CITY OF WORCESTER

DEPARTMENT OF PUBLIC WORKS AND PARKS

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

Paul J. Moosey, P. E.
Commissioner

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Edward M. Augustus, Jr., City Manager

2020 PORTABLE EQUIPMENT APPLICATION

NAME OF ORGANIZATION:_____TODAYS DATE: _____

NAME OF APPLICANT/REPRESENTATIVE:_____

ADDRESS: _____

CITY:_____STATE_____ZIP_____PHONE # _____

EMAIL ADDRESS:_____CELL# _____

PURPOSE &
NAME OF EVENT: _____

DATE & TIME TO DELIVER STAGE: _____

DATE & TIME TO PICK UP STAGE: _____

LOCATION TO PLACE STAGE & ATTACHMENT WILL BE REQUIRED WITH MAP: _____

- **REQUESTS ARE ON A FIRST COME FIRST SERVE BASIS AND MUST BE RECEIVED 2 MONTHS IN ADVANCE OF EVENT IN ORDER TO RECEIVE APPROVAL AND DETERMINE AVAILABILITY OF PARKS DEPARTMENT PERSONNEL.**

- **A 24-HOUR CANCELLATION NOTICE IS REQUIRED TO AVOID ADDITIONAL FEES OTHER THEN THE 25% ADMINISTRATIVE CHARGE/DOWN PAYMENT. 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. ONLY ONE RAIN DATE WILL BE GIVEN AT THE TIME OF REQUEST NOT AFTER.**

- **A 25% (NON REFUNDABLE) DOWN PAYMENT FEE WILL BE CHARGED AT THE TIME OF REQUEST.**

- **PLEASE NOTE: THIS STAGE IS NOT ACCESSIBLE AND HAS ONLY STAIRS.**

- **THE STAGE MEASURES 24'(L) x 24'(D) x 4'(H) FULLY OPEN OR 24'(L) x15.6'(D) x4'(H) WITH A 8.6' WALL IN THE BACK**

There are labor charges per hour – per man to deliver and set up the portable stage. Assignments for this duty are according to Union bargaining agreements. You will be charged no more than it will cost the DPW & Parks - Parks, Recreation & Cemetery Division, based on pay scales in effect at the time of your event (A flat fee of $880.00 will be charged for the use of the stage, this fee reflects delivery and set up of the stage, and breakdown and pick up of the stage, No exceptions/No waivers). All payments for labor charges made by check must be made out to the City of Worcester. Two men accompany the stage during set up, and during the breakdown of the stage. 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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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.
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,

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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: _____DATE: _____

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: _____ DATE: _____

SIGNATURE OF APPLICANT/ REPRESENTATIVE: _ _____

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Print Form