

# CITY OF WORCESTER

## DEPARTMENT OF PUBLIC WORKS AND PARKS

Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898

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### **FEES/CHARGES POLICY** **JANUARY 1, 2016**

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 COMPLETES REGULAR MAINTENANCE ON THE FIELD THEY ARE REQUESTING.
- THERE IS A TWO (2) HOUR 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. UNLIGHTED FIELDS - \$17.50/HR/FIELD
2. LIGHTED FIELDS - \$17.50/HR/FIELD + \$17.50 LIGHT FEE/HR/FIELD
3. A DISCOUNT OF UP TO 50% WILL BE GIVEN TO CITY OF WORCESTER RESIDENTS FOR UNLIGHTED FIELDS ONLY.
4. NO DISCOUNTS ARE GIVEN FOR INDIVIDUAL/PRACTICE PERMITS.
5. NO DISCOUNTS ON LIGHTED FIELD USE (LIGHTED FIELD HOURS ARE 6:00 PM – 10:00 PM).

#### **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 - \$200.00/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 DOES NOT APPLY TO STAFF COST)
4. TRASH REMOVAL/DISPOSAL FEE WILL START AT \$350.00 AND WILL INCREASE BASED ON THE SIZE OF THE EVENT
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 AND CEMETERY DIVISION AT THE FEE OF \$50.00 MINIMUM OF 4 HRS PER EVENT PER DAY.

#### **COMMUNITY BUILDINGS:**

1. RENTALS:
2. NON-PROFIT GROUPS/ORGANIZATIONS - \$200.00/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 \$850.00 AND THIS FEE IS NON-NEGOTIABLE.

**ADMINISTRATIVE CHARGE:**

A 25% ADMINISTRATIVE CHARGE IS INCLUDED IN THE PERMIT FEE TO COVER STAFF AND SECRETARIAL COSTS, OFFICE SUPPLIES, MAILINGS, UTILITY COSTS, ETC. THIS FEE IS NON –REFUNDABLE.

**6) 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. IN ALL CASES INCLUDING PRE-SEASON CANCELLATION, THE 25% ADMINISTRATIVE FEE WILL STILL BE IN EFFECT. THE CITY OF WORCESTER WILL WORK WITH EVENT, PICNIC, AND WEDDING ORGANIZERS TO ATTEMPT TO FIND AN ALTERNATIVE DATE IN CASES OF INCLEMENT WEATHER.

**7) FEE STRUCTURE:**

A \$100.00 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 30 DAYS OF THE INVOICE DATE.

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