



CITY OF MELISSA PARK FACILITIES
RESERVATION APPLICATION REQUEST FORM

APPLICANT INFORMATION

Name:		
Date of birth:	DL #:	Phone:
Current address:		
City:	State:	ZIP Code:
Organization Name:		Melissa Resident: Yes <input type="checkbox"/> or No <input type="checkbox"/>

PARK FACILITY

***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.**
(Please check one facility)

☐ Melissa Lake Park ☐ Bob Miller Park ☐ City Hall Plaza ☐ Zadow Park ☐ Bob Miller Park

Description of Use:		
Date:	<input type="checkbox"/> Pavilion/Gazebo	<input type="checkbox"/> Sand Volleyball Court
Time:	<input type="checkbox"/> Restrooms	<input type="checkbox"/> Basketball Court
Expected # in Attendance:	(Please check all that apply)	
Comments:		

RULES AND REGULATIONS

It is hereby acknowledged that we will abide by the Park Rules and Regulations as established by the City of Melissa. It is also agreed that we will indemnify and hold harmless the City of Melissa, its Trustees, employees, volunteers, and agents from any liability whatsoever which is caused by our use of the City Facilities. We also agree to fix and/or repair any property damage to the Park or its facilities resulting from our use.

Printed Name:	Date:
Signature:	Date:

PARK PERMIT

This form will serve as the PERMIT FOR USE OF THE CITY OF MELISSA PARK FACILITY and cannot be altered in anyway unless by a City of Melissa Representative.

Permit must be on-site during permitted activities and available upon request by Facilities department or Law Enforcement personnel.

Reserved activities have priority use of facilities, if issues arise, please contact the Police Department at 972-838-2033

Signature of applicant:	Date:
Signature of City Representative:	Date:
Amount Paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Ck#

Questions or Concerns please contact **City of Melissa's Development & Neighborhood Services**
at 972-838-2035

AFTER HOURS 972-837-4222

Please make checks payable to: **The City of Melissa**
Deliver application and fees to: **Development & Neighborhood Services**
3411 Barker Avenue, Melissa, Texas 75454

DEPOSIT REFUNDS:

A refund application must be submitted after the date of scheduled function and after all keys have been returned.
A refund check will be issued within three weeks of submittal.

Last Updated: 4/22/24