsend, Director of Development spoke on behalf of Habitat for Humanity. He explained that they work with teams of companies/organizations that send volunteers to build playhouses to gift to children of veterans and their families. The event is to build 5 to 10 houses, 8 – 12 volunteers to build each house. At the end of the event the families come to pick up the playhouses.
 - Ms. Dube made a motion to approve. Second by Ms. Zamarro. All were in favor. Motion was approved 6 – 0.
- Request of the Massachusetts Pirate to allow alcoholic beverages as part of the already approved tail gate party on the Worcester Common
 - Colleen from the Massachusetts Pirates explained that this event had already been approved on the February 17, 2022 meeting, for 3 dates (April 3, 23 & May 28, 2022) without the alcohol element. A notice went out to the public to inform them of the request to serve alcohol at the Common and notifying them of the meeting date and location.
 - There was a follow up discussion regarding restrooms.
 - Mr. Goldstein made the motion to approve the event. Second by Ms. Lamacchia. All were in favor. Motion was approved 6 – 0.
- Request the Commission to review a draft postcard informing the public of communication options when issues arise within a Public Park.

- There was a discussion, and some suggestions to update the card to be approved at the March 31, 2022 meeting.
- Mr. Cashman asked on how these will be distributed. Mr. Antonelli suggested getting them out to neighborhood centers, the annual events and sports meeting, having them available at the office, and give some to Parks Security to hand out.
- Mr. Goldstein suggested giving some to the City Councilors for handing out to their constituents.
- Ms. Turner suggested signs.
- Mr. Antonelli explained that there are so many signs out there already it may be overlooked but that it would be considered as a second option.
- Grant Applications –
 - Land & Water Conservation Fund Grant – Columbus Park- Awarded
 - Land & Water Conservation Fund Grant – Coal Mine Brook – Awarded
 - Outdoor Recreation Legacy Partnership Grant – Tacoma St Playground - Awarded
 - Land & Water Conservation Fund Grant – University Park – Submitted – up to 1 million
 - Outdoor Recreation Legacy Partnership Grant – Indian Lake Beach - Submitted
 - PARC & LAND Grant Program – Coes Pond Beach – Awarded
- Economic Development Initiatives –
 - NA
- Cultural Events-
 - NA
- Park Vandalism & Graffiti – NA
- Donations –
 - NA
- Capital Improvement Programs
 - Apricot Street Playground - NA
 - Ball Property - NA
 - Banis Street Playground - NA
 - Beaver Brook Park - NA
 - Bell Pond – NA
 - Bennett Field – NA
 - Betty Price Playground – NA
 - Blackstone Gateway Park – NA
 - Blithewood Park – NA
 - Boynton Park – NA
 - Burncoat Park – NA
 - Burncoat Playground – NA
 - Cascades Park – NA
 - Castle Park – NA
 - Common – NA
 - Coes Park (Knife) – NA

- Stearns Tavern
- Playground
- Coes Pond – NA
- Columbus Park –
 - NA
- Cookson Park – NA
- Cristoforo Columbo (East Park) – 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
- Kendrick Field – NA
- Knights of Columbus – NA
- Korean War Memorial – NA
- Lake Park – NA
- Lake View Playground – NA
- Logan Field – NA
- Morgan Landing – NA
- Mulcahy Field – NA
- Oakland Heights Playground – NA
- Providence Street Playground – NA
- Ramshorn Island – NA
- Rockwood Field – NA
- Salisbury Park (Bancroft Tower) – NA
- Shale Street Playground – NA
- Shore Park – NA
- Spillane Field – NA
- Tacoma Street Playground – NA
- TY Cobb – NA

- University Park – NA
- Vernon Hill – NA
- Wetherall Estates (Duffy Field) – NA
- 149 West Boylston Drive - NA
- Winslow & Pleasant – NA
- Aquatic Master Plan – NA
- Open Space and Recreation Plan – NA
- North Lake Ave Linear Park – NA
- Community Development Block Grant – NA
- Art-in-the-Park – Request to keep Art Work in Elm Park - NA
- Dog Park, Licensing & Control of Dogs – NA
- Rectangular Field Development – NA
- Park Monument Review – NA
- Misc. items:
 - Keep Worcester Clean –
 - NA
 - City Council Orders –
 - NA
 - City Council Petitions –
 - NA
 - Forestry Operations – NA
 - ALB (Asian Longhorned Beetle)
 - EAB (Emerald Ash Borer)
 - Arbor Day – April 29, 2022 at University Park
 - 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 – Some positions have been posted
 - 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 –
- Golf Course:
 - NA

- Golf Course Donations: NA

7. Date of Next Meeting:

- March 31, 2022
- April 28, 2022
- May 12, 2022
- June 16, 2022
- September 15, 2022
- October 20, 2022
- November 17, 2022
- December 15, 2022
- January 19, 2023
- February 2, 2023 (Sports & Event Meeting)
- March 2, 2023
- March 30, 2023
- April 27, 2023
- May 25, 2023
- June 15, 2023

8. Meeting Adjourned

8.1.1. Ms. Dube made the motion to adjourn, Second by Ms. Turner. All were in favor. Motion was approved 6 – 0. Meeting was adjourned at 7:15 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**



The City of **WORCESTER**

Department of Public Works & Parks

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

Topics to include: Request to serve alcohol at the Worcester Common

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

Parks & Recreation Commission Meeting

Date: March 31, 2022 Time: 6:30 PM

In person Meeting

Meeting Room A—50 Skyline Drive Worcester, MA

INVITE

For Virtual: Go to www.webex.com

Click the "join" button on the top right side of the screen

Enter Meeting ID#: 2313 991 4044

Enter Password: Parkscomm3-31

If you choose to attend via phone:

Call 1-415-655-0001

Enter Meeting ID#: 2313 991 4044

The City of Worcester does not discriminate on the basis of disability. The Parks, Recreation and Cemetery Division will provide auxiliary aids and services, written materials in alternative formats, and reasonable modifications in policies and procedures to persons with disabilities upon advance request.

Please contact the Parks Division at parks@worcestermma.gov or phone (508) 799-1190 or the City ADA Coordinator at disabilities@worcestermma.gov.



Worcester Parks Permit

For emergencies please contact Worcester Parks Security at (508) 612-1121 or email parkssecurity@worcesterma.gov

Reservation ID: **00956407**

Deborah Packard
10 Cedar St
Worcester, MA 01609
(508) 754-8760
deborah.packard@preservationworcester.or

Use: Preservation Worcester: Issuance of this permit mandates this organization to agree to all current and future Covid19/Variants guidelines and requirements. Permittee will ultimately be responsible for meeting all guidelines and requirements set forth by the State of Massachusetts and the City of Worcester. This permit may be retracted/cancelled/modified at any time if Covid19/Variants restrictions are amended to a stricter phase.

City Hall Common to include Oval
Reservation Total: 1665.00
Amount Due:1665.00
Amount Paid:0.00

- 1. 5/7/2022 9:00 AM – 5/7/2022 6:00 PM**
Line Description: 5K road race/beer festival
Group Size: 1

DISCLAIMERS

Any use of amplified sound system or other noise in any of the City of Worcester Public Parks, Playgrounds, Playing Fields, or Public Property or building shall not be plainly audible at a distance of 50 feet or more from said Public Park, Playground, Playing field, or Public Property or building. The City of Worcester - Department of Public Works & Parks - Parks, Recreation & Cemetery Division Rules and Regulations The DPW & Parks - Parks, Recreation & Cemetery Division of the City of Worcester, by virtue 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, Recreation & Cemetery Division reserves the right to make additional changes or expansions without notice at any given time. Within the limit of lands under the management of the City of Worcester - Department of Public Works & Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

- 1) To destroy, misuse or abuse park property, or to injure or climb trees, lawns, shrubs or plants in any park playground, beach or other areas under the jurisdiction of the DPW & Parks - Parks, Recreation & Cemetery Division.
- 2) To deface, remove or destroy any sign or notice or protective device placed in any park, playground, and or beach.
- 3) To commit any unlawful act of violence or disturbance towards other people or to disturb the animals, birds or fish, etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
- 4) To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks - Parks, Recreation & Cemetery Division or vehicles of said department.
- 5) To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks - Parks, Recreation & Cemetery Division with any reasonable direction given by any police officers or by any DPW & Parks - Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks - Parks, Recreation & Cemetery Division.
- 6) To throw, deposit or leave any litter or rubbish any park, playground or beach area, except in containers placed for such purpose. Household trash, hazardous waste, debris, or any other material can not be thrown / dumped into any park or park container.



Worcester Parks Permit

- 7) To feed water fowl & animals is prohibited in any park playground or beach.
- 8) To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
- 9) To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
- 10) To operate a phonogram, bullhorns, radio, loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorns, radio, loudspeaker or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property or building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester.
- 11) To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks - Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise tobacco, alcohol, medication, drugs or pornographic material.
- 12) To discharge or have any firearms in any park, playground or beach.
- 13) To discharge or have any fireworks in any park, playground or beach, except with a permit for those areas specifically authorized by the DPW & Parks - Parks, Recreation & Cemetery Division.
- 14) To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM except with a written permit from the DPW & Parks - Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks - Parks, Recreation & Cemetery Division.
- 15) To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
- 16) To drive any Commercial vehicle into any park except on business of the DPW & Parks - Parks, Recreation & Cemetery Division, or to give driving instruction to any person in an automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or repair cars in any park, or to park any car of any park road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
- 17) To erect a booth, tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, or beach unless stakeless and/or without the written permission of the DPW & Parks - Parks, Recreation & Cemetery Division.
- 18) To play any active ball games in any park, playground, or beach except in areas set aside for such games.
- 19) To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks - Parks, Recreation & Cemetery Division.
- 20) To drive any vehicle upon any sidewalk of any boundary road or a public park or of any parkway under the control of the DPW & Parks - Park, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks - Parks, Recreation & Cemetery Division.
- 21) Alcoholic Beverages: To possess, sell or drink any alcoholic beverages as define in Chapter 138 section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks - Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and the with a special liquor permit in addition to the DPW & Parks - Parks, Recreation & Cemetery Division permit.
- 22) To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the jurisdiction of the
- 23) Closing hours: Public reservations shall be closed to the public between the hours of 10:00 PM and 5:00 AM except as may be authorized in a written permit of the DPW & Parks - Parks, Recreation & Cemetery Division.
- 24) Waiver Rights: The DPW & Parks - Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
- 25) To roller-blade, roller skate, skate board, or ride a bike in any designated park area unless specifically identified for this purpose.
- 26) To boat / float on a flotation device, motorized water craft or winter snow/ice vehicles (snowmobiles, etc.) is not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by



Worcester Parks Permit

- the City of Worcester DPW & Parks - Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized water crafts shall be launched within 150' of any public beach.
- 27) To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are: Elm Park (3 ponds), University Park pond, and Burncoat park (small pond). At all sites the ice must be declared safe by the DPW & Parks- Parks, Recreation & Cemetery Division.
- 28) No group outing/picnics will be guaranteed in any park, playground or beach under the jurisdiction of the DPW & Parks - Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks - Parks, Recreation & Cemetery Division has been obtained.
- 29) The DPW & Parks - Parks, Recreation & Cemetery Division shall first approve any field, facility or structure improvements, desired to be made by any organizations permitted to use a public park.
- 30) In the event of inclement weather conditions on a given date, DPW & Parks - Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field if under their determination such use will have a negative long-term effect on the facility.
- 31) Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday - Friday (Non Holidays). There will be no refunds or credits issued for any reason. No information will be given nor permits issued over the telephone. The City of Worcester DPW & Parks - Parks, Recreation & Cemetery Division has a fees/charges policy and Rules and Regulation governing all parks. The DPW & Parks - Parks, Recreation & Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for these rules and regulations.

