



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: A.L.A.Y.A Ministries

Authorized Representative Name, Title: Neiki Jones, Founder

Term of Office (if applicable): _____

Contact Information (Phone, Email Address): 832-330-9727, info@alayaministries.org

Organization Mailing Address: 9203 Hwy 6 S, Suite 124-181 Houston, TX 77083

Secondary Contact Name, Title: Charylene Jackson, Vice President

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? We empower individuals in inner cities and urban communities to become effective community leaders by providing them with the skills and resources necessary to unlock their leadership potential.

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

Yes, we have feed 140 families for Thanksgiving in 2021 and 2022. Also, we have provided clothing to a family of 5 for the past four years.

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

Yes, In 2012 we held an awareness walk for Empty Sella Syndrome.

Complete usage request chart on following page

Community Use Request Form Updated:
4/22/2021

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Date & Times Requested	Type of Function	Recurring? If so, frequency?	Est. # Attending	Room Preference & Equipment Required	Room Booked Tentatively	Firmed-up
1. 7/29/23-10am-8pm	picnic	no	20-50	Pavilion E-F		
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: _____

*County Community Use Request Form Updated:
4/21/2021*