



**2025 SPORTS APPLICATION (PERMIT)**

Name of your organization: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone# \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

**Please contact parks security with any after hour concerns: 508-612-1121**

- **Fees:** Fees are due prior to the beginning of the season. Any league/organization with an outstanding balance will not be issued a permit or be able to reserve any future dates until balance is paid in full.
- **Schedule:** Game and practice schedules must be submitted with application. All sport leagues must submit a finalized practice and game schedule by the start of the season and return all unused days. Please supply blank copy of the leagues participant application with cost included.
- **Point of Contact:** The League President will be the single contact for all communications from the league/organizations to the Parks administration office. Leagues/organizations will need to supply the Parks divisions rules & regulations to all individuals associated with the league.
- **Fields:** All sport leagues/organizations need to inform the Parks, Recreation & Cemetery office when their season is over and any unused days that were originally scheduled.
- **Synthetic Fields:** All practice and game times need to start on even hours at these fields unless approved by the Parks, Recreation & Cemetery Division.
- **Synthetic Fields** will not be plowed during the winter months.
- **Games:** There must be umpires, referees, or coach/parent acting as an official, for it to be considered a game.
- **Refunds:** Refunds will NOT be given. You may call or email to request a different date if field conditions are unplayable.
- **Liability Insurance:** The City of Worcester DPW & Park, Parks & Recreation Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement with indemnifies and holds harmless the City of Worcester. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to people or property resulting from the issuance of this permit.
- **Alcohol:** Alcoholic Beverages are not allowed in city parks (See item 26 on the rules and regulations). No person shall drink any alcoholic beverage as defined in Chapter 138, Section 1, or the Massachusetts General Laws while on, in, or upon any facility under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division. (Exception: Worcester Common)
- **Smoking:** Please refer to the City of Worcester Ordinance, Chapter 15- Fines and Penalties. It is unlawful and not allowed, to smoke in any public park, playground, or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
- **Facility Clean up:** Cleanup of park at completion of event is expected. The Park must be left clean, removal of portable toilets, dumpsters, fencing or any material used for a specific event. Park must be left readily available for other park users. Leagues are responsible for trash pickup, or they will be charged the trash fee starting at \$400.00 if trash is left at the park, fee might be higher based on the amount of trash.
- **Parking:** Vehicles are prohibited from parking or traveling in any grass areas or any sidewalks within the city parks. The league/organization will be required to submit an alternative parking plan with a map for those facilities that don't have parking lots. Illegal parking, such as, but not limited to parking on sidewalks or grass areas will not be allowed Parks Security will enforce. Event holder is responsible to notify and inform event participants/spectator of legal parking options.
- **Water & Irrigation:** October 1<sup>st</sup> of each year all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations. Water & irrigation will be turned on in late April.
- **Administration:** The City of Worcester DPW & Parks, Parks & Recreation Division reserves the right to minimize, reschedule or cancel use of facility based on renovations, maintenance, weather conditions or emergency situations. Pertaining to field use, if there are puddles on the fields and/or you step on any portion of the field and feel water squishes out from under your shoe, the field is closed with no games and/or practices. Playing on wet fields poses a safety hazard and causes severe field damage.

- **Transferring of permits:** There shall be **No** transferring of permits from one permittee to another. Any transfer of field use needs to be requested in writing and approved by the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division.
- **Review Policy:** After the completion of an event/sport, the Parks, Recreation & Cemetery Division will review all permits to identify opportunities & challenges, aiming to improve and optimize future events/sports. We look forward to enhancing and helping all events/sports become better.
- **Responsibility:** All permit holders are responsible for the park/site through the duration of their event.
- **Police/Staff:** Police/staff may be required at the leagues expense if rules and regulations are not adhered to.