ADDITIONAL POLICIES FOR THE USE OF THE COMMON

- 32) Common: To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW & Parks - Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; the Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks - Parks, Recreation & Cemetery Division.
- 33) AVIATION IN PARKS: PARKS DRONES (UAS) AND OTHER AIRCRAFT: DRONES, OTHER UNMANNED AERIAL VEHICLES INCLUDING REMOTE CONTROL AIRCRAFT, AND AIRCRAFT IN GENERAL CANNOT BE FLOWN IN THE CITY OF WORCESTER PUBLIC PARKS OR OPEN SPACES; UNLESS UNDER SPECIAL PERMISSION FROM THE CITY OF WORCESTER COMMISSIONER OF THE DEPARTMENT PUBLIC WORKS & PARKS OR HIS DESIGNEE, AND WITH AN ISSUED APPROVED PARKS PERMIT. PLEASE REFER TO THE FEDERAL AVIATION ADMINISTRATION (FAA) RULES AND REGULATIONS.
- PENALTIES:** ANY PERSON VIOLATING ANY OF THE ABOVE RULES SHALL FOR EACH OFFENSE BE PUNISHED BY A FINE NOT MORE THAN \$200.00 (GENERAL LAWS CHAPTER 45, SECTION 24, AMENDED MAY 20, 1977)
- THE ABOVE RULES AND REGULATIONS HAVE BEEN APPROVED BY THE PARKS & RECREATION COMMISSION

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

Jay J. Fink, P. E.
Commissioner



Robert C. Antonelli, Jr., CPRP
Assistant Commissioner

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

Edward M. Augustus, Jr., City Manager

2021 PERMIT APPLICATION FOR EVENT IN A PARK

NAME OF REQUESTED FACILITY: Worcester Common TODAY'S DATE: 12/17/2021

NAME OF ORGANIZATION Preservation Worcester WEBSITE: _____

NAME OF APPLICANT: Deborah Packard, Claire Akin (representative) EMAIL: deborah.packard@preservationworcester.org, claire@graymattermarketing.com

ADDRESS: 10 Cedar Street CITY Worcester STATE MA ZIP 01609

CELL PHONE# 508-754-8760, 401-266-8992 WORK PHONE # _____

EVENT DATE: 05/07/2022 RAIN DATE: none START TIME: 10am END TIME 4pm

SET UP DATE & TIME: BREAKDOWN DATE & TIME: setup: Friday 05/06/2022 9am -12pm. Breakdown: Saturday, 05/07/2022 4-6pm

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

DESCRIBE EVENT IN DETAIL: This is a 5k road race around the Worcester Common area finishing by the Commercial St entrance to the Common. Inside the Oval we set up tents for the beer festival and up on the area of the front entrance to city hall.

HAVE YOU EVER HAD A SIMILAR PERMIT: YES _____ NO ESTIMATED # OF PEOPLE TO ATTEND: 1500
(IF AMOUNT IS UNKNOWN A MAXIMUM NUMBER WILL BE ASSUMED)

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

- ⇒ Alcoholic beverages are NOT allowed in parks facilities (see item 21 on the rules and regulations)
- ⇒ Bancroft Tower Operational Hours: Sunrise to 8:00 PM
- ⇒ No Smoking in Parks and Open Spaces as per city ordinance
- ⇒ NO Drones, radio control vehicles (Land, Air, or Water) without issued permit from the Parks administration office
- ⇒ The City reserves the right to minimize or cancel use of facilities based on renovations and maintenance.
- ⇒ No refunds will be given if event is not cancelled in writing in the required time frame (see Cancellation Policy Page3)
- ⇒ The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division requires staff at any and all events/permits for the duration of the event including event set up and breakdown this and other requirements will be determined on a case by case basis. Staff fees will apply (\$55.00 per hour minimum of 4 hours)
- ⇒ Permittee shall not begin set up or breakdown within the park until park staff is on site.
- ⇒ Vehicles are prohibited in any park grass areas, on any sidewalks or on the Worcester Common.
- ⇒ The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement which indemnifies and holds harmless the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division and Parks & Recreation Commission. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.
- ⇒ **DOWN PAYMENT: A \$100.00 NON-REFUNDABLE DOWN PAYMENT WILL BE REQUIRED AT THE TIME OF REQUEST IN ORDER TO HOLD DATES. NO DATES WILL BE HELD WITHOUT THE DOWN PAYMENT.**

FOR PARKS OFFICE USE ONLY:

Alcohol component already approved by license commission

INITIALS

FOR POLICE USE ONLY:

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

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

WILL THIS EVENT REQUIRE A SOUND PERMIT: YES NO

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

NAME & TITLE OF POLICE DEPARTMENT OFFICIAL: _____

OFFICIAL SIGNATURE: _____ DATE: _____

PLEASE INDICATE BELOW ANY ITEMS PERTAINING TO YOUR EVENT AND FOLLOW INSTRUCTIONS ON THE FOLLOWING PAGES, WHICH CONTAIN INFORMATION NECESSARY FOR YOU TO OBTAIN OTHER PERMITS REQUIRED BY THE CITY OF WORCESTER FOR YOUR EVENT (USEFUL PHONE NUMBERS ARE ON PAGE 4)

YES NO

TRASH: WILL YOU BE CLEANING AND REMOVING TRASH?
A CLEAN UP PLAN WILL BE REQUIRED IN WRITING PRIOR TO OBTAINING A PERMIT.
DUMPSTERS WILL NOT BE ALLOWED IN THE PARK OR LEFT OVERNIGHT.

TRASH: WILL YOU BE REQUESTING THE CITY TO BE RESPONSIBLE TO REMOVE AND DISPOSE OF TRASH?
A STARTING FEE OF \$400.00 WILL APPLY FOR REMOVAL/DISPOSAL OF TRASH FROM YOUR EVENT
THE FEE WILL INCREASE BASED ON THE AMOUNT OF TRASH/PARTICIPANTS/EVENT SIZE ETC. THIS FEE
DOES NOT INCLUDE FACILITY CLEAN UP A MINIMUM OF \$220.00 WILL BE CHARGED FOR TRASH PICKED
UP THROUGHOUT THE FACILITY. FACILITY. THIS FEE DOES NOT INCLUDE FACILITY CLEAN UP. IT IS INTENDED FOR
ONLY REMOVAL & DISPOSAL OF TRASH FROM A SINGLE AGREED UPON LOCATION. TRASH/DEBRIS IN OTHER
AREAS ARE THE RESPONSIBILITY OF THE PERMITTEE.

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

PORTABLE RESTROOMS: WILL YOU HAVE PORTABLE RESTROOMS? PLEASE PROVIDE INFORMATION
COMPANY United Site Services
(PORTABLE RESTROOMS MUST BE REMOVED IMMEDIATELY AFTER EVENT COMPLETION. PLEASE IDENTIFY THE
LOCATION OF PORTABLE RESTROOMS ON THE SITE MAP)
➤ All events with portable restrooms must have a minimum of (1) one, or 5% of the total restrooms provided must be accessible.
➤ All events with portable restrooms are required to have a minimum of (1) one accessible unit at each cluster/group.
➤ Each accessible restroom must be placed off of an accessible surface for ease of access.

ELECTRICITY: WILL YOU BE REQUESTING THE USE OF OUR ELECTRICITY?
PLEASE SPECIFY INTENDED USE - STANDARD 110 PLUGS? _____ HOW MANY AND FOR WHAT PURPOSE
PLEASE EXPLAIN -electricity for the band, food vendors. About 3 places Y
YOU WILL NEED TO PROVIDE YOUR OWN EXTENSION CORDS
AN ADDITIONAL FEE WILL BE CHARGED FOR ELECTRIC USE \$25/HR (FOR PLUGGING INTO OUTLETS)
PLEASE EXPLAIN ANY ADDITIONAL NEED OF ELECTRICITY OTHER THEN STANDARD PLUGS _____

GENERATOR: WILL A GENERATOR BE USED AT THIS EVENT? (A PERMIT IS REQUIRED FROM INSPECTIONAL SERVICES FOR THE USE OF A GENERATOR, PLEASE INDICATE ON THE MAP THE LOCATION OF THE GENERATOR (PHONE NUMBER LISTED ON PAGE 4 OF THIS APPLICATION)
INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____

FOOD: WILL YOU HAVE FOOD? (ANY TYPE OF FOOD THAT HAS NOT BEEN PREPARED IN A LICENSED KITCHEN WILL REQUIRE A FOOD PERMIT FROM INSPECTIONAL SERVICES. PHONE # PAGE 4)
INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____
AN OIL DISPOSAL PLAN NEEDS TO BE SUBMITTED SEPARATE FROM APPLICATION
* OIL WILL NOT BE ALLOWED TO BE DISPOSED OFF IN THE SEWER DRAINS *

INITIALS

X **GRILLS:** WILL YOU BE USING GRILLS? (A PERMIT FROM FIRE PREVENTION MAY BE REQUIRED IF USING PROPANE OPERATED GRILLS. ANYTHING LESS THAN 42 POUNDS OF PROPANE WILL NOT REQUIRE A PERMIT PER STATE FIRE CODE. MORE THAN TWO STANDARD SIZE TANKS WILL REQUIRE A PERMIT. WHENEVER CHARCOAL GRILLS ARE USED IT IS THE RESPONSIBILITY OF THE APPLICANT TO REMOVE ALL CHARCOAL DEBRIS FROM THE FACILITY. PLEASE IDENTIFY THE LOCATION OF THE GRILL/S ON A SITE MAP PHONE # PAGE 4)
FIRE DEPARTMENT OFFICIAL SIGNATURE: _____

 X **TENTS:** WILL YOU BE USING TENTS? (ALL TENTS MUST BE STAKELESS) TENTS THAT ARE LARGER THEN 10' X 10' WILL REQUIRE A PERMIT FROM INSPECTIONAL SERVICES
TYPE OF TENT EZ UP _____ SIZE OF TENT 10X10 ABOUT 25
WHEN SECURING TENTS, THE METHOD OF SECURING CAN NOT BE CONCRETE ONLY, ALL CONCRETE MUST BE COVERED WITH PLASTIC TO AVOID DAMAGE TO PARKS PROPERTY
INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____

 x **INFLATABLE DEVICES:** WILL YOU BE USING ANY INFLATABLE DEVICES OR AMUSEMENTS? (ALL UNITS MUST BE STAKELESS. PLEASE INDICATE THE LOCATION OF THE RIDE/S ON A SITE MAP.)
WHEN SECURING INFLATABLE DEVICES THE METHOD OF SECURING CAN NOT BE CONCRETE ONLY, ALL CONCRETE MUST BE COVERED WITH PLASTIC TO AVOID DAMAGE TO PARKS PROPERTY

