



## **PARKS & RECREATION COMMISSION**

### **POLICY & PROCEDURE**

#### **FACILITY RESERVATION FOR POOLS**

##### **I PURPOSE**

To outline the criteria and procedures required of all organizations (internal & external) for an event/use of City of Worcester Pools under the management and control of the Department of Public Works and Parks; Parks, Recreation and Cemetery Division.

##### **II POLICY**

- 1) This policy shall cover Pools under the jurisdiction of the City of Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division.
- 2) The use of these facilities needs to have a set policy approved by the Parks & Recreation Commission.
- 3) Permits for event/use of Crompton Park Pool and any other facility that opens after approval of this policy must be requested from the Department of Public Works and Parks; Parks, Recreation and Cemetery Division. All individuals/groups/organizations of ten (10) or larger must formally request and complete an application from the Department of Public Works and Parks; Parks, Recreation and Cemetery Division to visit a pool(s). Furthermore, individuals/groups/organizations must supply appropriate staff to supervise the participants as required by the Department of Public Works and Parks; Parks Recreation and Cemetery Division. This application must be submitted, reviewed by the Department and approved by the Department.
- 4) The Department of Public Works and Parks; Parks, Recreation and Cemetery Division or designee shall determine if size, fee structure or use of requested facility.
- 5) The Parks & Recreation Commission and/or the Commissioner of Department of Public Works and Parks, Parks, Recreation and Cemetery Division, shall recommend modifications to the final permit.

### **III PROCEDURE**

1. Individuals/groups/organizations or users shall follow all of the Rules & Regulations of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division as stated within the Permit Application.
2. All events/uses shall be in compliance with the City's Human Rights Commission's Policy Statement (See Attached).
3. City may require individuals/organization or groups to supply their own lifeguards to assist in managing the site based on number participants attending the site.
4. Applicants shall complete as required by the Department all necessary sections of said permit.
5. Individuals/groups/organizations are require to supply all participants with wrist bands that identifies participants.
6. Pool usage is determined by or maybe limited to overall capacity based on staff and general use.
7. The Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division will provide no guarantee of event/use approval until all necessary paper work (as required by the Department) is completed and approved.
8. The Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division reserves the right to require changes & additional submissions for any event/use.
9. The Commissioner or his/her designee of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division shall ensure this policy is adhered to. The Commission shall have final approval of all events/uses.
10. This policy/procedure may be amended by a majority vote of the Parks & Recreation Commission.

## **Parks and Recreation Commission Approval Record**

1. This policy was reviewed by the Parks and Recreation Commission on 2-25-16 and approved on 2-25-16, voted 6 - 0.
2. This policy was reviewed, updated, and approved by the Parks and Recreation Commission on January 19, 2023, with a vote of 5-0.

### **Human Rights Policy**

It is the policy of the city to assure that every individual shall have equal access to and benefit from all public services, accommodations and employment opportunities to protect every individual in the enjoyment and exercise of civil rights and to encourage and bring about mutual understanding and respect among all individuals of the city. It is clear that behavior which denies equal treatment to any of our citizens as a result of their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability or source of income undermines civil order and deprives persons of the benefits of a free and open society. Nothing in this section shall be constructed as supporting or advocating any particular religious view or lifestyle. To the contrary, it is the intention of this section that all persons be treated fairly and equally and it is the expressed intent of this ordinance to bring about the elimination of prejudice, intolerance, bigotry, discrimination and the disorder occasioned thereby. Direct inquiries to: Human Resources, City Hall, Room 109, (508) 799-1030, [EEOAA@worcesterma.gov](mailto:EEOAA@worcesterma.gov)

