



2025 SPORTS TOURNAMENT APPLICATION (PERMIT)

Name of Requested Facility: _____

Name of your organization: _____ Name of Applicant: _____ Today's Date: _____

Website: _____

Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Cell Phone#: _____ Alternate Phone #: _____

Tournament Date(s): _____ Start Time: _____ End Time: _____

Set up Date & Start time: _____ Breakdown Date & End Time: _____

Staffing will be determined by the needs of each tournament; and it will be determined by Parks Administration.

A map of your tournament layout must be submitted with application*

DAY OF TOURNAMENT CONTACT PERSON (IF DIFFERENT FROM ABOVE APPLICANT)

Contact Name: _____ Email: _____

Cell Phone#: _____

Please allow up to 30 days for permit to be processed

Describe tournament in detail: _____

A tournament is defined by the Merriam-Webster dictionary as a series of games or contests that make up a single unit of competition (as on a professional golf tour), the championship playoffs of a league or conference, or an invitational event

Are you promoting this tournament? ___ Yes ___ No How are you promoting? _____

Have you ever had a similar permit? ___ Yes ___ No

Estimated number of participants: _____ Estimated number of spectators: _____

Will you be charging admissions or selling any items at this tournament? (You may need a Hawker & Peddlers license) ___ Yes ___ No

Are you a non-profit organization with a 501C3? ___ Yes ___ No (Please provide copy of certificate) ID# _____

Liability Insurance Policy Number _____ (Please supply a copy of the binder/COI)

- **Fees:** Fees are due prior to the beginning of the season. Any league/organization with an outstanding balance will not be issued a permit or be able to reserve any future dates until balance is paid in full.
- **Tournaments:** All tournaments charging admission will need to submit a full proposal to the Parks & Recreation Commission a minimum of 3 months prior to the tournament date. The proposal is to include all tournament details, and meet requirements as set forth by the Parks & Recreation Commission. All new events, as well as large scale events, will need to submit a proposal 3 months in advance and go in front of the Parks & Recreation Commission for the first 3 years of the events occurrence.
- **Point of Contact:** The League President will be the single contact for all communications from the league/organizations to the Parks administration office. Leagues/organizations will need to supply the Parks divisions rules & regulations to all individuals associated with the league.
- **Fields:** All sport leagues/organizations need to inform the Parks, Recreation & Cemetery office when their season is over and any unused days that were originally scheduled.
- **Synthetic Fields:** All practice and game times need to start on even hours at these fields unless approved by the Parks, Recreation & Cemetery Division.
- **Synthetic Fields** will not be plowed during the winter months.
- **Games:** There must be umpires, referees, or coach/parent acting as an official, for it to be considered a game.
- **Refunds:** Refunds will NOT be given. You may call or email to request a different date if field conditions are unplayable.
- **Liability Insurance:** The City of Worcester DPW & Park, Parks & Recreation Division requires that the undersigned submit proof of liability insurance with a minimum of \$1 Million in Commercial General Liability and a policy endorsement with indemnifies and holds harmless the City of Worcester. Some events may require a higher limit of Insurance. The City of Worcester is not responsible for any accidents or damages to people or property resulting from the issuance of this permit.
- **Alcohol:** Alcoholic Beverages are not allowed in city parks (See item 26 on the rules and regulations). No person shall drink any alcoholic beverage as defined in Chapter 138, Section 1, or the Massachusetts General Laws while on, in, or upon any facility under the jurisdiction of the DPW & Parks – Parks, Recreation & Cemetery Division. (Exception: Worcester Common)
- **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.
- **Sound:** 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.
- **Facility Clean up:** Cleanup of park at completion of event is expected. The Park must be left clean, removal of portable toilets, dumpsters, fencing or any material used for a specific event. Park must be left readily available for other park users. Leagues are responsible for trash pickup, or they will be charged the trash fee starting at \$400.00 if trash is left at the park, fee might be higher based on the amount of trash.
- **Parking:** Vehicles are prohibited from parking or traveling in any grass areas or any sidewalks within the city parks. The league/organization will be required to submit an alternative parking plan with a map for those facilities that don't have parking lots. Illegal parking, such as, but not limited to parking on sidewalks or grass areas will not be allowed Parks Security will enforce. Event holder is responsible to notify and inform event participants/spectator of legal parking options.
- **Water & Irrigation:** October 1st of each year all seasonal water services will be shut down. This includes all seasonal restrooms, concessions, and irrigations. Water & irrigation will be turned on in late April.
- **Administration:** The City of Worcester DPW & Parks, Parks & Recreation Division reserves the right to minimize, reschedule or cancel use of facility based on renovations, maintenance, weather conditions or emergency situations. Pertaining to field use, if there are puddles on the fields and/or you step on any portion of the field and feel water squishes out from under your shoe, the field is closed with no games and/or practices. Playing on wet fields poses a safety hazard and causes severe field damage.
- **Transferring of permits:** There shall be **No** transferring of permits from one permittee to another. Any transfer of field use needs to be requested in writing and approved by the City of Worcester, DPW & Parks, Parks, Recreation and Cemetery Division.
- **Review Policy:** After the completion of an event/sport, the Parks, Recreation & Cemetery Division will review all permits to identify opportunities & challenges, aiming to improve and optimize future events/sports. We look forward to enhancing and helping all events/sports become better.
- **Responsibility:** All permit holders are responsible for the park/site through the duration of their event.
- **Police/Staff:** Police/staff may be required at the leagues expense if rules and regulations are not adhered to.