 X **TABLES AND CHAIRS:** WILL YOU BE USING TABLES AND CHAIRS? (PLEASE IDENTIFY LOCATION OF TABLES AND CHAIRS ON A SITE MAP. THE CITY DOES NOT SUPPLY ANY EXTRA TABLES AND CHAIRS)
WE'LL BRING OUR OWN TABLES FOR THE TENTS

 X **EMS:** WILL YOU HAVE EMS SERVICES AVAILABLE? THIS IS NOT MANDATORY BUT RECOMMENDED
THE PHONE NUMBER IS LISTED ON PAGE 4 OF THIS APPLICATION

 X **AMPLIFYING SYSTEM:** ARE YOU USING ANY TYPE OF AMPLIFYING SYSTEM? IF YOU ARE YOU WILL NEED A SOUND PERMIT FROM THE POLICE DEPARTMENT AND WILL NEED TO SCHEDULE THE EVENT OUTSIDE OF BUSINESS HOURS WHEN THE EVENT IS IN A BUSINESS AREA SUCH AS CITY HALL OR THE WORCESTER COMMON (SEE RULES AND REGULATIONS FOR SOUND ORDINANCE)
PLEASE INDICATE THE LOCATION OF THE AMPLIFYING SYSTEM ON A SITE MAP

 X **BANNERS:** WILL YOU BE USING ANY BANNERS? (NO NAILS OR STAPLES ALLOWED, ONLY ROPE OR TAPE)
 > ALL BANNER LOCATIONS MUST BE APPROVED
 > A \$110.00 FEE WILL APPLY FOR HANGING AND TAKING DOWN OF BANNERS BY PARKS STAFF
 > BIG BANNERS THAT NEED TO BE PUT UP ON TREES WILL ONLY BE ALLOWED BY PARKS STAFF

 X **PORTABLE STAGE:** WILL YOU BE USING OUR STAGE? (IF PARKS PORTABLE STAGE WILL COST A FLAT FEE OF \$880.00)
THE STAGE IS 24' (L) X 24' (D) X 4' (H) FULLY OPEN, OR 24' (L) X 15.6' (D) X 4' (H) WITH AN 8.6' HIGH WALL IN BACK (PLEASE INDICATE LOCATION OF PORTABLE STAGE ON A SITE MAP).
 > PLEASE NOTE: A separate application is required for the use of the portable stage.
 > PLEASE NOTE: This stage is not accessible.

PARKING PLAN: YOU WILL HAVE TO SUBMIT AN ALTERNATIVE PARKING PLAN FOR THE FACILITIES THAT DO NOT HAVE ENOUGH PARKING FOR YOUR EVENT. PARKING ON SIDEWALKS OR GRASS AREAS WILL NOT BE ALLOWED AND FEES WILL BE APPLIED FOR ANY DAMAGE TO IRRIGATION SYSTEMS OR GRASS. ALSO PERMIT HOLDER WILL BE RESPONSIBLE TO INFORM/ADVISE ALL EVENT PARTICIPANTS ON LEGAL AND PROPER PARKING ON CITY PROPERTY.

RAIN/WET CONDITIONS: IF THERE ARE PUDDLES ON THE FIELDS AND/OR YOU STEP ON ANY PORTION OF THE FIELD AND IF WATER SQUISHES OUT FROM UNDER YOUR SHOE, THE FIELD IS CLOSED WITH NO GAME PLAY AND/OR PRACTICE. PLAYING ON WET FIELDS POSES A SAFETY HAZARD AND CAUSES SEVERE FIELD DAMAGE

PERMITS FROM OTHER CITY DIVISIONS: IT IS YOUR RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS AS STATED ABOVE AND SUBMIT COPIES TO OUR DEPARTMENT PRIOR TO FINAL APPROVAL OF PERMIT. PARK PERMITS WILL NOT BE ISSUED UNLESS PERMITTEE HAS OBTAINED ALL NECESSARY PERMITS FOR THEIR EVENT.

CLEAN UP OF PARK AT COMPLETION OF EVENT: THE PARK MUST BE LEFT IN THE SAME CLEAN AND FREE OF PORTABLE TOILETS/DUMPSTERS OR ANY FENCING OR ANY MATERIAL USED FOR A SPECIFIC EVENT. PARK MUST BE LEFT READILY AVAILABLE FOR OTHER PARK USERS. ANY ADDITIONAL DATES REQUIRED WILL BE CHARGED AN ADDITIONAL FEE.

FEES: VARY BASED ON EVENT TYPE. ALL PERMITS WILL HAVE A BASE PERMIT FEE AND SOME WILL HAVE ADDITIONAL FEES FOR STAFF, CLEAN UP, TRASH DISPOSAL OR ELECTRICAL. SOME EVENTS MAY REQUIRE STAFF EVEN IF NOT REQUESTED BY PERMITTEE, THIS WILL BE DETERMINED BY THE CITY OF WORCESTER DPW & PARKS, PARKS, RECREATION AND CEMETERY DIVISION BASED ON THE MAGNITUDE OF THE EVENT. CASH IS NOT ACCEPTED (**CHECKS, MONEY ORDERS or CREDIT CARDS ONLY**). FEES ARE DUE 1 MONTH PRIOR TO THE EVENT DATE.

FINAL PAYMENT: THE BALANCE WILL BE DUE 1 MONTH PRIOR TO EVENT DATE. PAYMENTS MADE LESS THAN 1 MONTH BEFORE EVENT WILL REQUIRE A CERTIFIED FINAL PAYMENT: BANK CHECK OR MONEY ORDER.

CANCELLATION POLICY: A 24-HOUR WRITTEN CANCELLATION NOTICE IS REQUIRED TO AVOID ADDITIONAL FEES. A \$125.00

OR 10% OF TOTAL FEE WHICHEVER IS HIGHER WILL BE CHARGED FOR CANCELLATIONS. ALL WEEKEND/HOLIDAY

CANCELLATIONS MUST BE RECEIVED BY 12:00 PM ON THE LAST BUSINESS DAY PRIOR TO YOUR EVENT AND MUST BE CONFIRMED/APPROVED BY THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION STAFF. CONFIRMATION/APPROVAL IS DEEMED CONFIRMED WHEN THE EVENT REPRESENTATIVE RECEIVES A WRITTEN CONFIRMATION FROM THE PARKS DIVISION ADMINISTRATIVE OFFICE. REFUNDS WILL NOT BE GIVEN TO ANYONE WHO DOES NOT GIVE A 24 HR CANCELLATION AND THEY WILL BE CHARGED THE FULL EVENT FEE. RAIN DATE WILL BE GIVEN AT THE TIME OF REQUEST NOT AFTER AND IT WILL ONLY BE HONORED IF CANCELLED AND RESCHEDULED IN TIME.

STAFF FEE: WILL BE A MINIMUM OF \$220.00 FOR A 4 HOUR PERIOD. ANY ADDITIONAL HOUR AFTER THE 4 HOURS WILL COST \$55.00 PER HOUR. PLEASE NOTE THAT BASED ON YOUR REQUEST THE FEE MIGHT CHANGE TO ADD OTHER COST FOR ELECTRICAL NEEDS OR REMOVAL/DISPOSAL OF TRASH FROM EVENT.

ALCOHOLIC BEVERAGES: NO PERSON SHALL DRINK ANY ALCOHOLIC BEVERAGE AS DEFINED IN CHAPTER 138, SECTION 1 OR THE MASSACHUSETTS GENERAL LAWS WHILE ON, IN, OR UPON ANY FACILITY UNDER THE JURISDICTION OF THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION.

PLEASE NOTE IF ADMISSION IS TO BE CHARGED OR EVENT IS OF A LARGE CAPACITY SUCH AS CONCERTS AND FESTIVALS:

CHARGING ADMISSION AT EVENT: IF ADMISSION FEE IS CHARGED FOR EVENT A PERMIT REQUEST AND A FULL PROPOSAL NEEDS TO BE SUBMITTED TO THE PARKS & RECREATION COMMISSION THREE (3) MONTHS BEFORE THE EVENT DATE. THE PROPOSAL IS TO INCLUDE ALL EVENT DETAILS AS LISTED IN THIS PERMIT APPLICATION, AND MEET REQUIREMENTS AS SET FORTH BY THE PARKS, RECREATION AND CEMETERY COMMISSION.

THERE SHALL BE NO TRANSFERRING OF PERMITS FROM ONE ORGANIZATION TO ANOTHER.

CURRENT CONSTRUCTION: IT IS THE RESPONSIBILITY OF THE PERMITTEE TO ENSURE THAT CONSTRUCTION AREAS IN PARKS ARE NOT DISTURBED OR MOVED. FEES WILL BE CHARGED FOR ANY REPAIRS NEEDED DUE TO ANY DAMAGE DONE BY ANY EVENT.

APPROVAL OF PERMIT: THERE WILL BE NO GUARANTEES MADE IN THE APPROVAL PROCESS IF PROPOSAL/PERMIT APPLICATION IS RECEIVED BY THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION AFTER THE THREE- (3) MONTH REQUIRED PERIOD. APPROVAL OR DENIAL WILL BE ON A CASE-BY-CASE BASIS. IT WILL BE NECESSARY TO OBTAIN A LICENSE FROM THE LICENSE COMMISSION, AND SUBMIT A COPY WITH THIS APPLICATION AT THE TIME OF PERMIT PROCESS COMPLETION.

PERSONAL FLOTATION DEVICES/US COAST GUARD CERTIFIED LIFE JACKETS FOR BEACH FACILITIES: THE PERMITTEE SHALL BE RESPONSIBLE FOR MEETING AND EXCEEDING ALL REQUIREMENTS OF "CHRISTIANS LAW" WHICH INCLUDES THE FOLLOWING:

- 1) PROVIDE A PROPERLY SIZED AND SNUG FITTING TYPE I, II, OR III PFD TO ALL MINOR CHILDREN DETERMINED TO BE EITHER A NON-SWIMMER OR AN AT RISK SWIMMER.
- 2) ENSURE THAT ALL MINORS ARE SWIM TESTED AT THE FIRST SWIMMING SESSION.
- 3) ALLOW PARENTS OR LEGAL GUARDIANS TO PROVIDE THEIR OWN FITTING PERSONAL FLOTATION DEVICE (PFD) TO THEIR CHILD IF THEY CHOOSE.

A COPY OF THIS STATE LAW IS AVAILABLE ON THE CITY OF WORCESTER WEBSITE OR AT THEPARKS OFFICE.

