



PARKS & RECREATION FEES & CHARGES POLICY 2025

EVENT PERMITS:

1. Individuals or groups (Parks permits are for specific location, date, & time as requested on application and based on approval.)
2. **\$130.00** deposit is required for City of Worcester Residents, verification must be submitted. **\$260.00** deposit is required for non-residents of the City of Worcester.
3. **\$400.00** trash removal/disposal fee may increase based on the size of the event. This fee does not include facility clean up. This fee is for city staff to pick up trash from an event which is bagged and in a central location. The cost covers the staff, transportation and disposal of trash. **(There will be NO discounts given for this fee)**
4. **\$260.00** minimum will be charged for one staff (4 hours x \$65.00 per hour). Additional staff fees will apply to events as deemed necessary by the DPW & Parks, Parks, Recreation & Cemetery Division based on the needs requested, impacts on a park, and the length of the event including setup and breakdown times. Each additional staff will be a minimum of 4 hours for \$260.00. **(There will be NO discounts given for this fee)**
5. **\$260.00** minimum will be charged for one staff (4 hours x \$65.00 per hour) for trash to be picked up throughout the facility depending on event size. Additional staff fees will apply to events as deemed necessary by the DPW & Parks, Parks, Recreation & Cemetery Division based on the needs requested, impacts on a park, and the length of the event including setup and breakdown times. Each additional staff will be a minimum of 4 hours for \$260.00 **(There will be NO discounts given for this fee)**
6. Additional fees will apply if trash is left in the park, if an applicant specified on the permit, that they were removing trash from the park. **(There will be NO discounts given for this fee)**
7. **\$260.00** minimum will be charged if the electrician is needed, any additional hours to include setup and/or breakdown times are at \$65 per hour. Electrician will be required for the full event time including setup and breakdown if an electrical setup is required. If the event exceeds the 4 hours, it will be at an additional cost of \$65 per hour. **(There will be NO discounts given for this fee)**

SPECIAL EVENTS/FUNCTIONS:

Organizations/groups/individuals requesting a permit for events will be charged fees as determined on an individual basis (Including staff, permits by other departments or needs as required/requested).

PORTABLE STAGE FEE:

\$1,040.00 fee for the delivery, setup, breakdown, pickup, and transportation of the portable stage within the City of Worcester. The stage is a metal 24'x24' stage (not ADA accessible). It may be used completely open or with back at 24'x 15' .6" **(There will be NO discounts given for this fee)**

SPORT PERMITS:

1. Fees will be charged for field use, permits issued to youth groups/organizations that are city residents under the age of 18. These include but are not limited to (softball, baseball, football, soccer, rugby, hockey, basketball, lacrosse, handball, tennis, cricket, field hockey, street hockey or any other sport) This fee can be reduced or waived if the youth league is a 501C3 non-profit and/or completes regular maintenance on their field. (Discounts do not apply to staff costs)
2. Fees will be charged to organizations/leagues that are for profit – ***(There will be NO discounts given for this fee)***
3. There is a two (2) hour minimum for all permits, per day
4. **8:00 AM – 6:00 PM OFF PEAK HOURS** for fields/rinks/courts
5. **6:00 PM – 10:00 PM PEAK HOURS** for fields/rinks/courts (All fields close at 10:00 PM unless approved by the city, if additional hours are approved the fees will be based on peak hour cost.)

SPORT PERMITS FEES:

Non-profit

1. **\$22.50/Hr./Field** for off peak hours prior to 6:00 PM
2. **\$45.00/Hr./Field** for peak hours after 6:00 PM

For-profit

1. **\$45.00/Hr./Field** for off peak hours prior to 6:00 PM
2. **\$90.00/Hr./Field** for peak hours after 6:00 PM

Synthetic Fields

1. All practices and games times need to start on the even hours at these fields no exceptions.
2. **\$150.00** per hour with a minimum of two hours. Synthetic fields may require staff at games. *There will be NO discounts given for this fee*

TOURNAMENT PERMITS:

1. **\$940.00** per field per day non-synthetic fields flat fee (additional fees will be added based on the permit needs. Tournaments may require staff.) ***There will be NO discounts given for this fee***
2. **\$2200.00** per field per day synthetic field fee (additional fees will be added based on permit needs. Tournaments may require staff.) ***There will be NO discounts given for this fee***
3. Synthetic fields may require staff at games. ***There will be NO discounts given for this fee***

Cancellation Policy: A 24-hour written cancellation notice (email acceptable) is required and must be confirmed/approved by the DPW & PARKS DIVISION STAFF to avoid additional fees. All weekend/holiday cancellations must be received by 10:00 AM on the last business day prior to the event and must be confirmed/approved by the DPW & PARKS DIVISION STAFF.

REFUND POLICY: Refunds will NOT be given unless cancelled in writing within the required timeframe noted in the cancellation policy. All cancellation requests must be confirmed and approved by DPW & Parks – Parks & Recreation Division staff. Confirmation/approval is deemed confirmed when the event representative receives a written confirmation/email from the Parks Administration. The full cost will be charged to those who do not cancel on time. An email sent to parks@worcesterma.gov will also be accepted as a written cancellation with a follow up call to 508-799-1190.

FEE STRUCTURE: Filing false information to the City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division could result in loss of permit, the organization, individual/group may 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 requests.

Approved by the Worcester Parks & Recreation Commission February 27, 2025