



# **GENERAL RULES AND REGULATIONS FOR ALL CITY OF MELISSA (COM) PARKS, PROPERTY, AND RECREATION FACILITIES**

Development & Neighborhood Services  
3411 Barker Avenue  
972-838-2036

All City of Melissa Park Facility permits are subject to the following rules and regulations and to the specific rules or conditions that are stated on the facility permits.

1. All clubs, associations, groups, individuals, or affiliates wishing to use a facility must complete the Park Facility Reservation Request form. Minors requesting use of a facility must do so through their adult advisor or parent. They must be chaperoned throughout their event.
2. The application form and all required fees must be received within ten (10) days of the requested date of use. Completed forms and payment must be submitted to Development & Neighborhood Services. Failure to submit the reservation fee within the specified time period will result in cancellation of their reservation request. Checks should be made payable to "City of Melissa". Final payment must be received one week after the approval date or reservation will be deemed canceled.
3. If a reservation is canceled more than (3) working days prior to scheduled use, fifteen (\$15.00) dollars of the reservation fee will be forfeited. Any cancellations later than three (3) working days prior to scheduled use will result in total forfeiture of the fee.
4. Park Facilities are available to be rented for a maximum of (4) contiguous hours per day within the allowable park hours defined in the City of Melissa Ordinances.
5. The permit entitles the permit holder to exclusive use of the reserved facility only, and only for the dates and times indicated on the permit. (No additional setup or cleanup time is allowed.)
6. The permit holder must have the permit on-site during the permitted activity. The permit must be shown to any City of Melissa personnel upon request.
7. The permit holder is not allowed to collect admission fees, to sell, or offer for sale, any merchandise, article, service and/ or product, including food and beverages.
8. The permit holder is not allowed to practice, carry on, conduct or solicit any trade occupation, business or profession, or to exchange monies or tickets in connection with the permitted activity.

9. Any damage caused by permit holder will be their responsibility and charges to repair damage(s) or replace broken items will be assessed to the applicant. Permit Holder shall not attach anything to structures, landscaping or other facility at the location that could cause damage to City of Melissa Property. Damages also include subsurface assets (utilities) because of digging or driving pipe/ T-Posts or other items into ground that would require repairs by COM or their contractors.
10. The City of Melissa will not be responsible for lost or stolen articles during time or use by individuals of a club, association, group, or affiliation.
11. The City of Melissa reserves the right to cancel any request made with adequate notice.
12. The number of people in the permitted group may not exceed the maximum group size stated on the permit.
13. The reserved facility is subject to inspection at any time by an authorized City of Melissa representative to assure compliance with applicable rules and regulations.
14. The permit holder is responsible for maintaining orderly conduct among all persons attending the permitted activity.
15. Grounds must be left as they were found. Any damage costs will be charged to those responsible for the area. Clean up fees for any litter or disorder beyond ordinary use will be charged to the applicant. Initial charges will be taken out of the required security deposits and the remainder will be billed to the applicant.
16. The presence or consumption of alcoholic beverages of any kind is strictly prohibited on City property.
17. The use of tobacco products within Park facilities and on or around athletic fields is prohibited.
18. The posting of directional signs or balloons on Park property is allowed for the duration of the permitted activity only.
19. The permit holder is responsible for removing all signs and leaving the facility in clean, orderly condition (as it was found or better condition). The permit holder assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of park property resulting from the permitted activity. Failure to comply will result in forfeiture of the entire security deposit and, if necessary, the permit holder will be billed for any additional cost for repairs or replacement of damaged items or cleanup required.
20. The City of Melissa reserves the right to cancel any Permits with as much notice as is practicable. Cancellation by the permit holder will be subject to applicable fees.
21. The permit holder must be at least 21 years of age. The permit holder must be present during the entire period stated on the permit.
22. The City of Melissa is absolved of all responsibility and liability for any damage, injury or loss sustained by people or property as a result of the

permit holder's negligence or that of any member of permit holder's group.

23. Only sports, games or play equipment that is authorized by the City of Melissa is allowed at the site. Dunking booths, pony rides, bounce houses (interactive inflatable) and other amusements involving animals are specifically prohibited.
24. No animals are allowed in any building unless special permission has been granted. Dogs must be on a maximum 6 foot leash at all times. No horseback riding is allowed in Park area.
25. Live bands, loud or offensive music, or any excessive noise which disturbs the peace is prohibited in any park area.
26. No motorized vehicles allowed on grass or other park areas.  
Parking in designed areas only
27. A key is necessary to access some park facilities and a key deposit is required. Keys must be picked up from and returned to Development & Neighborhood Services, IN PERSON, on by the second working day (no later) following use of the park facility. Failure to return the key on time will result in forfeiture of the entire key deposit amount.
28. KEYS ARE NOT TO BE DUPLICATED.
29. You must dispose of all trash, fruit skins, and all other rubbish in the appropriate receptacles provided. Any trash exceeding the receptacles available at the facility must be removed by the applicant.
30. You are not to make or kindle fires except in places provided thereof (grills).
31. Security deposits will be returned after inspection of the rented area by a City of Melissa representative and provided there is no damage or cleanup required.