

# 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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Commissioner



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## PARKS & RECREATION COMMISSION

### POLICY & PROCEDURE

#### EVENTS PERMIT APPLICATIONS

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**I PURPOSE**

To outline the criteria and procedures for permitted events within park & recreation facilities in the City of Worcester under management and control of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division.

**II POLICY**

1. This policy shall cover all Parks under the jurisdiction of the City of Worcester Department of Public Works and Parks, Parks, Recreation and Cemetery Division.
2. The Commission when possible & as scheduling permits shall hold a public hearing on new or repeat events where a need has been requested or identified by the Commission.
3. Permits for all events must be requested from the Department of Public Works and Parks, Parks, Recreation and Cemetery Division. This application must be submitted, and then reviewed by the Department to specify needs of the event.
4. The Commissioner of Department of Public Works and Parks, Parks, Recreation and Cemetery Division his/her designee shall determine if size, fee structure or use of facility requires submission of said event to the Parks & Recreation Commission. The applicant shall be responsible to attend said Parks & Recreation Commission meeting to address any and all concerns of the Department and Commission.
5. The Parks & Recreation Commission shall recommend modifications for the event based on public comment and send a recommendation to the Department for inclusion in the final permit.

**III PROCEDURE**

1. Events 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 shall be in compliance with the City's Human Rights Commission's Policy Statement (See Attached).
3. Applicants shall complete as required by the Department all necessary sections of said permit by submission date to the Parks & Recreation Commission.
4. The Worcester Department of Public Works and Parks, Parks, Recreation and Cemetery Division will provide no guarantee of event approval until all necessary paper work (as required by the Department) is completed and approved.
5. The Worcester Department of Public Works and Parks, Parks, Recreation and Cemetery Division reserves the right to require changes & additional submissions for any event.
6. 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. He / She shall have final approval of all events.
7. This policy/procedure may be amended by a two-thirds vote of the Parks & Recreation Commission.

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

1. This policy was reviewed by the Parks and Recreation Commission Policy Sub-Committee on 12/17/02, voted 3-0.
2. The full Parks and Recreation Commission approved this policy on 1/30/03 by a vote of 6-0.
3. This policy was reviewed and approved by the Parks and Recreation Commission on February 16, 2012.

## **HUMAN RIGHTS COMMISSION**

### **POLICY STATEMENT**

It is the policy of the city to assure that every individual shall have equal access to and benefit from all public services, 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, status, sexual orientation, disability or source of income undermines civil order and deprives person of the benefits of a free and open society. Nothing in this ordinance shall be constructed as supporting or advocating any particular religious view or lifestyle. To the contrary, it is the intention of this ordinance 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.