



## 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: Lamar Cons. High School Prograd

Authorized Representative Name, Title: Alyce Palacios - President

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

Contact Information (Phone, Email Address): [REDACTED] lamarconsprograd@gmail.com

Organization Mailing Address: [REDACTED]

Secondary Contact Name, Title: [REDACTED]

Is your organization a federally-designated 501(c)(3)? YES

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

What is your organization's purpose? Raise funds for Senior's Prograd following graduation

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

Yes, 100% of the funds raised go directly to senior students for college necessities.

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

Yes, Prograd night has been held at your facilities

**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. Sun 4/2/23	Senior Serve	NO	200	THE LODGE	YES	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

**Staff Use Only:**

Approvals:

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

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

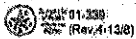
X: \_\_\_\_\_

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

Reservation agreement sent to client:

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

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



## Texas Sales and Use Tax Resale Certificate

Name of purchaser, firm or agency as shown on permit <b>LAMAR CONSOLIDATED HIGH SCHOOL PRO GRAD</b>	Phone (Area code and number) <b>832-223-3000</b>
Address (Street & number, P.O. Box or Route number) <b>4606 MUSTANG AVE</b>	
City, State, ZIP code <b>ROSENBERG, TX 77471</b>	
Texas Sales and Use Tax Permit Number (must contain 11 digits) <b>3 2 0 4 5 3 0 8 2 4 7</b>	
Out-of-state retailer's registration number or Federal Taxpayers Registry (RFC) number for retailers based in Mexico  (Retailers based in Mexico must also provide a copy of their Mexico registration form to the seller.)	

I, the purchaser named above, claim the right to make a non-taxable purchase (for resale of the taxable items described below or on the attached order or invoice) from:

Seller: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_

Description of items to be purchased on the attached order or invoice:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of the type of business activity generally engaged in or type of items normally sold by the purchaser:

\_\_\_\_\_  
\_\_\_\_\_

The taxable items described above, or on the attached order or invoice, will be resold, rented or leased by me within the geographical limits of the United States of America, its territories and possessions or within the geographical limits of the United Mexican States, in their present form or attached to other taxable items to be sold.

I understand that if I make any use of the items other than retention, demonstration or display while holding them for sale, lease or rental, I must pay sales tax on the items at the time of use based upon either the purchase price or the fair market rental value for the period of time used.

I understand that it is a criminal offense to give a resale certificate to the seller for taxable items that I know, at the time of purchase, are purchased for use rather than for the purpose of resale, lease or rental, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.

sign here → Purchaser	Title <b>CHAIRMAN</b>	Date
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This certificate should be furnished to the supplier.  
Do not send the completed certificate to the Comptroller of Public Accounts.