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

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

PLEASE DRAW A MAP OF LOCATION BEING USED AND SHOW WHERE THE SET UP IS (I.E. TENTS, TABLES, CHAIRS, GRILLS. AN ALTERNATE MAP OR ADDITIONAL PAGE MAY BE USED)

INITIALS

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

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

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

- 1) To destroy, misuse or abuse park property, or to injure or climb trees, lawns, shrubs or plants in any park playground, beach or other areas under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 2) To deface, remove or destroy any sign or notice or protective device placed in any park, playground, and or beach.
- 3) To commit any unlawful act of violence or disturbance towards other people or to disturb the animals, birds or fish, etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
- 4) To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division or vehicles of said department.
- 5) To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks – Parks, Recreation & Cemetery Division with any reasonable direction given by any police officers or by any DPW & Parks – Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
- 6) To throw, deposit or leave any litter or rubbish any park, playground or beach area, except in containers placed for such purpose. Household trash, hazardous waste, debris, or any other material cannot be thrown / dumped into any park or park container.
- 7) To feed water fowl & animals is prohibited in any park playground or beach.
- 8) To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
- 9) To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
- 10) To operate a phonogram, bullhorns, radio, loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorns, radio, loudspeaker or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property or building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester.
- 11) To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks – Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise tobacco, alcohol, medication, drugs or pornographic material.
- 12) To discharge or have any firearms in any park, playground or beach.
- 13) To discharge or have any fireworks in any park, playground or beach, except with a permit for those areas specifically authorized by the DPW & Parks – Parks, Recreation & Cemetery Division.
- 14) To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM except with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 15) To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
- 16) To drive any Commercial vehicle into any park except on business of the DPW & Parks – Parks, Recreation & Cemetery Division, or to give driving instruction to any person in an automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or repair cars in any park, or to park any car of any park road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
- 17) To erect a booth, tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, or beach unless stakeless and/or without the written permission of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 18) To play any active ball games in any park, playground, or beach except in areas set aside for such games.
- 19) To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 20) To drive any vehicle upon any sidewalk of any boundary road or a public park or of any parkway under the control of the DPW & Parks – Park, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division.
- 21) **Alcoholic Beverages:** To possess, sell or drink any alcoholic beverages as define in Chapter 138 section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks – Parks, Recreation & Cemetery Division permit.
- 22) To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the

Jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.

- 23) **Closing hours:** Public reservations shall be closed to the public between the hours of 10:00 PM and 5:00 AM except as may be authorized in a written permit of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 24) **Waiver Rights:** The DPW & Parks – Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
- 25) To roller-blade, roller skate, skate board, or ride a bike in any designated park area unless specifically identified for this purpose.
- 26) To boat / float on a flotation device, motorized water craft or winter snow/ice vehicles (snowmobiles, etc.) is not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester DPW & Parks – Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized water crafts shall be launched within 150' of any public beach.
- 27) To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are: Elm Park (3 ponds), University Park pond, and Burncoat park (small pond). At all sites the ice must be declared safe by the DPW & Parks- Parks, Recreation & Cemetery Division.
- 28) No group outing/picnics will be guaranteed in any park, playground or beach under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division has been obtained.
- 29) The DPW & Parks – Parks, Recreation & Cemetery Division shall first approve any field, facility or structure improvements, desired to be made by any organizations permitted to use a public park.
- 30) In the event of inclement weather conditions on a given date, DPW & Parks – Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any

field if under their determination such use will have a negative long-term effect on the facility.

- 31) Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non Holidays). There will be no refunds or credits issued for any reason. No information will be given nor permits issued over the telephone. The City of Worcester DPW & Parks – Parks, Recreation & Cemetery Division has a fees/charges policy and Rules and Regulation governing all parks. The DPW & Parks – Parks, Recreation & Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for these rules and regulations.
- 32) **AVIATION IN PARKS: PARKS DRONES (UAS) AND OTHER AIRCRAFT: DRONES, OTHER UNMANNED AERIAL VEHICLES INCLUDING REMOTE CONTROL AIRCRAFT, AND AIRCRAFT IN GENERAL CANNOT BE FLOWN IN THE CITY OF WORCESTER PUBLIC PARKS OR OPEN SPACES; UNLESS UNDER SPECIAL PERMISSION FROM THE CITY OF WORCESTER COMMISSIONER OF THE DEPARTMENT PUBLIC WORKS & PARKS OR HIS DESIGNEE, AND WITH AN ISSUED APPROVED PARKS PERMIT. PLEASE REFER TO THE FEDERAL AVIATION ADMINISTRATION (FAA) RULES AND REGULATIONS**
- 33) It is unlawful and NOT allowed to smoke in any public park, playground or beach as per the City of Worcester ordinance.

ADDITIONAL POLICIES FOR THE USE OF THE COMMON

- 34) **Common:** To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; the Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks – Parks, Recreation & Cemetery Division.

PENALTIES: ANY PERSON VIOLATING ANY OF THE ABOVE RULES SHALL FOR EACH OFFENSE BE PUNISHED BY A FINE NOT MORE THAN \$200.00 (GENERAL LAWS CHAPTER 45, SECTION 24, AMENDED MAY 20, 1977)

THE ABOVE RULES AND REGULATIONS HAVE BEEN APPROVED BY THE PARKS & RECREATION COMMISSION

PRINT NAME OF APPLICANT/REPRESENTATIVE: Claire Akin DATE: 12/20/2021

SIGNATURE OF APPLICANT/ REPRESENTATIVE: *Madeleine Clair Akin*

INITIALS

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Worcester Department of Public Works & Parks - Parks, Recreation & Cemetery Division prohibits discrimination on the basis of race, color, origin, religion, age, sexual orientation or handicap in its programs and activities. Anyone who believes he or she has been discriminated against in any City of Worcester Department of Public Works & Parks - Parks, Recreation & Cemetery Division program, park or facility may file a complaint alleging discrimination with the Massachusetts Commission Against Discrimination or the United States Department of the Interior, Washington D.C. 20240.

It is agreed that during the use of the Park or Recreation facility the permittee will not exclude anyone from participation in, deny anyone benefit of the activity or otherwise subject anyone to discrimination because of the person's race, color, national origin, age, or handicap.

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

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

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

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

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

PRINT NAME OF APPLICANT/REPRESENTATIVE: _____ DATE: _____

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _____

INITIALS

FEES/CHARGES POLICY EFFECTIVE JANUARY 1, 2021

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

NOTES:

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

SPORT PERMITS:

1. FIELD AND COURT FEES ARE AS FOLLOWS FOR NON-PROFIT ORGANIZATIONS - \$18.00/HR/FIELD FOR OFF PEAK HOURS PRIOR TO 6:00 PM - \$36.00/HR/FIELD FOR ON PEAK HOURS AFTER 6:00 PM
2. FIELD AND COURT FEES ARE AS FOLLOWS FOR-PROFIT ORGANIZATIONS - \$36.00/HR/FIELD FOR OFF PEAK HOURS PRIOR TO 6:00 PM - \$72.00/HR/FIELD FOR PEAK HOURS AFTER 6:00 PM
3. A DISCOUNT OF UP TO 50% WILL BE GIVEN TO CITY OF WORCESTER RESIDENTS ON OFF PEAK HOURS BEFORE 6:00 PM ONLY BASED ON THEIR ROSTERS AND HOW MANY CITY OF WORCESTER RESIDENTS ARE IN THE LEAGUE: FOR EXAMPLE IF 100% OF THE PEOPLE ARE FROM WORCESTER THAT WILL BE A 50% DISCOUNT. HOWEVER IF THE AMOUNT OF RESIDENTS IS LESS THAN 100% THEN THE PERCENTAGE IS CALCULATED BY TAKING THE NUMBER OF RESIDENTS TIMES 100 DIVIDED BY THE TOTAL NUMBER OF PEOPLE AND DIVIDED BY 50%
4. NO DISCOUNTS ARE GIVEN FOR INDIVIDUAL/PRACTICE PERMITS, NON RESIDENTS OF WORCESTER OR FOR-PROFIT ORGANIZATIONS.
5. NO DISCOUNTS WILL BE GIVEN FOR PEAK HOURS 6:00 PM – 10:00 PM
6. **GLODIS FIELD AND ALL OTHER NEWLY RENOVATED SYTHETIC FIELDS MAY REQUIRE STAFF AT GAMES. THE FEE IS \$125.00 PER HOUR WITH A MINIMUM OF TWO HOURS PER DAY.**

EVENT PERMITS:

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

COMMUNITY BUILDINGS:

1. RENTALS:
2. NON-PROFIT GROUPS/ORGANIZATIONS - \$250.00/DAY
3. PRIVATE GROUPS/ORGANIZATIONS/INDIVIDUALS - \$350.00/DAY
4. A DISCOUNT OF UP TO 50% WILL BE GIVEN TO CITY OF WORCESTER RESIDENTS

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

SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS:

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

PORTABLE STAGE FEE:

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

ADMINISTRATIVE CHARGE:

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

REFUND POLICY:

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

FEE STRUCTURE:

A \$100.00 NON REFUNDABLE DOWN PAYMENT WILL BE REQUIRED AT THE TIME OF REQUEST. APPROPRIATE FEES WILL BE APPLIED AS SHOWN ABOVE WITH DISCOUNTS TO BE APPLIED ONLY TO INDIVIDUAL, ORGANIZATIONS OR GROUPS THAT SUBMIT ALL REQUIRED RESIDENCY DOCUMENTATION TO INCLUDE COMPLETED TEAM ROSTERS, COMPLETED SCHEDULES OF GAMES AND PRACTICES, TEAM LISTINGS AND A BLANK COPY OF THE LEAGUE APPLICATION WITH COST INCLUDED. THE COMMISSIONER OR HIS/HER DESIGNEE WILL REVIEW, CONFIRM AND APPROVE ALL INFORMATION BEFORE ANY DISCOUNT WILL BE APPLIED. DISCOUNTS WILL ONLY BE APPLIED AFTER A COMPLETE REVIEW OF ALL REQUIRED DOCUMENTS. THE FILING OF FALSE INFORMATION TO THE CITY OF WORCESTER DEPARTMENT OF PUBLIC WORKS & PARKS - PARKS, RECREATION & CEMETERY DIVISION WILL RESULT IN A LOSS OF PERMITS AND THE CHARGING OF FULL FEES FOR THE ENTIRE REQUEST. ANY ORGANIZATION, INDIVIDUAL AND/OR GROUP FOUND TO PROVIDE FALSE INFORMATION WILL BE REQUIRED TO ATTEND A PARKS & RECREATION COMMISSION MEETING TO JUSTIFY THE ALLEGED FILING AND WOULD CONSEQUENTLY NEED APPROVAL FROM THE PARKS & RECREATION COMMISSION FOR FUTURE REQUEST. A 2% LATE CHARGE WILL BE ASSESSED TO ALL LEAGUES/ORGANIZATIONS EACH MONTH IF THE INVOICE IS NOT PAID WITHIN 45 DAYS OF THE INVOICE DATE.

