



# **CITY OF WORCESTER DEPARTMENT OF PARKS, RECREATION & CEMETERY**



## **2026 Sports Application (Permit) Meeting**

# **PARKS ADMINISTRATIVE OFFICE CONTACT INFORMATION**

50 Officer Manny Familia Way (Green Hill Park)  
Worcester, MA 01605

Main Office # (508) 799-1190  
Office Fax # (508) 799-1293

Questions or Request: [Parks@worcesterma.gov](mailto:Parks@worcesterma.gov)

Parks Administration Office Hours

Monday - Friday: (Excluding Holidays) 9:00 AM to 3:30 PM



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# HOW DO I GET A SPORTS PERMIT ?

- Contact the Parks Administration Office at (508) 799-1190
  - In-Person (Parks Administration Office)
- City Website <https://www.worcesterma.gov/parks/policies-procedures>



## TWO TYPES OF SPORTS PERMITS

- SPORTS APPLICATION (PERMIT) (Athletic Fields or Athletic Courts)
  - SPORTS TOURNAMENT APPLICATION (PERMIT)

<https://www.worcesterma.gov/parks/policies-procedures>



# SPORT PERMIT SCHEDULING

**Scheduling Priority will be the following**

- 1. City of Worcester Schools (K-12)**
- 2. Youth Leagues Resident (Non-Profit)**
- 3. Youth Leagues Resident (Profit)**
- 4. Youth Leagues Non-Resident (Non-Profit)**
- 5. Youth Leagues Non-Resident (Profit)**
- 6. Adult League Resident**
- 7. Adult Leagues Non-Resident**
- 8. Single Day Use**

# SPORTS PERMIT SCHEDULING

**Spring**

**April 1<sup>st</sup> to August 31<sup>st</sup>**

**Fall**

**September 1<sup>st</sup> to November 30<sup>th</sup>**

All sport leagues/organizations need to inform the Parks Administrative Office when their season ends and any unused days that were originally scheduled

# SPORT PERMIT FEES

## **Non- Profit Organization Grass Field & Court Fees:**

- \$22.50/HR for off peak hours prior to 6:00 PM.
  - \$45.00/HR for peak hours after 6:00 PM.

## **Profit Organization:**

- \$45.00/HR for off peak hours prior to 6:00 PM
  - \$90.00/HR for peak hours after 6:00 PM.

## **Synthetic Fields for Non-Profit or Profit Organizations:**

- \$150.00/HR/with a minimum of two hours. Synthetic fields may require parks department staff at games.

***(No discounts will be applied to these fees)***

# SPORTS TOURNAMENT FEES

- SPORTS TOURNAMENT APPLICATION must be completed. (This is required even if the league already has a Sport Permit Application on file).
  - **Non-Synthetic Fields** fee is \$940.00 per field per day. This fee includes (1) one park staff member & trash clean-up with assistance from the permit holder for (4) four hours towards the end of permit event. (Additional fees may apply based on permit needs or request)
    - **Synthetic Fields** is \$2,200 per field per day.

The fee includes (1) one park staff member & trash clean-up with assistance from the permit holder for (4) four hours towards the end of permit event. (Additional fees may apply based on permit needs or request)

**Fee Structure:** Filing false information to the City of Worcester Department of Parks, Recreation & Cemetery could result in a 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 Park & Recreation Commission for future request.

# PERMIT STAFF FEES

- Discounts or waivers do not apply for staff cost for either non-profit or for-profit organizations
- Discounts may apply for sports field fees to non-profit organizations only if a valid 501C3 or documentation is submitted.
- Staff rate: \$65.00 per hour, per staff member(s)  
(Minimum 4 hours per staff member)
- If an Electrician is required, a minimum charge of \$260.00 for one electrician will be assessed. (4 hours at \$65.00 per hour) Any additional hours, including setup and/ or breakdown time, will be billed at \$65.00 per hour. The Electrician is required for the full event duration and is there for the purpose of electrical needs only.
- **Portable Stage:** Stage Fee: \$1,040.00. Fee includes; staff, setup, breakdown, and delivery. The stage is not ADA accessible. Stage Size is 24' (L) x 24' (D) x 4' (H)

## **TRASH REMOVAL & DISPOSAL FEES**

The trash removal and disposal fee will start at \$400.00 and will increase based on the size of the sporting event. This fee does not include facility clean-up.