If there are any concerns, you can call Park Security at the number below

Parks Security.....508-612-1121

PARKS & RECREATION

FEES & CHARGES POLICY 2025

TOURNAMENT PERMITS:

1. Individuals or groups (This permit is for a location, in a specific park at a set time as approved based on submitted application.)
2. **\$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***
3. **\$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***
4. Synthetic fields may require staff at games. ***There will be NO discounts given for this fee***
5. Trash removal/disposal fee will start at \$400.00 and will increase based on the size of the tournament. This fee does not include facility clean up. A minimum of \$240.00 will be charged for trash picked up throughout the facility depending on event size. Additional fees will apply if trash is left and not taken if you specified on the permit, you were removing your own trash. ***There will be NO discount given for this fee***
6. A tournament is a series of games or contests that make up a single unit of competition (as on a professional golf tour), the championship playoffs of a league or conference, or an invitational event
7. If the electrician is needed the fee will be an additional \$65.00 per hour minimum of 4 hours. ***There will be NO discount given for this fee***
8. Staff fees will apply to events as deemed necessary by the DPW & Parks, Parks, Recreation & Cemetery Division at a rate of \$65.00 per hour, minimum of 4 hours per day, per staff assigned. ***There will be NO discounts given for this fee.***

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.

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.

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 will 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.

A map of your tournament layout must be submitted with application*

Please draw your event set up in the box below or submit on a separate paper

Permit Application Check List
Here are the permits/items you would need for a Parks Permit Not all events
will need all the permits listed below

Any "Yes" below will require review by listed department

Police Department (they will let you know if you need a permit depending on your event)

___ YES ___ NO Police detail (Worcester Police Review required)
___ YES ___ NO Sound permit
___ YES ___ NO Parade permit

Inspectional Services Food Division (they will let you know if you need a permit depending on your event)

___ YES ___ NO Food permit Private Event (private events are events not open to public invite only)
___ YES ___ NO Food permit Public Event (public events are open to anyone to attend)

Fire Prevention (they will let you know if you need a permit depending on your event)

___ YES ___ NO Grill
___ YES ___ NO Generator

Inspectional Services- Housing Division

___ YES ___ NO Portable restrooms

Inspectional Services- Building Division

___ YES ___ NO Tent permit for tents that are bigger than 20x20

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: _____ DATE: _____