INITIALS



WORCESTER

COURSE



MILE MARKER



BREW FEST



SUGGESTED PARKING



WORCESTER LICENSE COMMISSION



Special (One – Day) License Multiple Event – Application Request Application Guide

Planning & Regulatory Services Division • 455 Main St., Room 404, Worcester, MA 01608 • Phone: 508-799-1400 ext. 31440
Office Hours: 8:30 a.m. – 5:00 p.m.

STEP 1: Obtain application from the City's website: www.worcesterma.gov (Quick Find → Forms), or contact the Division of Planning & Regulatory Services.

STEP 2: THE FOLLOWING ITEMS MUST BE INCLUDED OR YOUR APPLICATION WILL NOT BE ACCEPTED. PLEASE CHECK EACH BOX TO ENSURE THAT YOU HAVE ALL REQUIRED ITEMS. IF YOU DO NOT HAVE ALL THE ITEMS YOUR APPLICATION WILL NOT BE ACCEPTED.

- Five (5) copies of the application.
- Letter of permission to have alcohol on the premises from the owner of the location where event will be held.
- Complete all columns in Table 1 for each event at which alcohol will be either stored or served. Alcohol must be purchased from a Licensed Wholesaler. A list is attached of approved wholesalers.
- A management and security plan:
 - shall be included for each scheduled event by reference number found in Table 1:
 - shall include the reason for your request, a description of the security measures that will be used and include a plan showing the location where alcohol will be served.
- Fee: \$100 per day (max of 30 events per applicant per year). **Fee is payable upon submission.**
 - Amendments that reduce the number of events, or change an event date are free of charge.
 - Amendments that provide for additional events are required to pay the fee.
- Copy of Server Training Certificate for each person who will be serving alcohol.
- Any change regarding the information you provide in this application requires an amendment to this special license.

STEP 3: File and appear before the License Commission.

- ◇ File your application at the Division of Planning & Regulatory Services (see above for location times)
- ◇ You will be notified of the date of the License Commission meeting at which your application will be heard.
- ◇ Initial application and amendments must be filed at least 30 days prior to any regularly scheduled License Commission meeting. **It is highly recommend that you file at least 60 days prior to event in order to make sure your application has time to be reviewed by all the appropriate departments. Please refer to the License Commission's meeting schedule and application filing deadlines for details.**

If you plan to have entertainment at your event you are required to file a separate entertainment application.

WORCESTER LICENSE COMMISSION



**Special (One – Day) License
Multiple Event – Application Request**

Planning & Regulatory Services Division • 455 Main St., Room 404, Worcester, MA 01608 • Phone: 508-799-1400 ext. 31440
Office Hours: 8:30 a.m. – 5:00 p.m.

APPLICANT INFORMATION:

NAME OF APPLICANT:

Matthew Gray, Claire Akin

NAME OF BUSINESS/PERSON HOLDING THE EVENT:

Gray Matter Marketing

APPLICANT PHONE #: 401-266-8992

APPLICANT EMAIL: claire@graymattermarketing.com

IMPORTANT NOTICES & REQUIREMENTS:

- A special license cannot cover any portion of a premise currently licensed.
- The Local Licensing Authorities may issue a special license for the sale of wines and/or malt beverages to any enterprise; however special licenses for the sale of all alcoholic beverages may be issued only to non-profit organizations.
- All liquor that is not used during event must be returned to wholesaler. It is illegal to store liquor on premises to be used for future events unless indicated in your application (for example the day before an event).
- The License Commission shall, at its discretion, establish requirements for police coverage for each event.
- Special license holders cannot purchase alcoholic beverages from a package store and cannot accept donations of alcoholic beverages from anyone.
- Any change regarding the information you provide in this application requires an amendment to the special license.

CERTIFICATION:

I, Claire Akin hereby certify that the person applying for this license does not have a pending section twelve liquor application before the License Commission and that I will comply with M.G.L c.138 and the License Commission's Rules and Regulations relative to the sale and delivery of alcoholic beverages.

Signature of Applicant(s): *Madeleine Claire Akin* Date: 2/22/2022

Table 1: Event Date, Times and Name of Wholesaler (please complete for all events with alcohol). In the table below please indicate the name and address of the authorized wholesalers found on the attached list you will purchase alcohol from. All applicants *must* purchase alcoholic beverages from a licensed wholesaler found on the attached list. Events cannot occur more than one-year from date of application.

Reference Number	Event Location (Address)	Date(s) Alcohol Stored ¹	Date Alcohol Served	Hours Alcohol Served	Est. Number of People Expected	Name of Licensed Wholesaler
1	Worcester Common	5/6, 5/7	5/7	12:30pm-4:00pm	1300	Quality Beverage
2						Atlantic Bev Distributors
3						Atlas Distributing
4						Nightshift Distributing
5						Craft Brewers Guild
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

¹ To allow for proper delivery, storage and disposal of all alcoholic beverages purchased please apply for all dates alcohol will be on the premises. This extension will ensure that one-day licenses comply with all storage requirements under M.G.L. c. 138. License fees will only be charged for day of actual event.

Craft Brew Races Worcester 2022 Security and Management of Alcohol

We request this malt beverage liquor permit to host this fan favorite, local event and celebration of craft beer.

We have product delivered on Friday, May 6th between 9am-12pm, and stored in a locked refrigerator truck on Franklin St. This product is then distributed among the vendors on Saturday, May 7th, to their respective booth for their brewery representatives to pour for attendees. The 5k begins at 12pm and the festival opens up at 12:30pm for folks to enjoy.

The entire event and festival is 21+ and is fenced in and secured by private security. Liquor is served where on attached the map it says "vendors".





Worcester Parks Permit

For emergencies please contact Worcester Parks Security at (508) 612-1121 or email parkssecurity@worcestermma.gov

Reservation ID: 00869146

Anthony Pepe
7 Stonewood Drive
Canton, MA 02021
(781) 405-5639
anthony@ftfofamerica.com

March 31st meeting

Use: Food truck Festival Tentative hold: Issuance of this permit mandates this organization to agree to all current and future Covid19 guidelines and requirements. Permittee will ultimately be responsible for meeting all guidelines and requirements set forth by the State of Massachusetts and the City of Worcester. This permit may be retracted/cancelled/modified at any time if Covid19 restrictions are amended to a stricter phase.

City Hall Common to include Oval

Reservation Total: 0.00

Amount Due:0.00

Amount Paid:0.00

1. 6/4/2022 8:00 AM – 6/4/2022 9:00 PM
Group Size: 1
2. 6/11/2022 8:00 AM – 6/11/2022 9:00 PM
Line Description: RAIN DATE
Group Size: 1

DISCLAIMERS

Any use of amplified sound system or other noise in any of the City of Worcester Public Parks, Playgrounds, Playing Fields, or Public Property or building shall not be plainly audible at a distance of 50 feet or more from said Public Park, Playground, Playing field, or Public Property or building. The City of Worcester - Department of Public Works & Parks - Parks, Recreation & Cemetery Division Rules and Regulations The DPW & Parks - Parks, Recreation & Cemetery Division of the City of Worcester, by virtue 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, Recreation & Cemetery Division reserves the right to make additional changes or expansions without notice at any given time. Within the limit of lands under the management of the City of Worcester - Department of Public Works & Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

- 1) To destroy, misuse or abuse park property, or to injure or climb trees, lawns, shrubs or plants in any park playground, beach or other areas under the jurisdiction of the DPW & Parks - Parks, Recreation & Cemetery Division.
- 2) To deface, remove or destroy any sign or notice or protective device placed in any park, playground, and or beach.
- 3) To commit any unlawful act of violence or disturbance towards other people or to disturb the animals, birds or fish, etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
- 4) To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks - Parks, Recreation & Cemetery Division or vehicles of said department.
- 5) To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks - Parks, Recreation & Cemetery Division with any reasonable direction given by any police officers or by any DPW & Parks - Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks - Parks, Recreation & Cemetery Division.
- 6) To throw, deposit or leave any litter or rubbish any park, playground or beach area, except in containers placed for such



Worcester Parks Permit

purpose. Household trash, hazardous waste, debris, or any other material can not be thrown / dumped into any park or park container.

- 7) To feed water fowl & animals is prohibited in any park playground or beach.
- 8) To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
- 9) To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
- 10) To operate a phonogram, bullhorns, radio, loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorns, radio, loudspeaker or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property or building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester.
- 11) To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks - Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise tobacco, alcohol, medication, drugs or pornographic material.
- 12) To discharge or have any firearms in any park, playground or beach.
- 13) To discharge or have any fireworks in any park, playground or beach, except with a permit for those areas specifically authorized by the DPW & Parks - Parks, Recreation & Cemetery Division.
- 14) To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM except with a written permit from the DPW & Parks - Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks - Parks, Recreation & Cemetery Division.
- 15) To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
- 16) To drive any Commercial vehicle into any park except on business of the DPW & Parks - Parks, Recreation & Cemetery Division, or to give driving instruction to any person in an automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or repair cars in any park, or to park any car of any park road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
- 17) To erect a booth, tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, or beach unless stakeless and/or without the written permission of the DPW & Parks - Parks, Recreation & Cemetery Division.
- 18) To play any active ball games in any park, playground, or beach except in areas set aside for such games.
- 19) To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks - Parks, Recreation & Cemetery Division.
- 20) To drive any vehicle upon any sidewalk of any boundary road or a public park or of any parkway under the control of the DPW & Parks - Park, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks - Parks, Recreation & Cemetery Division.
- 21) Alcoholic Beverages: To possess, sell or drink any alcoholic beverages as define in Chapter 138 section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks - Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and the with a special liquor permit in addition to the DPW & Parks - Parks, Recreation & Cemetery Division permit.
- 22) To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the jurisdiction of the
- 23) Closing hours: Public reservations shall be closed to the public between the hours of 10:00 PM and 5:00 AM except as may be authorized in a written permit of the DPW & Parks - Parks, Recreation & Cemetery Division.
- 24) Waiver Rights: The DPW & Parks - Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
- 25) To roller-blade, roller skate, skate board, or ride a bike in any designated park area unless specifically identified for this purpose.



Worcester Parks Permit

- 26) To boat / float on a flotation device, motorized water craft or winter snow/ice vehicles (snowmobiles, etc.) is not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester DPW & Parks - Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized water crafts shall be launched within 150' of any public beach.
- 27) To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are: Elm Park (3 ponds), University Park pond, and Burncoat park (small pond). At all sites the ice must be declared safe by the DPW & Parks- Parks, Recreation & Cemetery Division.
- 28) No group outing/picnics will be guaranteed in any park, playground or beach under the jurisdiction of the DPW & Parks - Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks - Parks, Recreation & Cemetery Division has been obtained.
- 29) The DPW & Parks - Parks, Recreation & Cemetery Division shall first approve any field, facility or structure improvements, desired to be made by any organizations permitted to use a public park.
- 30) In the event of inclement weather conditions on a given date, DPW & Parks - Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field if under their determination such use will have a negative long-term effect on the facility.
- 31) Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday - Friday (Non Holidays). There will be no refunds or credits issued for any reason. No information will be given nor permits issued over the telephone. The City of Worcester DPW & Parks - Parks, Recreation & Cemetery Division has a fees/charges policy and Rules and Regulation governing all parks. The DPW & Parks - Parks, Recreation & Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for these rules and regulations.

