

Eric D. Batista
City Manager



City of Worcester

October 21, 2025

Attachment for Item #10.15 A

TO THE WORCESTER CITY COUNCIL

COUNCILORS:

I respectfully submit the attached updated communication relative to rental agreements for all municipal properties, including but not limited to churches renting Worcester Public Schools properties, and all revenues generated from such instances, as received from Alexandra H. Kalkounis, City Solicitor, and forwarded for the information of your Honorable Body.

The attached report includes information from municipal departments, which have care, custody, and control of municipal property and receive rental income from such property, including the Worcester Public Schools (WPS). The Senior Center generates approximately \$75,000 annually from leases to entities that provide services to seniors and a rooftop tower lease; the Parks, Recreation, & Cemetery Department receives approximately \$120,000 from rental of the athletic fields; the Department of Public Works receives approximately \$72,000 annually from a water tank lease to AT&T for telecommunications equipment; the Fire Department receives approximately \$36,000 annually for leasing of garage space and ancillary ambulance services; and WPS receives approximately \$523,135.50 annually from rental of its facilities.

Both WPS and the Parks, Recreation, & Cemetery Department have adopted robust policies and procedures for the rental of its facilities, including eligibility requirements, applications for permits, and preference order given to applicants.

WPS makes facilities available for the following purposes: 1) Public school activities; 2) Parent-teacher activities; 3) Official town public hearings and political activities; 4) Meetings and activities sponsored by the School Committee and school personnel; 5) Parks and playgrounds activities; 6) Local nonprofit and noncommercial organization activities; 7) Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the community; and 8) the activities of other organizations when approved through the permission process. The

policy identifies the preference which will be given to applicants as follows: 1) school activities; 2) city meetings have preference over other community activities; and 3) parks and playgrounds.

To rent a WPS facility, an applicant must apply to the Facilities department, meet eligibility requirements, and provide insurance and other documentation requested by the WPS. The rental fees, including hourly rates for a WPS site administrator and janitorial and technical services are set by the School Committee and published on the schools' website.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "E. Batista", with a large, stylized circular flourish at the end.

Eric D. Batista
City Manager



The City of Worcester

Law Department

Alexandra H. Kalkounis Esq., City Solicitor
455 Main Street, Room 301, Worcester, MA 01608
P| 508-799-1161 F| 508-799-1163
law@worcesterma.gov

To: Eric D. Batista, City Manager
From: Alexandra H. Kalkounis Esq., City Solicitor
Date: October 21, 2025
Re: Transmitting information relative to rental agreements for all city properties, including but not limited to churches renting Worcester Public Schools properties, including all revenues generated from such instances. Further, said report shall include information concerning who decides which institutions are allowed to operate in the schools, as well as the criteria used to make those decisions.

The City Council requested a report including rental agreements for all municipal properties, including but not limited to Worcester Public Schools (WPS) properties, and any revenues generated from such rentals. I have received the following information from municipal departments which have care, custody, and control of municipal property and receive rental income from such property. My original response was submitted to the City Council on Sept. 9, 2025, but upon a request for additional information I have updated my response as related to the Worcester Public Schools.

The **Department of Health and Human Services, Elder Affairs Division** rents space at the Worcester Senior Center, located at 128 Providence Rd., to certain providers of services and programs suitable for the Worcester senior community. Space within the Senior Center is leased/licensed to the following organizations:

Our Deaf Survivors	\$4,392
Pastoral Counseling	\$2,184
Quinsigamond Community College	\$11,496
Seven Hills Foundation	\$7,260
SMCH Meditation Association	\$4,116
Wellness Works Yoga	\$2100

The Senior Center also leases space to Verizon for a roof cell tower, required by the FTA, and receives \$44,295.00 annually, for a total rental revenue of \$75,843.00.

The **Department of Parks, Recreation and Cemetery** rents municipal parks for events, but the application fee covers municipal staff costs only and thus no revenue is generated from this fee. The athletic fields are rented for various reasons including softball, football, rugby, tennis, bocce, wedding photos, etc., resulting in approximately \$120,000.00 in revenue.

Several other municipal departments receive income from telecommunications equipment (roof cell towers), which is awarded through an Invitation For Bids issued by the municipality's Purchasing Division. Upon award, the municipal department enters into a lease agreement with the successful bidder. An example of such is the Department of Public Works lease agreement with AT&T for the Chester Street Water Tank, which generates \$6090.06/month, resulting in a five-year lease agreement total of \$365,403.40.

The **Worcester Fire Department** leases the property at 100 Providence St. for garage space and general and ancillary operations of ambulance services for ambulances serving the city of Worcester. The lease provides for a monthly rent of \$3,133.33.

The municipality has numerous other agreements through various departments, which provide space and generate revenue, even if they are not through a lease or rental agreement, such as the DCU Center, which is under a management agreement, and longstanding leases for Worcester Airport Industrial Park properties, located at 3 and 7 Coppage Dr. Additionally, the Off-Street Parking Board leases municipal garages and receives revenue for such areas. The Worcester Redevelopment Authority receives rental revenue for Union Station.

