

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: 1014 Bend ISD
Authorized Representative Name, Title: Chassidy Olainu-Aluele, Courdinator Community Eng.
Term of Office (if applicable):
Contact Information (Phone, Email Address): 113 471-2864, Chassidy, Olainualade Ofortbene isd. co
Organization Mailing Address: 1834 KKINGTON BIVA. Sugar Land, TX 77479
Secondary Contact Name, Title: Deanna Alvarado, Events Manager FBIST>
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 Pistraid
Do you provide direct services to the citizens of the County, and if so, what are they? NES. PUBLIC Education, Wrap ahound Services, Senior engagement
Has your entity used County Parks facilities previously, and if so, when and for what sorts of functions? $N0$

Complete usage request chart on following page

Date & Times	Type of	Recurring?	Est. #	Room Preference &	Room	
Requested	Function	If so,	Attending	Equipment Required	Booked	Firmed-up
7:30	5m	frequency?			Tentatively	
1.2112124 (8-12)	Education		150	Flex		
2:	representation of the second o			Lounge		
3.				Full Gym		
4.				(Gameroom)		
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Approvals:	
X:	Date:
X:	Date:
Reservation agreement sent to client:	Date:
Favor Annual day Commission and Court on	
Form Approved by Commissioners Court on:	and the same of th



Coffee and Conversations Monday, February 12, 2024 Landmark Community Center

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
 - o 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



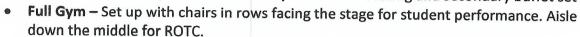


Diagram of Event Room:

- 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.
- possible.

 Lounge (Downstairs/Below Flex Room) Overflow seating and secondary buffet set up.

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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