ADDITIONAL POLICIES FOR THE USE OF THE COMMON

- 32) Common: To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW & Parks - Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; the Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks - Parks, Recreation & Cemetery Division.
- 33) AVIATION IN PARKS: PARKS DRONES (UAS) AND OTHER AIRCRAFT: DRONES, OTHER UNMANNED AERIAL VEHICLES INCLUDING REMOTE CONTROL AIRCRAFT, AND AIRCRAFT IN GENERAL CANNOT BE FLOWN IN THE CITY OF WORCESTER PUBLIC PARKS OR OPEN SPACES; UNLESS UNDER SPECIAL PERMISSION FROM THE CITY OF WORCESTER COMMISSIONER OF THE DEPARTMENT PUBLIC WORKS & PARKS OR HIS DESIGNEE, AND WITH AN ISSUED APPROVED PARKS PERMIT. PLEASE REFER TO THE FEDERAL AVIATION ADMINISTRATION (FAA) RULES AND REGULATIONS.

PENALTIES: ANY PERSON VIOLATING ANY OF THE ABOVE RULES SHALL FOR EACH OFFENSE BE PUNISHED BY A FINE NOT MORE THAN \$200.00 (GENERAL LAWS CHAPTER 45, SECTION 24, AMENDED MAY 20, 1977)
THE ABOVE RULES AND REGULATIONS HAVE BEEN APPROVED BY THE PARKS & RECREATION COMMISSION



The City of
WORCESTER
Department of Public Works & Parks

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

2022 PERMIT APPLICATION FOR EVENT IN A PARK

NAME OF REQUESTED FACILITY: Worcester Commons TODAY'S DATE: 3/11/2022
 NAME OF ORGANIZATION: Food Truck Festivals of America LLC WEBSITE: www.foodtruckfestivalsofamerica.com
 NAME OF APPLICANT: Anthony Pepe EMAIL: anthony@ftfofamerica.com
 ADDRESS: 247 Washington St, Suite 21 CITY: Stoughton STATE: MA ZIP: 02072
 CELL PHONE#: 781-405-5639 ALTERNATE PHONE #: _____
 EVENT DATE: 6/4/2022 RAIN DATE: N/A START TIME: 11am END TIME: 5pm
 SET UP DATE & TIME: 6/3/2022 setup 3pm - 6/4/2022 breakdown 5pm

STAFF WILL BE ASSIGNED FROM THE BEGINNING OF THE SET UP UNTIL EVERYONE IS GONE
 DESCRIBE EVENT IN DETAIL: 10th Annual Worcester Food Truck & Craft Beer Festival with 25 food trucks and 25 craft beers

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

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

1. As of October of each year all season water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations.
2. Some organizations will need to contact the Special Events Committee based on the location and scale of the event. Please call 508-799-1400.
3. Alcoholic beverages are NOT allowed in parks facilities (see item 21 on the rules and regulations)
4. Bancroft Tower Operational Hours: Sunrise to 8:00 PM
5. No Smoking in Parks and Open Spaces as per city ordinance
6. NO Drones, radio control vehicles (Land, Air, or Water) without issued permit from the Parks administration office
7. The City reserves the right to minimize or cancel use of facilities based on renovations and maintenance.
8. No refunds will be given if event is not cancelled in writing within the required time frame (see Cancellation Policy Page3)
9. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division requires staff at any and all events/permits for the duration of the event including event set up and breakdown this and other requirements will be determined on a case by case basis. Staff fees will apply (\$55.00 per hour minimum of 4 hours)
10. Permittee shall not begin set up or breakdown within the park until park staff is on site.
11. Vehicles are prohibited in any park grass areas, on any sidewalks or on the Worcester Common.
12. The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement which indemnifies and holds harmless the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division and Parks & Recreation Commission. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.
13. **DOWN PAYMENT: A \$125.00 NON-REFUNDABLE DOWN PAYMENT WILL BE REQUIRED AT THE TIME OF REQUEST IN ORDER TO HOLD DATES. NO DATES WILL BE HELD WITHOUT THE DOWN PAYMENT.**

INITIALS
AJP

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

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

WILL THIS EVENT REQUIRE A SOUND PERMIT: YES NO

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

NAME & TITLE OF POLICE DEPARTMENT OFFICIAL: _____

PLEASE INDICATE BELOW ANY ITEMS PERTAINING TO YOUR EVENT AND FOLLOW INSTRUCTIONS ON THE FOLLOWING PAGES, WHICH CONTAIN INFORMATION NECESSARY FOR YOU TO OBTAIN OTHER PERMITS REQUIRED BY THE CITY OF WORCESTER FOR YOUR EVENT (USEFUL PHONE NUMBERS ARE ON PAGE 4)

YES NO

TRASH: WILL YOU BE CLEANING AND REMOVING TRASH? A CLEAN UP PLAN WILL BE REQUIRED IN WRITING PRIOR TO OBTAINING A PERMIT. DUMPSTERS WILL NOT BE ALLOWED IN THE PARK OR LEFT OVERNIGHT.

TRASH: WILL YOU BE REQUESTING THE CITY TO BE RESPONSIBLE TO REMOVE AND DISPOSE OF TRASH? A STARTING FEE OF \$400.00 WILL APPLY FOR REMOVAL/DISPOSAL OF TRASH FROM YOUR EVENT THE FEE WILL INCREASE BASED ON THE AMOUNT OF TRASH/PARTICIPANTS/EVENT SIZE ETC. THIS FEE DOES NOT INCLUDE FACILITY CLEAN UP A MINIMUM OF \$220.00 WILL BE CHARGED FOR TRASH PICK UP THROUGHOUT THE FACILITY. THIS FEE DOES NOT INCLUDE FACILITY CLEAN UP. IT IS INTENDED ONLY FOR REMOVAL & DISPOSAL OF TRASH FROM A SINGLE AGREED UPON LOCATION. TRASH/DEBRIS IN OTHER AREAS ARE THE RESPONSIBILITY OF THE PERMITTEE.

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

PORTABLE RESTROOMS: WILL YOU HAVE PORTABLE RESTROOMS? PLEASE PROVIDE INFORMATION COMPANY _____

(PORTABLE RESTROOMS MUST BE REMOVED IMMEDIATELY AFTER EVENT COMPLETION. PLEASE IDENTIFY THE LOCATION OF PORTABLE RESTROOMS ON THE SITE MAP)

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

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

YOU WILL NEED TO PROVIDE YOUR OWN EXTENSION CORDS AN ADDITIONAL FEE WILL BE CHARGED FOR ELECTRIC USE \$25/HR (FOR PLUGGING INTO OUTLETS) PLEASE EXPLAIN ANY ADDITIONAL NEED OF ELECTRICITY OTHER THEN STANDARD PLUGS _____

GENERATOR: WILL A GENERATOR BE USED AT THIS EVENT? (A PERMIT IS REQUIRED FROM INSPECTIONAL SERVICES FOR THE USE OF A GENERATOR, PLEASE INDICATE ON THE MAP THE LOCATION OF THE GENERATOR (PHONE NUMBER LISTED ON PAGE 4 OF THIS APPLICATION)

INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____

FOOD: WILL YOU HAVE FOOD? (ANY TYPE OF FOOD THAT HAS NOT BEEN PREPARED IN A LICENSED KITCHEN WILL REQUIRE A FOOD PERMIT FROM INSPECTIONAL SERVICES. PHONE # PAGE 4)

INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____

AN OIL DISPOSAL PLAN NEEDS TO BE SUBMITTED SEPARATE FROM APPLICATION

* OIL WILL NOT BE ALLOWED TO BE DISPOSED OFF IN THE SEWER DRAINS *

INITIALS

GRILLS: WILL YOU BE USING GRILLS? (A PERMIT FROM FIRE PREVENTION MAY BE REQUIRED IF USING PROPANE OPERATED GRILLS. ANYTHING LESS THAN 42 POUNDS OF PROPANE WILL NOT REQUIRE A PERMIT PER STATE FIRE CODE. MORE THAN TWO STANDARD SIZE TANKS WILL REQUIRE A PERMIT. WHENEVER CHARCOAL GRILLS ARE USED IT IS THE RESPONSIBILITY OF THE APPLICANT TO REMOVE ALL CHARCOAL DEBRIS FROM THE FACILITY. PLEASE IDENTIFY THE LOCATION OF THE GRILL/S ON A SITE MAP PHONE # PAGE 4)
FIRE DEPARTMENT OFFICIAL SIGNATURE: _____

TENTS: WILL YOU BE USING TENTS? (ALL TENTS MUST BE STAKELESS) TENTS LARGER THEN 10' X 10' WILL REQUIRE A PERMIT FROM INPECTIONAL SERVICES
 TYPE OF TENT _____ SIZE OF TENT _____
 WHEN SECURING TENTS WITH CONCRETE, ALL CONCRETE MUST BE COVERED WITH PLASTIC TO AVOID DAMAGE TO PARKS PROPERTY
INSPECTIONAL SERVICES OFFICIAL SIGNATURE: _____

INFLATABLE DEVICES/BOUNCY HOUSES: APPROVAL WILL BE BASED ON CURRENT PUBLIC HEALTH GUIDANCE. THE DEVICES APPROVED FOR USE MUST BE STAKELESS.

TABLES AND CHAIRS: WILL YOU BE USING TABLES AND CHAIRS? (PLEASE IDENTIFY LOCATION OF TABLES AND CHAIRS ON A SITE MAP. THE CITY DOES NOT SUPPLY ANY EXTRA TABLES AND CHAIRS)

EMS: WILL YOU HAVE EMS SERVICES AVAILABLE? THIS IS NOT MANDATORY BUT RECOMMENDED THE PHONE NUMBER IS LISTED ON PAGE 4 OF THIS APPLICATION. MAY BE A REQUIREMENT BASED ON PROPOSED EVENT.

AMPLIFYING SYSTEM: ARE YOU USING ANY TYPE OF AMPLIFYING SYSTEM? YOU WILL NEED A SOUND PERMIT FROM THE POLICE DEPARTMENT.

