

Reservation Procedure

Reservations for shelters and pavilions will be made four calendar months in advance. Example: Beginning November, reservations for November through February can be made. Reservations must be made at least one week prior to the reservation. Call the PARD administration office at 972-216-6260 or visit our website at www.cityofmesquite.com.

Reservation Periods

Shelter and Pavilion reservations: 9:00 a.m. - 3:00 p.m. or 3:00 p.m. - 9:00 p.m.
Rorie Galloway Day Camp: 8:00 a.m. - 11:00 p.m.

Payments

Payment must be made during the reservation process. **Reservations without payment will not be accepted.** Visa, MasterCard and Discover payments are accepted when making telephone reservations. Otherwise, reservation payments will be accepted at the PARD Administrative Office, 1515 North Galloway; Monday – Friday from 8:00 a.m. – 5:00 p.m. Payments may be cash, credit card or checks payable to the “City of Mesquite”. The responsible party must pay fees.

Residency Requirements

The individual requesting a reservation must be at least 21 years of age and provide residency documentation during the reservation process. A resident without a Mesquite address on their driver’s license must provide other documentation, such as a rental lease or utility bill. This documentation must match the same name on the driver’s license to prove residency. Discrepancies with documents will be considered invalid proof of residency and the non-resident fee will apply. Employment or owning property in Mesquite does not constitute residency for this purpose.

Rorie Galloway / Key Deposit

An entry gate code is issued for the Rorie Galloway Day Camp and will be issued at the PARD the last working day prior to the reservation. The key deposit is \$50.00. Keys are due back to the PARD on the next working day. A penalty of \$10.00 per day will be charged if patrons do not return keys by 5:00 p.m. of the next working day. A custodial fee of \$25.00 per hour will be assessed if reservations do not clear facility of litter.

Cleaning the Facility

The reserving party is responsible for cleaning the facility. The PARD will not be able to clean shelter and pavilions between daily reservations. **Tables and immediate grounds must be cleared of litter at the conclusion of the reservation period.** Patrons are also responsible for cleaning the restrooms and are asked to report any damages. Garbage bags are provided at the PARD.

Refunds, Credits and Cancellations

The following fees will be assessed for any changes, transfers or cancellation of a reservation:

- 50% of the reservation fee within one week (7 days) of the scheduled reservation date
- 25% of the reservation fee more than one week from the scheduled reservation date

Refunds or credits will not be issued in the event of inclement weather. Any fee that is \$25.00 or less is non-refundable.

Decorations

Pins and/or tape are allowed to use to hang decorations, but must be removed. The use of nails is prohibited.

Admission Fee and Other Charges

Reservations must not include admissions, collection or solicitation of products or fees.

Standing Reservations

In an effort to better serve a vast number of requests, the PARD will not make standing reservations in any facility. Reservations may be made one date at a time.

Winter Reservations

Shelter and pavilion reservations will be available during the winter season. The availability of restroom facilities is not guaranteed during the winter season.

Bounce Houses

Bounce houses are allowed in city parks with purchase of a permit (\$15 per unit fee). Call the PARD office for more information. Bounce house vendor must provide generator with all bounce house rentals.