Worcester Public Schools (WPS) rents facilities in accordance with the Community Use of School Facilities policy and approved Rental Rates adopted by the School Committee. Rental and use of WPS facilities must be in accordance with the policy, the Building Use Policies and Procedures (<https://worcesterpsma.sites.thrillshare.com/o/wps/page/building-use-policies-and-procedures>), and the rental fee schedules recommended by the Superintendent and approved by the School Committee. Permission for the use of facilities must be obtained through the WPS Facilities Office, where applications are available for this purpose. The policy sets out requirements for eligibility to rent a school facility and preference order of applicants, with each application for rental of a school facility being reviewed on its individual merits and on the availability of the facilities requested. The Building Use Policies and Procedures define the conduct expectations and requirements when submitting an application to rent a school facility, such as the requirement of insurance. Per the Building Use Policy and Procedures, WPS reserves the right to accept or decline any application.

WPS rental facility rates are per hour, plus the cost of a site administrator and custodial and technical support as needed, and determined by the Worcester Public Schools. All hourly salary rates (site administrator, technical, and custodial services) will be billed at a flat hourly rate determined annually by the WPS Finance and Operations Division based on current contractual rates. According to the attached reports provided by the WPS the revenue generated in Fiscal Year 2025 for "Continuous Rentals" was approximately \$205,000.00. Upon a request for further information, the WPS provided the attached report detailing all rentals, as opposed to only "continuous" rentals, at Worcester Technical High School for the

2024-2025 Fiscal Year, resulting in additional revenue of \$318,135.50, and a total additional revenue of approximately \$523,135.50 resulting from continuous rentals across all WPS locations and noncontinuous rentals at Worcester Technical High School.

Sincerely,

A handwritten signature in blue ink, reading "Alexandra H. Kalkounis". The signature is fluid and cursive, with the first name "Alexandra" and last name "Kalkounis" clearly legible.

Alexandra H. Kalkounis Esq., City Solicitor



WORCESTER PUBLIC SCHOOLS

Office of the Superintendent
Brian E. Allen
Superintendent

P: 508-799-3115
F: 508-799-3799

Dr. John E. Durkin
Administration Building
20 Irving Street
Worcester, MA 01609-2493

September 3, 2025

The Worcester School Committee approved policy for Community Use of School Facilities (KE) is as follows:

It is the School Committee's desire that maximum use of school property be enjoyed by the city residents. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served, or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

Permission for the use of facilities must be obtained through the Facilities Office, where applications are available for this purpose.

Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Parks and playgrounds activities
6. Local nonprofit and noncommercial organization activities
7. Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the community
8. The activities of other organizations when approved through the permission process

School Preference

The priority given requests for use of school facilities will be as follows:

1. School activities
2. City meetings have preference over other community activities
3. Parks and playgrounds

LEGAL REFS.: M.G.L. [71:71](#); [71:71B](#); [272:40A](#)

School Committee Approved Rental Rates

Current rental rates, approved by the School Committee on November 14, 2025, differ based on the specific school or space rented and the organization's non-profit status. Please see the WPS website for the rental rate breakdown:

<https://worcesterpsma.sites.thrillshare.com/o/wps/page/facility-rentals>

Please note, all rates are per hour, plus site administrator, custodial and technical support as needed and determined by the Worcester Public Schools. Rates:

- Site Administrator: \$70 per hour for WPS Instructional Programs; \$45 per hour for Non WPS Instructional Programs
- Custodian: \$57 per hour each
- Technical Support: \$43 per hour

FY25 Continuous Rentals and Revenue

Company	Reason	Number of Rentals	Amount	School Location
Carlos Acero-Chacon	Friendly Indoor Soccer - Ecuadoran Group	4	\$22,169	Elm Park Community
Green Pastures Church	Church Rental	15	\$34,365	Goddard
Haven of Hope	Church Rental	10	\$32,169	Vernon Hill, WTHS
Ibarra Imbabura Ecuador	Friendly Indoor Soccer - Ecuadoran Group	4	\$15,300	Elm Park Community
Jubilee Christian Church Intl	Church Rental	7	\$109,932	Doherty Memorial
MIAA	MIAA Sporting Event	5	\$9,768	North High
Vox Church	Church Rental	11	\$61,721	North High School
Worcester Rugby Football Club	Worcester Rugby Football Club	5	\$7,050	Foley Stadium, Nelson Place, South High School



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September 25, 2025

This supplemental report, requested by Councilor Russell, details all rentals at Worcester Technical High School for the 2024-2025 fiscal year.

FY25 Rentals and Revenue at Worcester Technical High School		
Company	Reason	Amount
AARP	Meeting/Ceremony Rental	\$342.00
Divacomps	Dance Rental	\$19,455.00
Edward M Kennedy Community Health Center Inc	Dance Rental	\$2,955.00
Final Call Church	Church Rental	\$ 2,028.00
Genuine Parts Company	Meeting/Ceremony Rental	\$1,668.00
Haven of Hope Inc. (Restoration Church)	Church Rental	\$11,592
Lifesong Church Inc	Church Rental	\$24,132.50
MA Democratic State Committee	Meeting/Ceremony Rental	\$3,822.50
Maranatha Christian Church of America	Church Rental	\$15,842.00
Melissa Comeau-Singley DBA Greendale Dance	Dance Rental	\$ 8,397.00
MSAA	Meeting/Ceremony Rental	\$ 1,910.00
North Spanish Congregation of Jehovah's Witnesses	Church Rental	\$1,665.00
One8 Foundation	Meeting/Ceremony Rental	\$ 2,155.00
Porter & Chester Institute	Meeting/Ceremony Rental	\$1,619.00
Premier Conservatory of the Arts	Dance Rental	\$ 7,461.00
Seven Hills	Meeting/Ceremony Rental	\$ 1,263.00
Skew the Script	Meeting/Ceremony Rental	\$2,160.00
Tufts University	Meeting/Ceremony Rental	\$4,261.00