**Yes      No**

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|-------|-------|---|
| _____ | _____ | Will you be cleaning and removing your trash? (Submit plan in writing, dumpsters will not be allowed overnight)   |
| _____ | _____ | Will you be requesting the Parks Division to remove and dispose of your trash? (A starting fee of \$400.00 will apply for removal/disposal of trash, this fee may increase based on the amount of trash. This fee doesn't include facility clean-up. It is only for removing trash from one location and disposing of it. |
| _____ | _____ | Will you be utilizing the restrooms at this facility? (If available, some locations do NOT have restrooms)  |
| _____ | _____ | Will you be renting portable restrooms? (Please provide information on company _____)<br>* All events with portable restroom must have a minimum of 1 accessible unit in each cluster.<br>*Each accessible unit must be placed with entrance facing an accessible surface/walkway.  |
| _____ | _____ | Will you be having concession stands?<br>A permit from Inspectional Services will be required, please see page 4 for phone number and address<br>Copy of the food permit will be required by parks. Oil will not be allowed to be disposed of in the sewer drains, a disposal plan will have to be submitted.             |

#### **Sport Permit Schedule**

In the event of a conflict in applications, field usage will be allocated to the highest priority applicant by applying the following schedule:

1. City of Worcester Schools K-12
2. Youth leagues Resident (nonprofit)
3. Youth leagues Resident (for profit)
4. Youth leagues Non-Resident (nonprofit)
5. Youth Leagues Non-Resident (for profit)
6. Adult league Resident
7. Adult league Non-Resident
8. Single day use

Sports permits will be broken up into 2 seasons (Spring, April 1<sup>st</sup> -August 31<sup>st</sup> and Fall, September 1<sup>st</sup>- November 30<sup>th</sup>). Submission of a request does not constitute approval. Approval is given according to the allocation policy, after fee is paid and when permit is issued. Every effort will be made to accommodate all groups.

#### **Athletic Turf Maintenance Program**

The Parks, Recreation & Cemetery Division will be incorporating a routine field maintenance program for all athletic fields maintained by the Parks Division during the seasonal months. This will include grass and synthetic fields.

#### **Anticipated Maintenance Schedule**

- A field will be closed for schedule maintenance two (2) days a month during the Spring & Summer months & (4) days a month during the Fall months.
- All schedule field maintenance closings will be coordinated by Parks, Recreation & Cemetery Maintenance with league/organization representative who is the contact person on the permit.

**PARKS & RECREATION  
FEES & CHARGES POLICY 2025**

**SPORT PERMITS:**

1. Fees will be charged for field use to youth groups/organizations that are city residents under the age of 18. These include but are not limited to (softball, baseball, football, soccer, rugby, hockey, basketball, lacrosse, handball, tennis, cricket, field hockey, street hockey or any other sport) This fee can be reduced or waived if the youth league is a 501C3 non-profit and/or completes regular maintenance on their field. (Discounts do not apply to staff costs)
3. Fees will be charged to organizations/leagues that are for profit. – *(There will be **NO** discounts given for this fee)*
2. There is a two (2) hour minimum for all permits, per day.
3. **8:00 AM – 6:00 PM OFF PEAK HOURS** for fields/rinks/courts.
4. **6:00 PM – 10:00 PM PEAK HOURS** for fields/rinks/courts (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.)
5. **\$260.00** minimum will be charged for one staff (4 hours x \$65.00 per hour). Additional staff fees will apply to events as deemed necessary by the DPW & Parks, Parks, Recreation & Cemetery Division based on the needs requested, impacts on a park, and the length of the event including setup and breakdown times. Each additional staff will be a minimum of 4 hours for \$260.00. *(There will be **NO** discounts given for this fee)*

**SPORT PERMITS FEES:**

**Non-profit**

1. **\$22.50/Hr./Field** for off peak hours prior to 6:00 PM.
2. **\$45.00/Hr./Field** for peak hours after 6:00 PM.

**For-profit**

3. **\$45.00/Hr./Field** for off peak hours prior to 6:00 PM.
4. **\$90.00/Hr./Field** for peak hours after 6:00 PM.

**Synthetic Fields**

5. All practices and games times need to start on the even hours at these fields unless approved by the Parks, Recreation & Cemetery Division.
4. **\$150.00** per hour with a minimum of two hours. Synthetic fields may require staff at games. *(There will be **NO** discounts given for this fee)*

**Cancellation Policy:** A 24-hour written cancellation notice (email acceptable) is required and must be confirmed/approved by the DPW & PARKS DIVISION STAFF to avoid additional fees. All weekend/holiday cancellations must be received by 10:00 AM on the last business day prior to the event and must be confirmed/approved by the DPW & PARKS DIVISION STAFF.

