

CITY OF MELROSE

Park Department 100 Slayton Road Melrose, MA 02176

CITY OF MELROSE PARK AND FIELD USE PERMIT APPLICATION

SEASON

DEADLINE

SPRING (APRIL 1 – JUNE 30)

MARCH 1

SUMMER (JUNE 1 – AUGUST 31)

MAY 1

FALL (AUG 1 – NOVEMBER 30)

JULY 1

A PERMIT APPLICATION MUST BE COMPLETED FOR EACH FACILITY INCLUDING ORGANIZATIONS APPLYING FOR MULTIPLE PERMITS AT DIFFERENT FACILITIES. THE FEE IS \$10.00 PER PERMIT. CHECKS SHOULD BE MADE PAYABLE TO THE CITY OF MELROSE. CASH AND CREDIT CARDS ARE NOT ACCEPTED.

ORGANIZATION/TEAM	
PRIMARY CONTACT	
ADDRESS	
EMAIL ADDRESS	
PRIMARY PHONE	
SECONDARY PHONE	

SEASON: SPRING SUMMER FALL YEAR: _____

FIELD/FACILITY	
START DATE	
END DATE	
DAY(S)	
TIME(S)	

Please note permits will not be issued before the application deadline for each season. Please send all completed applications and checks to the Park Department at: Melrose Park Department, 100 Slayton Road, Melrose, MA 02176. Once applications have been processed, you will receive a copy of your permit(s) in the mail along with a copy of the City of Melrose Guide to Use and Maintenance of City Recreational Facilities. The primary contact from your organization must acknowledge receipt of this document and return a signed copy of the permit to the Park Department. Please note permits are not valid until a signed copy has been returned to the Park Department. If you have any questions, please contact Park Superintendent, Joan Bell at jbelle@cityofmelrose.org or (781) 662-0210