EVENTS SCHEDULED IN A BUSINESS AREA SUCH AS CITY HALL OR THE WORCESTER COMMON (SEE RULES AND REGULATIONS FOR SOUND ORDINANCE) WILL HAVE TO SCHEDULE THEIR EVENT AROUND THE BUSINESS HOURS. PLEASE INDICATE THE LOCATION OF THE AMPLIFYING SYSTEM ON A SITE MAP

BANNERS: WILL YOU BE USING ANY BANNERS? (NO NAILS OR STAPLES ALLOWED, ONLY ROPE OR TAPE)
 > ALL BANNER LOCATIONS MUST BE APPROVED
 > A \$110.00 FEE WILL APPLY FOR HANGING AND TAKING DOWN OF BANNERS BY PARKS STAFF
 > BIG BANNERS THAT NEED TO BE PUT UP ON TREES WILL ONLY BE ALLOWED BY PARKS STAFF

PORTABLE STAGE: WILL YOU BE USING OUR STAGE? (IF PARKS PORTABLE STAGE WILL COST A FLAT FEE OF \$880.00)
 THE STAGE IS 24' (L) X 24' (D) X 4' (H) FULLY OPEN, OR 24' (L) X 15.6' (D) X 4' (H) WITH AN 8.6' HIGH WALL IN BACK (PLEASE INDICATE LOCATION OF PORTABLE STAGE ON A SITE MAP).
 > PLEASE NOTE: A separate application is required for the use of the portable stage.
 > PLEASE NOTE: This stage is not accessible.

PARKING PLAN: YOU WILL HAVE TO SUBMIT AN ALTERNATIVE PARKING PLAN FOR THE FACILITIES THAT DO NOT HAVE ENOUGH PARKING FOR YOUR EVENT. ILLEGAL PARKING SUCH AS BUT NOT LIMITED TO PARKING ON SIDEWALKS OR GRASS AREAS WILL NOT BE ALLOWED AND FINES WILL BE GIVEN AND FEES WILL BE APPLIED FOR ANY DAMAGE TO IRRIGATION SYSTEMS OR GRASS. ALSO PERMIT HOLDER WILL BE RESPONSIBLE TO INFORM/ADVICE ALL EVENT PARTICIPANTS ON LEGAL AND PROPER PARKING ON CITY PROPERTY.

RAIN/WET CONDITIONS: IF THERE ARE PUDDLES ON THE FIELDS AND/OR YOU STEP ON ANY PORTION OF THE FIELD AND IF WATER SQUISHES OUT FROM UNDER YOUR SHOE, THE FIELD IS CLOSED WITH NO GAME PLAY AND/OR PRACTICE. PLAYING ON WET FIELDS POSES A SAFETY HAZARD AND CAUSES SEVERE FIELD DAMAGE

PERMITS FROM OTHER CITY DIVISIONS: IT IS YOUR RESPONSIBILITY TO OBTAIN ALL NECESSARY PERMITS AS STATED ABOVE AND SUBMIT COPIES TO OUR DEPARTMENT PRIOR TO FINAL APPROVAL OF PERMIT. PARK PERMITS WILL NOT BE ISSUED UNLESS PERMITTEE HAS OBTAINED ALL NECESSARY PERMITS FOR THEIR EVENT.

CLEAN UP OF PARK AT COMPLETION OF EVENT: THE PARK MUST BE LEFT IN CLEAN, CLEAR OF PORTABLE TOILETS/DUMPSTERS, FENCING OR ANY MATERIAL USED FOR A SPECIFIC EVENT. PARK MUST BE LEFT READILY AVAILABLE FOR OTHER PARK USERS. ANY ADDITIONAL DATES REQUIRED WILL BE CHARGED AN ADDITIONAL FEE.

FEES VARY BASED ON EVENT TYPES. ALL PERMITS WILL HAVE A BASE PERMIT FEE AND SOME WILL HAVE ADDITIONAL FEES FOR STAFF, CLEAN UP, TRASH DISPOSAL OR ELECTRICAL. SOME EVENTS MAY REQUIRE STAFF EVEN IF NOT REQUESTED BY PERMITTEE, THIS WILL BE DETERMINED BY THE CITY OF WORCESTER DPW & PARKS, PARKS, RECREATION AND CEMETERY DIVISION BASED ON THE MAGNITUDE OF THE EVENT. CASH IS NOT ACCEPTED (CHECKS, MONEY ORDERS or CREDIT CARDS ONLY). FEES ARE DUE 1 MONTH PRIOR TO THE EVENT DATE.

FINAL PAYMENT: THE BALANCE WILL BE DUE 1 MONTH PRIOR TO EVENT DATE. PAYMENTS MADE LESS THEAN 1 MONTH BEFORE EVENT WILL REQUIRE A CERTIFIED FINAL PAYMENT: BANK CHECK OR MONEY ORDER OR 10% OF TOTAL FEE WHICHEVER IS HIGHER WILL BE CHARGED FOR CANCELLATIONS. ALL WEEKEND/HOLIDAY

INITIALS
AJP

CANCELLATION POLICY: A 24-HOUR WRITTEN CANCELLATION NOTICE IS REQUIRED TO AVOID ADDITIONAL FEES. A \$125.00 CANCELLATIONS MUST BE RECEIVED BY 12:00 PM ON THE LAST BUSINESS DAY PRIOR TO YOUR EVENT AND MUST BE CONFIRMED/APPROVED BY THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION STAFF. CONFIRMATION/APPROVAL IS DEEMED CONFIRMED WHEN THE EVENT REPRESENTATIVE RECEIVES A WRITTEN CONFIRMATION FROM THE PARKS DIVISION ADMINISTRATIVE OFFICE. REFUNDS WILL NOT BE GIVEN TO ANYONE WHO DOES NOT GIVE A 24 HR CANCELLATION AND THEY WILL BE CHARGED THE FULL EVENT FEE. RAIN DATE WILL BE GIVEN AT THE TIME OF REQUEST NOT AFTER AND IT WILL ONLY BE HONORED IF CANCELLED AND RESCHEDULED IN TIME.

STAFF FEE: WILL BE A MINIMUM OF \$220.00 FOR A 4 HOUR PERIOD. ANY ADDITIONAL HOUR AFTER THE 4 HOURS WILL COST \$35.00 PER HOUR. PLEASE NOTE THAT BASED ON YOUR REQUEST THE FEE MIGHT CHANGE TO ADD OTHER COST FOR ELECTRICAL NEEDS OR REMOVAL/DISPOSAL OF TRASH FROM EVENT.

ALCOHOLIC BEVERAGES: NO PERSON SHALL DRINK ANY ALCOHOLIC BEVERAGE AS DEFINED IN CHAPTER 138, SECTION 1 OR THE MASSACHUSETTS GENERAL LAWS WHILE ON, IN, OR UPON ANY FACILITY UNDER THE JURISDICTION OF THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION.

PLEASE NOTE IF ADMISSION IS TO BE CHARGED OR EVENT IS OF A LARGE CAPACITY SUCH AS CONCERTS AND FESTIVALS:

CHARGING ADMISSION AT EVENT: IF ADMISSION FEE IS CHARGED FOR EVENT A PERMIT REQUEST AND A FULL PROPOSAL NEEDS TO BE SUBMITTED TO THE PARKS & RECREATION COMMISSION A MINIMUM OF THREE (3) MONTHS BEFORE THE EVENT DATE. THE PROPOSAL IS TO INCLUDE ALL EVENT DETAILS AS LISTED IN THIS PERMIT APPLICATION, AND MEET REQUIREMENTS AS SET FORTH BY THE PARKS, RECREATION AND CEMETERY COMMISSION. A SPECIAL EVENTS APPLICATION MAY ALSO NEED TO BE SUBMITTED.

THERE SHALL BE NO TRANSFERRING OF PERMITS FROM ONE ORGANIZATION TO ANOTHER.

CURRENT CONSTRUCTION: IT IS THE RESPONSIBILITY OF THE PERMITTEE TO ENSURE THAT CONSTRUCTION AREAS IN PARKS ARE NOT DISTURBED OR MOVED. FEES WILL BE CHARGED FOR ANY REPAIRS NEEDED DUE TO ANY DAMAGE DONE BY ANY EVENT.

APPROVAL OF PERMIT: THERE WILL BE NO GUARANTEES MADE IN THE APPROVAL PROCESS IF PERMIT APPLICATION IS RECEIVED BY THE DPW & PARKS - PARKS, RECREATION & CEMETERY DIVISION AFTER THE THREE- (3) MONTH REQUIRED PERIOD. APPROVAL OR DENIAL WILL BE ON A CASE-BY-CASE BASIS.

IT WILL BE NECESSARY TO OBTAIN A LICENSE FROM THE LICENSE COMMISSION, AND SUBMIT A COPY WITH THIS APPLICATION AT THE TIME OF PERMIT PROCESS COMPLETION.

EVENTS HELD AT BEACH FACILITIES OR PUBLIC WATERWAYS MAY REQUIRE TO BE IN COMPLIANCE WITH CHRISTIAN'S LAW

PERSONAL FLOTATION DEVICES/US COAST GUARD CERTIFIED LIFE JACKETS FOR BEACH FACILITIES:

THE PERMITTEE SHALL BE RESPONSIBLE FOR MEETING AND EXCEEDING ALL REQUIREMENTS OF "CHRISTIANS LAW" WHICH INCLUDES THE FOLLOWING:

- 1) PROVIDE A PROPERLY SIZED AND SNUG FITTING TYPE I, II, OR III PFD TO ALL MINOR CHILDREN DETERMINED TO BE EITHER A NON-SWIMMER OR AN AT RISK SWIMMER.
- 2) ENSURE THAT ALL MINORS ARE SWIM TESTED AT THE FIRST SWIMMING SESSION.
- 3) ALLOW PARENTS OR LEGAL GUARDIANS TO PROVIDE THEIR OWN FITTING PERSONAL FLOTATION DEVICE (PFD) TO THEIR CHILD IF THEY CHOOSE.

A COPY OF THIS STATE LAW IS AVAILABLE ON THE CITY OF WORCESTER WEBSITE OR AT THE PARKS OFFICE.

