



Fort Bend County
301 Jackson
Richmond, TX. 77469
Facility Use Application

Today's Date: _____ Date(s) Requested: _____

Facility Requested: _____ Hours of reservation: _____

Information Regarding Group

Name of Organization or Individual: _____

Contact Name: _____

Mailing Address: _____

Telephone: (Day) _____ (Night) _____

Email Address: _____

Information Regarding Intended Use (Attach additional sheet if necessary)

Purpose of Use:

Acknowledgment & Agreements

____ I have been provided a copy of the Usage Requirements and will comply with the terms contained therein.

____ I understand and agree that no alcoholic beverages can be served at any event at any County Facility.

____ I understand smoking is prohibited in all County Facilities and within 25 feet of any entrance to a building.

____ I understand food is to be served in the allowed areas. Cleanup is the responsibility of the Applicant. Responsibilities are outlined in the Usage Requirements.

____ I understand that a janitorial fee will be charged for each after-hours use at the rate of \$25.00 per hour.

____ I understand that security may be required for reservations outside of normal business hours at the rate of \$35.00 per hour on weekdays and \$40.00 per hour on weekends.

____ I understand and agree that the Acknowledgement and Agreements are not a substitute for reading the entire Usage Requirements. I understand that I am responsible for all requirements contained in the Usage Requirements, regardless of whether those requirements appear on this sheet.

Signature of Organization's Representative

Signature of Fort Bend County Representative

Return Application to
Fort Bend County Facilities Management & Planning Department
Attn: Laura Dougherty
301 Jackson Richmond, TX. 77469
Office: 281-633-7017, 281-633-7045 Cell: 281-793-5489
Laura.dougherty@fortbendcountytexas.gov