



The City of  
**WORCESTER**  
Department of Public Works & Parks

Department of Public Works & Parks  
Parks, Recreation & Cemetery Division  
50 Officer Manny Familia Way, Worcester, MA 01605  
P | 508-799-1190 F | 508-799-1293  
parks@worcesterma.gov

**2025 PORTABLE STAGE APPLICATION**

Name of organization: \_\_\_\_\_ Todays Date: \_\_\_\_\_

Name of applicant/representative: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Email address: \_\_\_\_\_ Cell phone # \_\_\_\_\_

Purpose & Name of event: \_\_\_\_\_

Date & Time to deliver stage: \_\_\_\_\_

Date & Time to pick up stage: \_\_\_\_\_

Location to place stage, attach picture of set up 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 written cancellation notice is required to avoid additional fees. 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 in writing by the DPW & Parks, Parks, Recreation & Cemetery Division staff. Confirmation/approval will be deemed confirmed when the applicant 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 event date.
  - A \$125.00 non-refundable down payment fee will be charged at the time of request.
  - PLEASE NOTE: This stage is NOT accessible and only has 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' back wall
  - DPW & Parks, Parks, Recreation & Cemetery Division reserves the right to revise the rules, regulations, policies and procedures at any time and to rule on a situation not specifically covered in this application or other city documents

There are labor charges per hour – per staff to deliver and set up the portable stage. Assignments for this duty are according to Union collective bargaining agreements. (A flat fee of \$1,040.00 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. Fee is due prior to event date in full.

**City of Worcester – Department of Public Works & Parks – Parks, Recreation & Cemetery Division**

**2025 Rules & Regulations**

The DPW & Parks – Parks, Recreation & Cemetery Division of the City of Worcester, by virtue of 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 and Parks, Parks, Recreation & Cemetery Division, it shall be unlawful for any person/organization:

1. 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. All reservations for the pavilions at Green Hill Park, must have a permit on file for groups of 15 or greater.
2. Permit request for fields and events will be issued between 9:00 AM and 3:30 PM, Monday – Friday (Non-Holidays business days). The City of Worcester DPW & Parks, Parks, Recreation & Cemetery Division has a fee schedule, policies, rules, and regulations governing all parks. The DPW & Parks, Parks, Recreation and Cemetery Division reserves the right to deny permits to those individuals and organizations that have in the past shown disregard for the policies, rules & regulations.
3. All permit holders have the right to use the vendors/concessionaires of their choice. Daily vendor/concessionaire that have been assigned a park cannot vend unless written permission is given to the Parks office from the permit holder.
4. **Transferring of permits:** There shall be no transferring of permits from one permit holder to another.
5. Failure to have all proper documentation submitted prior to the event, may incur additional cost to the permit holder or delay the event.
6. Any sport league or organization hosting, managing, or operating a sports tournament, must submit a Sports Tournament Permit Application.
7. Any field, facility, or structure improvements that are requested by any organizations permitted to use a public park, must receive approval from The DPW & Parks, Parks, Recreation & Cemetery Division and/or may need approval by the Parks and Recreation Commission.
8. 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 or park at their determination such use will have a negative long-term effect on the facility.
9. The use of, but not limited to confetti, rice, artificial flowers, paint, balloons, etc., are not allowed at any park due to the environmental impact, safety of wildlife, and the debris that is left behind. A fine or cleanup cost may be assigned to those who disregard this regulation.
10. To deface, remove or destroy any sign or notice or protective device placed in a park facility, playground, athletic field, open space, and or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
11. To commit any unlawful act of violence, disturbance toward other people, or remove wildlife or plants, or commit any act of nuisance in any park facility, playground, athletic field, open space, and or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
12. To obstruct, hinder, or impede the movement of working employees 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, any reasonable direction given by a City employee or by any DPW & Parks, Parks, Recreation & Cemetery Division employee or contained in any notice posted by the DPW & Parks – Parks, Recreation & Cemetery Division.
13. To play golf or to practice with a putter or other club or stick of any kind upon or within any public park, playground, athletic field, open space or beach, except in those areas purposely set aside for this activity or in conjunction with any organized city recreation program.
14. To play any active ball games in any park, playground, or beach except in areas set aside for such game that might impact other activities.
15. To roller blade, roller skate, skateboard, or ride a bike in any designated park area unless specially identified for this purpose.
16. To boat/float on a flotation device, motorized watercraft, or winter snow/ice vehicles (snowmobiles, etc.) are 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 watercrafts shall be launched within 150' of any public beach.
17. 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 meres) and University Park Pond. At all sites the ice must be declare safe by the DPW & Parks, Parks, Recreation & Cemetery Division.
18. To sell, offer, or distribute for sale, any goods or ware, or to advertise sponsorships that relate to tobacco, alcohol, political endorsements, marijuana, religious believes, drugs, or pornographic material is prohibited in any park facility under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
19. 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, or other set times. A trespass shall be any unauthorized entry in, upon, or across any property under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
20. To drive any Commercial vehicle into any park is prohibited, except on business of the DPW & Parks, Parks, Recreation & Cemetery Division.
21. It is prohibited to erect a booth, sleeping tent, pop-up canopy sleeping bag, inflatable, stall, camper, motor home, or other structures or to sleep/camp or lodge in any park, playground, beach, or open space between the hours of 10:00 PM to 5:00 AM. Stakeless tents, pop up canopy, inflatables, sports equipment are allowed during regular operating hours.
22. All motorized vehicles repairs, washing & cleaning of vehicles, and overnight parking is prohibited in city parks, except for emergency under the jurisdiction of the DPW & Parks, Parks, Recreation, & Cemetery Division. Such vehicles will be towed at the owner's expense, except City of Worcester equipment.
23. All vending/concessions must have been approved by the standard city process and have an official vending/concession permit.