An additional minimum fee of \$260.00 will be charge for city staff to pickup trash throughout the facility depending on sporting event size.

Additional fees will apply if trash is left behind and not removed from the park if you specified on the permit, you were removing your own trash.

It is the responsibility of the organizations/individual holding the park permit to ensure the facility is clean and presentable at all times.

# PERMIT PAYMENTS OPTIONS

## PAYMENTS

The Parks Administration Office accepts checks, money orders, and credit cards. (NO CASH) Credit Card payments can be made by phone or online.

## BALANCES

Any remaining balances must be paid in full before any new park sports permits will be issued. Also, any individual/organization with a remaining balance will have to pay both the old and the new balance prior to the sporting event.



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## **CANCELLATION POLICY**

A 24-hour written cancellation notice (email acceptable) is required and must be confirmed/approved by the Parks Administration Staff to avoid additional fees. All weekend/holiday cancellations must be received by 10:00 AM on the last business day prior to your sporting event and must be confirmed/approved by the Parks Administrative Staff.

Emails sent to [parks@worcesterma.gov](mailto:parks@worcesterma.gov) will also be accepted as a written cancellation with a follow-up phone call/message to the parks office at (508) 799-1190.



## **REFUND POLICY**

Refunds will NOT be given unless cancelled in writing within the required timeframe noted in the cancellation policy. All cancellation request must be confirmed and approved by Parks Administration Staff. Confirmation/approval is deemed confirmed, when the sporting event representative receives a written confirmation/email from the Parks Administration.

The full cost of the sporting event will be charge to individual/organizations who do not cancel on time.

An email can be sent to [parks@worcesterma.gov](mailto:parks@worcesterma.gov), will also be accepted as a written cancellation with a follow up call to the parks administration office at (508) 799-1190

# FACILITY REQUEST

## **ELECTRIC:**

- All request for electricity use must be specific in nature (What will it be used for) not all facilities have access to electricity. If a staff electrician is needed, the fee will be an additional \$65.00/HR with a minimum of 4 hours.

## **FOOD:**

- Food permit is required through the Department of Public Health.

## **PORTABLE RESTROOMS:**

- Accessible Portable Restroom - there must be a minimum of 1 (one), or 5% of the total number of portable restrooms provided.
- Accessible Portable Restroom - a minimum of 1 (ADA) accessible unit is required at each cluster. (when more than one cluster is available)
- Accessible Portable Restroom - must be placed off an accessible surface for ease of use.



# GOOD NEIGHBOR PRACTICE



## CITY OF WORCESTER SOUND ORDINANCE:

***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 addible at a distance of 50 feet or more from said public park, playground, playing field, or public property or building.

A permit may be required for amplified sound from the [Worcester Police Department](#) at (508) 799-8686. (Information Listed on Sports Application (Permit)

# **FIELDS/ATHLETICS COURTS, & OPEN GRASS SPACES CONDITIONS OF PLAY (INCLEMENT WEATHER)**

**RAIN & WET CONDITIONS:** If there are puddles of water on the athletic field, playing courts, or open spaces, the event should be canceled. This policy is in place to ensure the safety of participants and to protect the facility from long-term damage.



