



## Fort Bend County Parks and Recreation Community Use Request Form

### COMMUNITY USE CRITERIA

Tax Exempt Entities which serve Fort Bend resident communities and can provide copies of their active 501(c)(3) tax-exempt designations are eligible to schedule and use community rooms and pavilions with use fees waived. Use shall be, up to a maximum of one use per month, during regular rental hours (Monday–Friday from 8:00 a.m. to 4:00 p.m.).

Schedules are subject to availability and management approval. Events/meetings must be booked at least 30 days out, and no more than 12 months out. Should significant set up be required, the County may require the entity requesting use to provide assistance necessary for room set up at the entity's own cost. The Authorized Representative for the entity must complete the FACILITY USE AGREEMENT & GUIDELINES prior to the Approval and must ensure that the event/meeting does not allow for more than 50 attendees.

Requests must be submitted by use of this Community Use Request Form, and will be reviewed/approved before any reservations are made. Staff will make every effort to notify applicant within five (5) business days of the determination, whether or not the request can be honored, and will follow-up with the appropriate rental documents. Questions regarding community Use Requests should be directed to the Parks Director at (832) 471-2583. Exceptions to the Community Use Criteria shall only be made by a waiver approved by Commissioners Court.

Entity requesting facility use: NAACP Missouri City & Vicinity Branch  
Authorized Representative Name, Title: Dr. Janice Little, Economic Development Chair

Term of Office (if applicable): \_\_\_\_\_

Contact Information (Phone, Email Address): 832 818/325 drjanicelittle@gmail.com

Organization Mailing Address: P.O. Box 1053, Missouri City, TX 77459

Secondary Contact Name, Title: Linda Coleman, President

Is your organization a federally-designated 501(c)(3)? no (501(c)4)

*If so, please attach a copy of your designation certificate with this request*

What is your organization's purpose? To improve political, educational, social + economic status for minority groups.

Do you provide direct services to the citizens of the County, and if so, what are they?

Advocacy services, community engagement and educational workshops

Has your entity used County Parks facilities previously, and if so, when and for what sorts of functions?

NO

**Complete usage request chart on following page**

Date & Times Requested	Type of Function	Recurring? If so, frequency?	Est. # Attending	Room Preference & Equipment Required	Room Booked Tentatively	Firmed-up
1. <sup>10-2pm</sup> November 19, 2022	Community	NO	50-300	Gym, outdoors		
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

**Staff Use Only:**

Approvals:

X: \_\_\_\_\_

Date: \_\_\_\_\_

X: \_\_\_\_\_

Date: \_\_\_\_\_

Reservation agreement sent to client:

Date: \_\_\_\_\_

Form Approved by Commissioners Court on: \_\_\_\_\_





TELETYPE UNIT  
T: R 20:1  
VW

National Association for the  
Advancement of Colored People  
Twenty West Fortieth Street  
New York 18, New York

Gentlemen:

This has reference to the information submitted for use in determining the status of your subordinate units whose names appear in your Branch Directory which was furnished with your letter September 15, 1961.

Our records show that on June 15, 1925 you were held to be entitled to exemption from Federal income tax under the provisions of section 231 (8) of the Revenue Acts of 1918, 1921 and 1924. That ruling was affirmed under the corresponding provisions of subsequent Revenue Acts on various dates, the last of which was November 24, 1941. Those rulings remain in effect under section 501(c)(4) of the Internal Revenue Code of 1954.

Based upon the information you have submitted to the Internal Revenue Service it is held that your subordinate units whose names appear in your Branch Directory for 1961 and supplements thereto dated April 25, 1961, May 16, 1961, May 29, 1961 and June 16, 1961 are exempt from Federal income tax as organizations described in section 501(c)(4) of the Code.

These subordinate units are not required to file Federal income tax returns. However each of these subordinate units is required to file, annually, an information return, Form 990, with its District Director, after the close of its annual accounting period, unless you have included it in a group information return Form 990, which you have filed in accordance with section 1.6033-1(d) of the Regulations relating to the filing of group information returns.

Please forward to the National Office of the Internal Revenue Service the following information, annually, not later than 45 days after the close of your annual accounting period:

1. Lists showing the names and mailing addresses of your new subordinate units and the names and



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addresses of any units which have ceased to exist or have changed their names or addresses. The names should be arranged in alphabetical or numerical order. In lieu of the lists referred to above, you may furnish us a copy of your published directory. Please send us one copy of the list or directory for this office, and one copy for each district in which your subordinate units are located.

2. A statement signed by one of your principal officers stating whether or not the information upon which your original group rating was based is applicable in all respects to the new subordinate units.

3. A statement if, at the close of the year there were no changes in your roster.

in a statement of any changes in the character, purpose, or method of operation of your organization or those of your subordinate units.

5. Implicate copies of amendments to charters or bylaws of your organization or those of your subordinate units.

The District Director concerned by the changes made in your route are being notified.

Very truly yours,

# Ch1 Exempt Organizations & Branch

## ଉତ୍ତରାଧିପତି:

# List of District Director Offices