**FEE STRUCTURE:** Filing false information to the City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division could result in loss of permit, the organization, individual/group will be required to attend a Parks & Recreation Commission meeting to justify the alleged filing and would consequently need approval from the Parks & Recreation Commission for future requests.

## GAME DATES

League name: \_\_\_\_\_ League rep: \_\_\_\_\_

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Name of field: \_\_\_\_\_ Type of sport: \_\_\_\_\_

Starting & ending dates: \_\_\_\_\_ S M T W T F S (**circle day/s of the week**)

Starting & ending times: \_\_\_\_\_ Dates to exclude: \_\_\_\_\_

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Field name: \_\_\_\_\_ Type of sport: \_\_\_\_\_

Starting & ending dates: \_\_\_\_\_ S M T W T F S (**circle day/s of the week**)

Starting & ending times: \_\_\_\_\_ Dates to exclude: \_\_\_\_\_

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Field name: \_\_\_\_\_ Type of sport: \_\_\_\_\_

Starting & ending dates: \_\_\_\_\_ S M T W T F S (**circle day/s of the week**)

Starting & ending times: \_\_\_\_\_ Dates to exclude: \_\_\_\_\_

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Field name: \_\_\_\_\_ Type of sport: \_\_\_\_\_

Starting & ending dates: \_\_\_\_\_ S M T W T F S (**circle day/s of the week**)

Starting & ending times: \_\_\_\_\_ Dates to exclude: \_\_\_\_\_

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Field name: \_\_\_\_\_ Type of sport: \_\_\_\_\_

Starting & ending dates: \_\_\_\_\_ S M T W T F S (**circle day/s of the week**)

Starting & ending times: \_\_\_\_\_ Dates to exclude: \_\_\_\_\_

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Field name: \_\_\_\_\_ Type of sport: \_\_\_\_\_

Starting & ending dates: \_\_\_\_\_ S M T W T F S (**circle day/s of the week**)

Starting & ending times: \_\_\_\_\_ Dates to exclude: \_\_\_\_\_

## PRACTICE DATES

League name: \_\_\_\_\_ League rep: \_\_\_\_\_

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Name of field: \_\_\_\_\_ Type of sport: \_\_\_\_\_

Starting & ending dates: \_\_\_\_\_ S M T W T F S (**circle day/s of the week**)

Starting & ending time: \_\_\_\_\_ Dates to be excluded: \_\_\_\_\_

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Name of field: \_\_\_\_\_ Type of sport: \_\_\_\_\_

Starting & ending dates: \_\_\_\_\_ S M T W T F S (**circle day/s of the week**)

Starting & ending time: \_\_\_\_\_ Dates to be excluded: \_\_\_\_\_

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Name of field: \_\_\_\_\_ Type of sport: \_\_\_\_\_

Starting & ending dates: \_\_\_\_\_ S M T W T F S (**circle day/s of the week**)

Starting & ending time: \_\_\_\_\_ Dates to be excluded: \_\_\_\_\_

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Name of field: \_\_\_\_\_ Type of sport: \_\_\_\_\_

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Name of field: \_\_\_\_\_ Type of sport: \_\_\_\_\_

Starting & ending dates: \_\_\_\_\_ S M T W T F S (**circle day/s of the week**)

