



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: Fort Bend ISD

Authorized Representative Name, Title: Chassidy Olainu-Alade, Coordinator Community Engage.

Term of Office (if applicable): _____

Contact Information (Phone, Email Address): 713-471-2864, Chassidy.olainualade@fortbendisd.com

Organization Mailing Address: 16341 Lexington Blvd., Sugar Land, TX 77479

Secondary Contact Name, Title: Deanna Alvarado, Events Manager FBISD

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

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

What is your organization's purpose? K-12 Public School District

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

Yes, public education, wrap-around services, senior engagement

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. 7:30 am 2/12/24 (8-12)	Education		150	Flex		
2.				Lounge		
3.				Full Gym		
4.				(Gammervom)		
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: _____

Purpose/Objective: Community engagement opportunity for key stakeholders in the FBISD community, centered on maintaining positive relationships with the schools and administration.

Target Audiences/Expected Attendees: Active Seniors (62+), Military (active and retired)

Key Staff Needed:

- Communications Staff
 - Coordinator Community Engagement
 - Events Manager
 - Photographer/Videographer
 - Collaborative Communities
 - Fine Arts
- County Staff (Landmark Community Center)

Pre-event Marketing:

- FBISD website, social media, press release
- Superintendent or Board President Message
- Internal message, Flyer

Pre-event Planning:

- Place date on calendars of BOT and E-Team
- Evite/flyer to use for promotion (don't forget elected officials when needed)
- Create pre-event planning from pre-event marketing

Event Logistics:

- Room Setup
- Entertainment
- Reception
- Invitation
- Parking and Wayfinding
- Pledge Leaders, Color Guard, Anthem Singer

Catering:

- Breakfast Buffet
- Coffee and Tea Station

Deliverables:

- Evite/ Email Invitation
- Materials for presentation
- PPT/Video
- Flyer

Diagram of Event Room:

- **Flex Room (Upstairs)** – Set up with round tables and (8) chairs to accommodate max capacity. Buffet set up in the rear staging area. The goal is to get as close to 100 as possible.
- **Lounge (Downstairs/Below Flex Room)** – Overflow seating and secondary buffet set up. *Meals on Wheels*
- **Full Gym** – Set up with chairs in rows facing the stage for student performance. Aisle down the middle for ROTC.

Order of Event/Program:

- **Set-Up Time 7:30 a.m. / Breakdown Time 11:10 a.m.**

Start Time	Program Detail	End Time	Responsible Staff
8:45 a.m.	Doors Open/Registration Table in Foyer	10:00 a.m.	
9:00 a.m.	Musical Introduction	9:05 a.m.	
9:05 a.m.	Welcome (FBISD & Landmark Center Staff) ROTC – Marshall High School	9:15 a.m.	
9:15 a.m.	Superintendent Message "Around the Bend"	9:30 a.m.	
9:30 a.m.	Special Performance	9:45 a.m.	
9:45 a.m.	Highlight of Active Senior Campaign	9:55 a.m.	
9:55 a.m.	Transition to Breakfast	10:15 a.m.	
10:20 a.m.	Collaborative Communities Presentation (2/10 minute)	10:45 a.m.	
10:45 a.m.	Announcements / Door Prizes	11:00 a.m.	

Equipment Checklist:

- Tables and Chairs
- Microphone and Podium
- Sound System
- Projector & PC Connection
- Trash Cans