24. **Drones:** Please refer to the Federal Aviation Administration Regulations (FAA).
25. **Smoking:** Please refer to the City of Worcester Ordinance, Chapter 15- Fines and Penalties. It is unlawful and not allowed, to smoke in any public park, playground, or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
26. **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 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.
27. **Illegal Dumping & Public Trash Receptacles:** Please refer to the City of Worcester Ordinance, Chapter 8, Section (6) & (6A): No person shall deposit any litter, garbage, trash or waste, of any kind, in a public trash receptacle. The section may be enforced by civil process, criminal process or by noncriminal deposition as provided in General Laws, Chapter 40, (21D
28. **Dog Ordinance:** Please refer to the City of Worcester Ordinance, Chapter 8, -Public Health, Section (10 – 13): It shall be unlawful for any person to: Section 13 (8), allow any dogs, except a registered service dog, to be in in any city park, public cemetery or playground, excepting only such city park as may be designated by the parks and recreation commission as being open to on leash dog use. Dogs are allowed in City parks on leash, except, athletic fields, athletic courts, playgrounds, fitness areas, and beaches between Memorial Day and Labor Day. Off leash dogs are allowed in the City Worcester designated Dog Parks under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
29. **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 audible at a distance of 50 feet or more from said public park, playground, playing field, or public property or building.
30. **Snow Removal:** Please refer to the City of Worcester Ordinance, Chapter 15- Fines and Penalties. To place any snow or ice from adjacent property from private property upon any park property, sidewalk, open spaces, roadway, parking areas or any boundary road of a public park or of any parkway under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
31. **Malicious Bonfires, Fireworks & Inflammable Fluids:** Please refer to the City of Worcester Ordinance, Chapter 10, Section 3-5. No campfires or fireworks are allowed in city parks under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division. Permits are available for charcoal or propane grills, and Commercial Licensed Firework Companies with the approval of the City of Worcester Fire Department and DPW & Parks Division.
32. **Busking:** Please refer to the City of Worcester Ordinance, Chapter 12, Section 26 (H) of the Revised Ordinances of 2008-Part One-as amended.
33. **Feeding or Baiting Waterfowl:** Please refer to the City of Worcester Ordinance, Chapter 15, Number 23, Section (9B): To feed waterfowl & animals is prohibited in any park facility, playground, athletic field, open space, and or beach under the jurisdiction of the DPW & Parks, Parks, Recreation & Cemetery Division.
34. **Firearms, Air Rifles and BB Guns:** Please refer to the City of Worcester Ordinance, Chapter 9- Public Safety, Section 8 (a).
35. **DPW & Parks Division Park Security Guards:** All Parks Security Guards have been sworn-in and have taken the Oath of Office from the City Clerk Office to be authorized to issue parking citations within the boundaries of the City of Worcester.

#### **Additional Policy for the use of the City 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; 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.

#### **Closing Hours:**

Parks shall be closed to the public between the hours of 10:00 PM and 5:00 AM or as posted except if authorized in a written permit from the DPW & Parks, Parks, Recreation & Cemetery Division.

#### **Waiver Right:**

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.

#### **Penalties:**

Per Massachusetts General Laws Chapter 45, Section 24, Amended May 20, 1977, whoever violates and rule or regulation for the government or use of any land or way taken or held under this chapter or for like purposes under any special act, and made under authority of law by any board or officer in charge thereof, shall be punished of not more than two hundred dollars. Violators also risk permanent revocation of current and future DPW & Parks, Parks, Recreation & Cemetery Division facility permits.

**An Affirmative Action/Equal Opportunity Employer:**

Human Rights Policy. It is the policy of the City of Worcester to assure that every individual shall have equal access to and benefit from all public services, accommodations, and employment opportunities to protect every individual in the employment 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, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, disability, or source of income undermines civil order and deprives persons of the benefits of a free and open society. Nothing in this section shall be constructed as supporting or advocating any religious view or lifestyle. To the contrary, it is the intention of this section 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.

**The Department of Public Works and Parks, Parks, Recreation & Cemetery Division reserves the right to close a park facility for the purpose of maintenance, renovations, repairs, or safety concerns at any time.**

**The above Rules and Regulations have been approved by the Parks & Recreation Commission**

**I agree to abide by all the Parks rules and regulations, all City Ordinances, policies and procedures.**

**Signature of Applicant/ Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**PRINT NAME OF APPLICANT/REPRESENTATIVE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF APPLICANT/ REPRESENTATIVE:** \_\_\_\_\_