Starting & ending time: \_\_\_\_\_ Dates to be excluded: \_\_\_\_\_

**City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division**

**2025 Rules & Regulations**

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

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

1. No group outing/picnics will be guaranteed in any park, playground, or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division, unless a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division has been obtained. All reservations for the pavilions at Green Hill Park, must have a permit on file for groups of 15 or greater.
2. Permit request for fields and events will be issued between 9:00 AM and 3:30 PM, Monday – Friday (Non-Holidays business days). The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations.
3. All permit holders have the right to use the vendors/concessionaires of their choice. Daily vendor/concessionaire that have been assigned a park cannot vend unless written permission is given to the Parks office from the permit holder.
4. **Transferring of permits:** There shall be no transferring of permits from one permit holder to another.
5. Failure to have all proper documentation submitted prior to the event, may incur additional cost to the permit holder or delay the event.
6. Any sport league or organization hosting, managing, or operating a sports tournament, must submit a Sports Tournament Permit Application.
7. Any field, facility, or structure improvements that are requested by any organizations permitted to use a public park, must receive approval from The DPW & Parks, Parks, Recreation & Cemetery Division and/or may need approval by the Parks and Recreation Commission.
8. In the event of inclement weather conditions on a given date, DPW & Parks, Parks, Recreation & Cemetery Division may rescind a permit and restrict the use of any field or park at their determination such use will have a negative long-term effect on the facility.
9. The use of, but not limited to confetti, rice, artificial flowers, paint, balloons, etc., are not allowed at any park due to the environmental impact, safety of wildlife, and the debris that is left behind. A fine or cleanup cost may be assigned to those who disregard this regulation.
10. To deface, remove or destroy any sign or notice or protective device placed in a park facility, playground, athletic field, open space, and or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
11. To commit any unlawful act of violence, disturbance toward other people, or remove wildlife or plants, or commit any act of nuisance in any park facility, playground, athletic field, open space, and or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
12. To obstruct, hinder, or impede the movement of working employees in any public park (including boundary road thereof) or other public place (including any parkway) under the control of the DPW & Parks, Parks, Recreation & Cemetery Division, any reasonable direction given by a City employee or by any DPW & Parks, Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
13. To play golf or to practice with a putter or other club or stick of any kind upon or within any public park, playground, athletic field, open space or beach, except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
14. To play any active ball games in any park, playground, or beach except in areas set aside for such game that might impact other activities.
15. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
16. To boat/float on a flotation device, motorized watercraft, or winter snow/ice vehicles (snowmobiles, etc.) are not allowed on or in any body of water (ice or snow covered) within a public park unless specifically authorized by a written permit issued by the City of Worcester, DPW & Parks, Parks, Recreation & Cemetery Division. No boats, flotation devices except US Coast Guard approved life jackets. No motorized watercrafts shall be launched within 150' of any public beach.
17. To ice skate on any body of water within a public park except those water bodies designated for such use. Those designated for such use are Elm Park (3 meres) and University Park Pond. At all sites the ice must be declare safe by the DPW & Parks, Parks, Recreation & Cemetery Division.
18. To sell, offer, or distribute for sale, any goods or ware, or to advertise sponsorships that relate to tobacco, alcohol, political endorsements, marijuana, religious believes, drugs, or pornographic material is prohibited in any park facility under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
19. To commit any trespass in any public park, playground, or beach within the city between the hours of 10:00 PM and 5:00 AM, or other set times. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
20. To drive any Commercial vehicle into any park is prohibited, except on business of the DPW & Parks, Parks, Recreation & Cemetery Division.
21. It is prohibited to erect a booth, sleeping tent, pop-up canopy sleeping bag, inflatable, stall, camper, motor home, or other structures or to sleep/camp or lodge in any park, playground, beach, or open space between the hours of 10:00 PM to 5:00 AM. Stakeless tents, pop up canopy, inflatables, sports equipment are allowed during regular operating hours.
22. All motorized vehicles repairs, washing & cleaning of vehicles, and overnight parking is prohibited in city parks, except for emergency under the jurisdiction of the DPW & Parks, Parks, Recreation, & Cemetery Division. Such vehicles will be towed at the owner's expense, except City of Worcester equipment.