# DEPARTMENT OF PARKS, RECREATION, & CEMETERY RULES & REGULATIONS

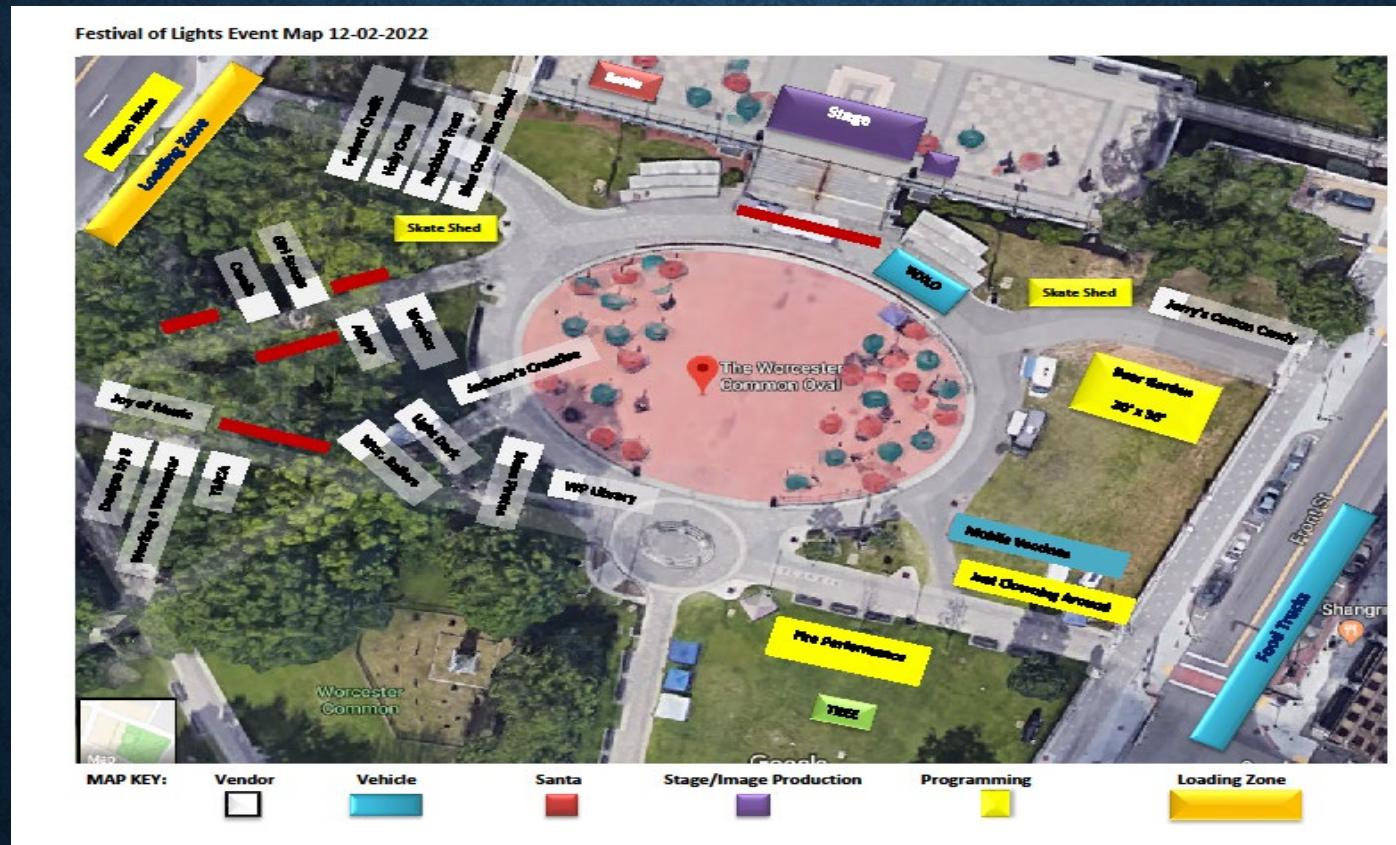
- **Inflatable's:** (No Stakes) Alternatives for stakes can be sandbags, water weights, concrete weights, etc. Also, if the event is public an Entertainment License may be needed.
- **Tents:** (No Stakes) Tents larger than 20 x 20 may require a permit, please check with the Inspectional Services Department. (Alternatives for stakes can be sandbags, water weights, concrete weights, etc)
- **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 Department of Parks, Recreation & Cemetery. Except on Worcester Common as approved by the Worcester Parks & Recreation Commission and with a special liquor permit in addition to the Department of Parks, Recreation & Cemetery permit.
- **No smoking in Parks:** Please refer to the City of Worcester Ordinance, Chapter 15- Fines and Penalties. It is unlawful and you are not allowed to smoke in any public park, playground, or beach under the jurisdiction of the Department of Parks, Recreation & Cemetery. (That includes E- Cigarettes, any form of tobacco products including, chewing tobacco and marijuana)
- No dogs allowed on the Worcester Common, Athletic Fields, Athletic Courts, Playgrounds, Skate Parks, Pools, Spray Parks and beaches. (Memorial Day to Labor Day)  
(Dogs are allowed in City Parks on leashes only. Dogs are allowed on beaches from Labor Day to Memorial Day)
- **Drones:** Please refer to the Federal Aviation Administration Regulations (FAA).

