

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



Robert C. Antonelli, Jr., CPRP
Assistant Commissioner

(508) 799-1190
(508) 799-1293 FAX

Edward M. Augustus Jr., City Manager

PARKS & RECREATION COMMISSION

POLICY & PROCEDURE

GIFTS, PLAQUES, & MONUMENTS

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I. PURPOSE

To outline the criteria and procedures for gifts as well as the content/ placement of plaques & monuments in Park & Recreation facilities in the City of Worcester under the management and control of the Department of Public Works and Parks, Parks, Recreation, & Cemetery Division with advisement from the Parks & Recreation Commission.

II. PROCEDURE

1. The Department of Public Works and Parks, Parks, Recreation, & Cemetery Division will forward all completed request forms to the Parks and Recreation Commission at any of its regularly scheduled meeting. The Commission will then advise the Department as to whether a gift, plaque, or monument shall be placed within the confines of a park. This will be decided by a majority of the commissioners present. Requests shall be received by the Department of Public Works and Parks, Parks, Recreation, & Cemetery Division; from neighborhood organizations, individuals, citywide groups, and businesses on a continual basis. All requests will be acknowledged and recorded for consideration by the Parks & Recreation Commission.
2. Individuals, organizations, citywide groups, and businesses must complete the application and provide the following for each request: reason, content, location of placement, size, and type of request.
3. The offering of gifts and plaques brought before the Parks & Recreation Commission at a regular meeting may be referred to the Commission's Sub-Committee on Naming and Land Use.
4. If the request is sent to the Commissions Sub-Committee on Naming and Land Use they will hold a Public Hearing for each request regarding the reason, content, location of placement, size, and type of request.

5. The Parks and Recreation Commission Sub-Committee on Naming and Land Use will send a recommendation to the full Parks & Recreation Commission at a regular scheduled meeting for each request received.
6. The full Parks & Recreation Commission will vote at a regular scheduled meeting to approve / not approve each request. Approval shall be by a majority vote of those commissioners present.

III. POLICY

1. All requests must be submitted to the Department of Public Works and Parks, Parks, Recreation, & Cemetery Division for initial review, with individuals, organizations, citywide groups, or businesses completing the Departments application.
2. The requests for gifts, plaques, and monuments within Park & Recreation areas and facilities should be approached with caution, patience and deliberation, and with awareness that these actions will exert influence upon the total community for future generations.
3. Consideration in the placing of site amenities, monuments and plaques within park facilities shall be given to geographical location, historical or cultural significance, or natural and/or geological features.
4. Timing is of the essence in the adding of plaques, monuments and site amenities. All of these items shall be completed in the late spring or early fall, or during renovations to a facility.
5. The placement of plaques and monuments shall be allowed only if the individuals, organizations, citywide groups, or businesses include a site amenity.
6. Site amenities include but not limited to litter receptacles, park benches, picnic tables, bike racks, & trees. The Department will update pricing as required on the application form. Each application shall have an expiration date; this date will be the last day in which an item may be purchased for the price stated on application. All site amenities shall be purchased by the Department of Public Works and Parks, Parks, Recreation, & Cemetery Division through an approved vendor.
7. The type and size of site amenities vary per facility, and a list of these amenities with prices shall be developed and revised as needed by the Department of Public Works and Parks, Parks, Recreation, & Cemetery Division.
8. Individuals, organizations, citywide groups, or businesses will be responsible for perpetual care of all plaques and monuments.
9. The policy may be amended by a two-thirds vote of the Parks & Recreation Commission.

Parks and Recreation Commission Approval Record

1. This policy for gifts, plaques, and monuments was approved the Parks and Recreation Commission on 12/27/09, voted 6-0.
2. This policy was reviewed and approved by the Parks and Recreation Commission on February 16, 2012.