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

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

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

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

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

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

- 1) To destroy, misuse or abuse park property, or to injure or climb trees, lawns, shrubs or plants in any park playground, beach or other areas under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 2) To deface, remove or destroy any sign or notice or protective device placed in any park, playground, and or beach.
- 3) To commit any unlawful act of violence or disturbance towards other people or to disturb the animals, birds or fish, etc. or commit any act of nuisance in any park, playground, beach area, recreation area or facility.
- 4) To obstruct, hinder, or impede the movement/work of employees of the DPW & Parks – Parks, Recreation & Cemetery Division or vehicles of said department.
- 5) To fail to comply in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks – Parks, Recreation & Cemetery Division with any reasonable direction given by any police officers or by any DPW & Parks – Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
- 6) To throw, deposit or leave any litter or rubbish any park, playground or beach area, except in containers placed for such purpose. Household trash, hazardous waste, debris, or any other material cannot be thrown / dumped into any park or park container.
- 7) To feed water fowl & animals is prohibited in any park playground or beach.
- 8) To play golf or to practice it with putter or other club or stick of any kind upon or within any public park, playground, or beach except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
- 9) To take any animal into any park, playground, or beach in violation of the City of Worcester ordinance.
- 10) To operate a phonogram, bullhorns, radio, loudspeaker, or amplifier, or otherwise create noise at a level that violates the City Noise Ordinance, Part I, Chapter 9, Section 1A, of the Revised Ordinances of 1996 of the City of Worcester. Any phonogram, bullhorns, radio, loudspeaker or amplifier in any of the City of Worcester Public Parks, playgrounds, playing fields, or public property or building shall not be plainly audible at a distance of 50 feet or more from said Public Park, playground, playing field, or public property or building and shall require permit/permits from the City of Worcester.
- 11) To sell or offer for sale any goods or ware, to do any advertising of any nature, to make a fire unless approved by the DPW & Parks – Parks, Recreation & Cemetery Division. To play a game or chance for money or other item in value or to distribute or advertise tobacco, alcohol, medication, drugs or pornographic material.
- 12) To discharge or have any firearms in any park, playground or beach.
- 13) To discharge or have any fireworks in any park, playground or beach, except with a permit for those areas specifically authorized by the DPW & Parks – Parks, Recreation & Cemetery Division.
- 14) To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM except with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 15) To drive or propel any motorized vehicle in any park, playground, or beach except on regular roads.
- 16) To drive any Commercial vehicle into any park except on business of the DPW & Parks – Parks, Recreation & Cemetery Division, or to give driving instruction to any person in an automobile in any park or to learn to drive an automobile in any park, or to drive or propel any automobile, motorcycle, motor bicycle, bicycle, or other motor vehicle (except on regular park roads) or repair cars in any park, or to park any car of any park road except in areas designated for parking or to park any vehicle along any roadway or to park any unauthorized automobile after dark, or to clean/wax any vehicle. Such vehicles will be towed at owner's expense.
- 17) To erect a booth, tent, sleeping bag, inflatable rides, stall, camper, motor home or other structures or to sleep/camp or lodge in any park, playground, or beach unless stakeless and/or without the written permission of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 18) To play any active ball games in any park, playground, or beach except in areas set aside for such games.
- 19) To place any snow or ice removed from private property upon any park property, sidewalk, grass area, roadway, parking areas or any boundary road of a public park or of any parkway under the control of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 20) To drive any vehicle upon any sidewalk of any boundary road or a public park or of any parkway under the control of the DPW & Parks – Park, Recreation & Cemetery Division except in accordance with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division.
- 21) Alcoholic Beverages: To possess, sell or drink any alcoholic beverages as define in Chapter 138 section 1 of the Massachusetts General Laws while on, in, or upon any park, playground, or beach or other areas under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the DPW & Parks – Parks, Recreation & Cemetery Division permit.
- 22) To use or possess illegal drugs while in or upon any park, playground or beach, or any other areas under the

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Jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division.

- 23) Closing hours: Public reservations shall be closed to the public between the hours of 10:00 PM and 5:00 AM except as may be authorized in a written permit of the DPW & Parks – Parks, Recreation & Cemetery Division.
- 24) Waiver Rights: The DPW & Parks – Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.
- 25) To roller-blade, roller skate, skate board, or ride a bike in any designated park area unless specifically identified for this purpose.
- 26) To boat / float on a flotation device, motorized water craft or winter snow/ice vehicles (snowmobiles, etc.) is not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester DPW & Parks – Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized water crafts shall be launched within 150' of any public beach.
- 27) To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are: Elm Park (3 ponds), University Park pond, and Burncoat park (small pond). At all sites the ice must be declared safe by the DPW & Parks- Parks, Recreation & Cemetery Division.
- 28) No group outing/picnics will be guaranteed in any park, playground or beach under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division unless a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division has been obtained.
- 29) The DPW & Parks – Parks, Recreation & Cemetery Division shall first approve any field, facility or structure improvements, desired to be made by any organizations permitted to use a public park.
- 30) In the event of inclement weather conditions on a given date, DPW & Parks – Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any

field if under their determination such use will have a negative long-term effect on the facility.


- 31) Permit request for fields will only be issued between 8:30 AM and 4:00 PM, Monday – Friday (Non Holidays). There will be no refunds or credits issued for any reason. No information will be given nor permits issued over the telephone. The City of Worcester DPW & Parks – Parks, Recreation & Cemetery Division has a fees/charges policy and Rules and Regulation governing all parks. The DPW & Parks – Parks, Recreation & Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for these rules and regulations.
- 32) AVIATION IN PARKS: PARKS DRONES (UAS) AND OTHER AIRCRAFT: DRONES, OTHER UNMANNED AERIAL VEHICLES INCLUDING REMOTE CONTROL AIRCRAFT, AND AIRCRAFT IN GENERAL CANNOT BE FLOWN IN THE CITY OF WORCESTER PUBLIC PARKS OR OPEN SPACES; UNLESS UNDER SPECIAL PERMISSION FROM THE CITY OF WORCESTER COMMISSIONER OF THE DEPARTMENT PUBLIC WORKS & PARKS OR HIS DESIGNEE, AND WITH AN ISSUED APPROVED PARKS PERMIT. PLEASE REFER TO THE FEDERAL AVIATION ADMINISTRATION (FAA) RULES AND REGULATIONS
- 33) It is unlawful and NOT allowed to smoke in any public park, playground or beach as per the City of Worcester ordinance.

ADDITIONAL POLICIES FOR THE USE OF THE COMMON

- 34) Common: To commit any trespass between the hours of 10:00 PM and 5:00 AM, except with a written permit from the DPW & Parks – Parks, Recreation & Cemetery Division. A trespass shall be any unauthorized entry in, upon, or across the Common during these hours; the Common may be used only as a walk through. No active leisure activities are permitted on the Common, including but not limited to bicycle riding, skateboarding, roller blading, roller skating, Frisbee, unless a written parks permit is obtained through the DPW & Parks – Parks, Recreation & Cemetery Division.

PENALTIES: ANY PERSON VIOLATING ANY OF THE ABOVE RULES SHALL FOR EACH OFFENSE BE PUNISHED BY A FINE NOT MORE THAN \$200.00 (GENERAL LAWS CHAPTER 45, SECTION 24, AMENDED MAY 20, 1977)

THE ABOVE RULES AND REGULATIONS HAVE BEEN APPROVED BY THE PARKS & RECREATION COMMISSION

PRINT NAME OF APPLICANT/REPRESENTATIVE: Anthony Pepe DATE: 3/11/2022
 SIGNATURE OF APPLICANT/ REPRESENTATIVE: 

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AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The City of Worcester Department of Public Works & Parks - Parks, Recreation & Cemetery Division prohibits discrimination on the basis of race, color, origin, religion, age, sexual orientation or handicap in its programs and activities. Anyone who believes he or she has been discriminated against in any City of Worcester Department of Public Works & Parks - Parks, Recreation & Cemetery Division program, park or facility may file a complaint alleging discrimination with the Massachusetts Commission Against Discrimination or the United States Department of the Interior, Washington D.C. 20240.

It is agreed that during the use of the Park or Recreation facility the permittee will not exclude anyone from participation in, deny anyone benefit of the activity or otherwise subject anyone to discrimination because of the person's race, color, national origin, age, or handicap.

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

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

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

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

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

PRINT NAME OF APPLICANT/REPRESENTATIVE: Anthony Pepe DATE: 3/11/2022

SIGNATURE OF APPLICANT/ REPRESENTATIVE: 

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

NOTES:

- FEES WILL BE CHARGED FOR FIELD USE PERMITS ISSUED TO YOUTH GROUPS/ORGANIZATIONS THAT ARE CITY RESIDENTS UNDER THE AGE OF 18, FOR THE PURPOSE OF (SOFTBALL, BASEBALL, FOOTBALL, SOCCER, RUGBY, HOCKEY, BASKETBALL, AND LACROSSE, HANDBALL, TENNIS, CRICKET, FIELD HOCKEY OR ANY OTHER SPORT). THIS FEE CAN BE REDUCED IF THE YOUTH LEAGUE IS A 501(C)3 NON PROFIT AND/OR COMPLETES REGULAR MAINTENANCE ON THE FIELD THEY ARE REQUESTING.
- FEES WILL BE CHARGED TO ORGANIZATIONS/LEAGUES THAT ARE FOR PROFIT - NO DISCOUNTS WILL APPLY
- THERE IS A TWO (2) HOUR PER DAY MINIMUM FOR ALL PERMITS
- OFF PEAK HOURS FOR FIELDS/RINKS/COURTS ARE 8:00 AM - 6:00 PM
- PEAK HOURS FOR FIELDS/RINKS/COURTS ARE 6:00 PM - 10:00 PM (ALL FIELDS CLOSE AT 10:00 PM UNLESS APPROVED BY THE CITY, IF ADDITIONAL HOURS ARE APPROVED THE FEES WILL BE BASED ON PEAK HOUR COST.)

SPORT PERMITS:

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

EVENT PERMITS:

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

COMMUNITY BUILDINGS:

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

SPECIAL EVENTS/FUNCTIONS/TOURNAMENTS:

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

PORTABLE STAGE FEE:

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

ADMINISTRATIVE CHARGE:

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

REFUND POLICY:

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

FEE STRUCTURE:

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

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

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Pacheco, Milagros

From: Michelle Buckley <mish@ftfofamerica.com>
Sent: Wednesday, September 8, 2021 10:40 AM
To: Pacheco, Milagros
Cc: Anthony Pepe
Subject: Re: Worcester 2022

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.

OK will do 😊

Michelle Buckley
Event Producer
Food Truck Festivals of America, LLC
781-364-7465

From: Pacheco, Milagros <PachecoM@worcesterma.gov>
Sent: Wednesday, September 8, 2021 10:22 AM
To: Michelle Buckley <mish@ftfofamerica.com>
Cc: Anthony Pepe <anthony@ftfofamerica.com>
Subject: RE: Worcester 2022

Will do but please keep in mind that this is tentative.

From: Michelle Buckley <mish@ftfofamerica.com>
Sent: Wednesday, September 8, 2021 9:57 AM
To: Pacheco, Milagros <PachecoM@worcesterma.gov>
Cc: Anthony Pepe <anthony@ftfofamerica.com>
Subject: Worcester 2022

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.

Hi Mily

I know Anthony mentioned the 2022 Worcester date as 6/11 but can we change it to 6/4- pencil us in?

Thanks,

Michelle Buckley

Event Producer
Food Truck Festivals of America, LLC
781-364-7465

PUBLIC MEETING INVITATION



The City of

WORCESTER

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

Place: 50 Officer Manny Familia Way
(formerly Skyline Drive)
Worcester, MA 01605
Meeting Room A
Date: Monday, April 11, 2022
Time: 6:00 PM

Cristoforo Colombo (East) Park Proposed Little League Field Improvements

Topic to include: The presentation of the design concept developed to meet the needs, wants and desires of the neighbors, citizens and organizations that use the facility. The meeting will include a public question and comment forum. All presented information and subsequent public comments will be synthesized to develop the final preferred design for the little league field.

All are invited and encouraged to attend.

Phone: (508) 799-1190

Fax: (508) 799-1293

E-Mail: parks@worcestermma.gov

Call (508) 799-1294 in the event of severe weather, for up-to-date meeting status.

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