



**PARKS & RECREATION COMMISSION**  
**POLICY & PROCEDURE**  
**TO ATTEND RECREATIONAL PROGRAMS OR ACTIVITIES**  
**IN CITY PARKS & OPEN SPACES**

**I PURPOSE**

To outline the criteria and procedures required of all organizations (internal & external) to attend recreational programs or activities operated by and in City of Worcester Parks & Open Spaces under the management and control of the Department of Public Works and Parks; Parks, Recreation and Cemetery Division.

**II POLICY**

- 1) This policy shall cover recreational programs or activities in Parks & Open Spaces under the jurisdiction & operated by the City of Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division.
- 2) The use of these recreational programs/ activities by individuals/groups/organizations needs to be managed and have a set policy approved by the Parks & Recreation Commission.
- 3) All recreational programs or activities in Parks & Open Spaces under the jurisdiction & operated by the City of Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division must be managed to allow for proper supervision and safety. This will require all individuals/groups/organizations of ten (10) or larger to formally request and complete an application from the Department of Public Works and Parks; Parks, Recreation and Cemetery Division to attend a program/activity. It will also require these individuals/groups/organizations to supply appropriate staff to supervise the participants as required by the Department of Public Works and Parks; Parks, Recreation and Cemetery Division. The application must be submitted, reviewed by the Department and approved by the Department.
- 4) The Department of Public Works and Parks; Parks, Recreation and Cemetery Division shall determine if size, fee structure or use of requested recreational program or activity requires submission of said application to the Parks & Recreation Commission for a minimum of the first three (3) years or if concerns are raised by the community. The applicant shall be responsible to attend a Parks & Recreation Commission meeting to address any and all concerns of the Department and Commission if necessary.



- 5) The Parks & Recreation Commission and the Department of Public Works and Parks; Parks, Recreation and Cemetery Division, shall recommend modifications for said request based on public comment for inclusion in the final permit.

### **III PROCEDURE**

1. Individuals/groups/organizations or users shall follow all of the Rules & Regulations of the Department of Public Works and Parks, Parks, Recreation and Cemetery Division as stated within the Permit Application.
2. All individuals/groups/organizations uses of recreational programs or activities shall be in compliance with the City's Human Rights Commission's Policy Statement (See Attached).
3. Applicants shall complete as required by the Department all necessary sections of said application.
4. The Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division will provide no guarantee of attendance at a recreational program or activity until all necessary paper work (as required by the Department) is completed and approved.
5. The Worcester Department of Public Works and Parks; Parks, Recreation and Cemetery Division reserves the right to require changes & additional submissions for any use of recreational program or activity.
6. The Department of Public Works and Parks, Parks, Recreation and Cemetery Division shall ensure this policy is adhered to.
7. This policy/procedure may be amended by a majority vote of the Parks & Recreation Commission.

### **Parks and Recreation Commission Approval Record**

1. This policy was reviewed by the Parks and Recreation Commission on 2-25-16 and approved on 2-25-16, voted 6 - 0.
2. This policy was reviewed, updated, and approved by the Parks and Recreation Commission on January 19, 2023, with a vote of 5-0.

## **Human Rights Policy**

It is the policy of the city 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 enjoyment 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 particular 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. Direct inquiries to: Human Resources, City Hall, Room 109, (508) 799-1030, [EEOAA@worcesterma.gov](mailto:EEOAA@worcesterma.gov)

