



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: The Longest Day Project / Alzheimer Association

Authorized Representative Name, Title: Cheryl Worthy

Term of Office (if applicable): _____

Contact Information (Phone, Email Address): 901-218-3919

Organization Mailing Address: CFworthy@gmail.com / lgorman@alz.org

Secondary Contact Name, Title: Liz Gorman / The Longest DAY Coordinator

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? This is a Fundraising Event

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

Has your entity used County Parks facilities previously, and if so, when and for what sorts of functions?
I am not sure

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. June 24	Fashion Show	NO	125	community center	A16	
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: _____

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In reply refer to: 0248206070
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ALZHEIMERS DISEASE AND RELATED
DISORDERS ASSOCIATION INC
ALZHEIMERS ASSOC
% RICHARD HOVLAND COO/CFO
225 N MICHIGAN AVE STE 1700
CHICAGO IL 60601

010078

Employer identification number: 13-3039601
Group exemption number: 9334

Dear Taxpayer:

This is in response to your request dated Oct. 02, 2017, for information about your tax-exempt status.

Our records indicate we issued a determination letter to you in June 1985, and you're currently exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also recognized the subordinates on the list you submitted as exempt from federal income tax under IRC Section 501(c)(3).

For federal income tax purposes, donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106 and 2522.

Because IRC Section 170(c) describes your subordinate organizations, donors can deduct contributions they make to them.

Please refer to www.irs.gov/charities for information about filing requirements. Specifically, IRC Section 6033(j) provides that, if you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

In addition, each subordinate organization is subject to automatic revocation if it doesn't file a required return or notice for three consecutive years. Subordinate organizations can file required returns or notices individually or as part of a group return.

For tax forms, instructions, and publications, visit www.irs.gov or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

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ALZHEIMERS DISEASE AND RELATED
DISORDERS ASSOCIATION INC
ALZHEIMERS ASSOC
% RICHARD HOVLAND COO/CFD
225 N MICHIGAN AVE STE 1700
CHICAGO IL 60601

Sincerely yours,



Kim A. Billups, Operations Manager
Accounts Management Operations 1