# TOURNAMENT SET-UP/BREAKDOWN & ADA INFORMATION

- **TOURNAMENT SET UP & BREAKDOWN**: City staff may be required to be on site for event setup and breakdown.
- **ACCESSIBLE ROUTES**: All events must have accessible routes of at least 36" in width along paths of travel.
- **ADA ACCOMMODATION, THE WORCESTER ADA COORDINATOR**:  
(508) 799-8483



# TOURNAMENT MAP MUST BE SUBMITTED WITH SPORTS TOURNAMENT APPLICATIONS



**Sports Applications & Tournament Applications (Permits) should be submitted at a Minimum of (3) three months before event date. Also, PLEASE ALLOW UP TO 30 DAYS FOR PERMIT TO BE PROCESSED**

# EVENT PARKING ISSUES

It is the responsibility of the organization/individual holding the park sports permit to address this issue (if any) with all participants, spectators and staffing

A parking plan will be required with your permit application



Vehicles are prohibited in any/all open spaces (grass areas), pedestrian or maintenance pathways and sidewalks.

Vehicles are prohibited from parking along park roadways or other locations identified as no parking areas



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## **PARKS SECURITY**

Contact Information: Mobile # (508) 612-1121

Email: [parkssecurity@worcesterma.gov](mailto:parkssecurity@worcesterma.gov)

### Hours of Operation

Seven days a week/ Monday – Friday from 3:30 P. M. to 12:00 Midnight

Saturdays & Sundays from 7:30 A.M. to 12:00 Midnight

Permits / Parking/ Field Lighting/ Emergency Situations



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## **FACILITY IMPROVEMENTS TO PARKS**

- Only general maintenance i.e. mowing, trimming, watering etc... can occur.
- All facility improvements outside the scope of general maintenance must be approved by the Parks & Recreation Commission.
- A public hearing may be required for these improvements to take place.

# ATHLETIC TURF MAINTENANCE PROGRAM

The parks department will continue incorporating the routine field maintenance program for all fields that the Parks Department maintains 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 & four (4) days a month during the Fall months.
- All schedule field maintenance closings, will be coordinated by the Parks Maintenance Director with the league/organization representative who list on the permit.





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# PERMIT REMINDERS

Organization/ League Information (Application, Fees, Web Site & Insurance)

Rosters, Game Schedules & Executive Boards

Locking of Sports Fields ([Double Lock System Demo](#))

Soft Toss ([Baseball & Softball](#))

## **CURRENTLY - WATER USE RESTRICTIONS**

[Level 1- Mild Drought Water Restrictions Applicable to All Water Users](#)

All nonessential outdoor water uses are restricted to no more than one day per week, before 9 a.m. and after 5 p.m., except that watering of ornamentals and flower gardens with drip irrigation, hand-held hose, or watering cans may be permitted.

# PERMIT REMINDERS



- League President will be the single contact between Parks Department and League/Organization.
- All practices and game times need to start in even hours for athletic fields. (Grass or Synthetic)
- Facility availability will not be given over the phone or via email.
- All Youth 501C3 non-profit requests will be completed before any other permit request .
- Park Irrigation Systems. (What it means to parks and your use)
- Parks & Recreation Commission. (Policies & Regulations)
- Permit application address. (Use an address where mail is checked regularly)
- Permits will only be given between the hours of 9:00 AM to 3:30 PM.  
(Monday-Friday- Excluding Holidays)
- Permit holders or league organizers must notify the Park Department by email or phone when season is over.



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