23. All vending/concessions must have been approved by the standard city process and have an official vending/concession permit.
24. **Drones:** Please refer to the Federal Aviation Administration Regulations (FAA).
25. **Smoking:** Please refer to the City of Worcester Ordinance, Chapter 15- Fines and Penalties. It is unlawful and not allowed, to smoke in any public park, playground, or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
26. **Alcoholic Beverages:** Please refer to Chapter 138, Section 1 of the Massachusetts General Laws. To possess, sell or drink any alcoholic beverages 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.
27. **Illegal Dumping & Public Trash Receptacles:** Please refer to the City of Worcester Ordinance, Chapter 8, Section (6) & (6A): No person shall deposit any litter, garbage, trash or waste, of any kind, in a public trash receptacle. The section may be enforced by civil process, criminal process or by noncriminal deposition as provided in General Laws, Chapter 40, (21D
28. **Dog Ordinance:** Please refer to the City of Worcester Ordinance, Chapter 8, -Public Health, Section (10 – 13): It shall be unlawful for any person to: Section 13 (8), allow any dogs, except a registered service dog, to be in in any city park, public cemetery or playground, excepting only such city park as may be designated by the parks and recreation commission as being open to on leash dog use. Dogs are allowed in City parks on leash, except, athletic fields, athletic courts, playgrounds, fitness areas, and beaches between Memorial Day and Labor Day. Off leash dogs are allowed in the City Worcester designated Dog Parks under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
29. **Excessive and Unreasonable Noise Ordinance:** Please refer to the City of Worcester Ordinance, Part 1, Chapter 9, Section (1A) of the Revised Ordinances of 2008 Part One-As Amended through July 2018, 2023, of the City of Worcester. Sound from activities in the public parks, playgrounds, playing fields, or public property or building of the City used under the written permission of the municipal official or body charge with the care, custody and control of said facility; provided that, any amplified sound generated by such activities 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.
30. **Snow Removal:** Please refer to the City of Worcester Ordinance, Chapter 15- Fines and Penalties. To place any snow or ice from adjacent property from private property upon any park property, sidewalk, open spaces, roadway, parking areas or any boundary road of a public park or of any parkway under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
31. **Malicious Bonfires, Fireworks & Inflammable Fluids:** Please refer to the City of Worcester Ordinance, Chapter 10, Section 3-5. No campfires or fireworks are allowed in city parks under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division. Permits are available for charcoal or propane grills, and Commercial Licensed Firework Companies with the approval of the City of Worcester Fire Department and DPW & Parks Division.
32. **Busking:** Please refer to the City of Worcester Ordinance, Chapter 12, Section 26 (H) of the Revised Ordinances of 2008-Part One-as amended.
33. **Feeding or Baiting Waterfowl:** Please refer to the City of Worcester Ordinance, Chapter 15, Number 23, Section (9B): To feed waterfowl & animals is prohibited in any park facility, playground, athletic field, open space, and or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
34. **Firearms, Air Rifles and BB Guns:** Please refer to the City of Worcester Ordinance, Chapter 9- Public Safety, Section 8 (a).
35. **DPW & Parks Division Park Security Guards:** All Parks Security Guards have been sworn-in and have taken the Oath of Office from the City Clerk Office to be authorized to issue parking citations within the boundaries of the City of Worcester.

#### **Additional Policy for the use of the City Common:**

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

#### **Closing Hours:**

Parks shall be closed to the public between the hours of 10:00 PM and 5:00 AM or as posted except if authorized in a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.

#### **Waiver Right:**

The DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to waive and/or limit these rules at any time if in the best interest of the City of Worcester.

#### **Penalties:**

Per Massachusetts General Laws Chapter 45, Section 24, Amended May 20, 1977, whoever violates and rule or regulation for the government or use of any land or way taken or held under this chapter or for like purposes under any special act, and made under authority of law by any board or officer in charge thereof, shall be punished of not more than two hundred dollars. Violators also risk permanent revocation of current and future DPW & Parks, Parks, Recreation & Cemetery Division facility permits.

**An Affirmative Action/Equal Opportunity Employer:**

Human Rights Policy. It is the policy of the City of Worcester 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 employment 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 religious view or lifestyle. To the contrary, it is the intention of this section that all persons be treated fairly and equally, and it is the expressed intent of this ordinance to bring about the elimination of prejudice, intolerance, bigotry, discrimination, and the disorder occasioned thereby.

**The Department of Public Works and Parks, Parks, Recreation & Cemetery Division reserves the right to close a park facility for the purpose of maintenance, renovations, repairs, or safety concerns at any time.**

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

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

**Signature of Applicant/ Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

PRINT NAME OF APPLICANT/REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT/ REPRESENTATIVE: \_\_\_\_\_