



## 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: Girl Scouts of San Jacinto Council - South bridge *CMU045*

Authorized Representative Name, Title: Alysha Grant Event Coordinator for South Bridge

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

Contact Information (Phone, Email Address): 281.690.7193; mstudigstrpldr@yahoo.com

Organization Mailing Address: [REDACTED]

Secondary Contact Name, Title: Magen Mindoundou Troop Leader for South Bridge Troop 04343

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? To bulid girls of courage, confidence and character

Do you provide direct services to the citizens of the County, and if so, what are they?  
We have several troops in our community that volunteer with several orgaminzations in the county

Has your entity used County Parks facilities previously, and if so, when and for what sorts of functions?  
We have used Missouri City recreation center, Community Parks, and this center (Landmark)

***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. <i>Saturday</i> 02/03/2023	Me and My Guy	Dance	50	Landmark Comm Ctr	11/29/2023	
2. 02/03/2023	Me and My Guy	Dance	50	Flex/Lounge room	11/29/2023	
3. <i>3-8pm</i>						
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: \_\_\_\_\_

## Prendergast, Charis

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**From:** Patrina Carter <patrina.carter@yahoo.com>  
**Sent:** Tuesday, December 12, 2023 3:09 PM  
**To:** Prendergast, Charis  
**Subject:** Fw: LETTER THAT SOUTH BRIDGE IS A PART OF SAN JACINTO GIRL SCOUTS

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Please see the email below. I think your email address was incorrect. Thanks

----- Forwarded Message -----

**From:** Fanny Funez <ffunez@sjgs.org>  
**To:** chartis.Prendergast2@forbendcountytx.gov <chartis.prendergast2@forbendcountytx.gov>  
**Cc:** Patrina Carter <patrina.carter@yahoo.com>; Alysha Grant <aries412@ymail.com>  
**Sent:** Tuesday, December 12, 2023 at 01:58:08 PM CST  
**Subject:** RE: LETTER THAT SOUTH BRIDGE IS A PART OF SAN JACINTO GIRL SCOUTS

Hi Ms. Charise,

I just left a voice mail on your phone with regards to the proof needed to confirm that the South Bridge Community is part of the Girl Scouts San Jacinto Council. I was wondering if you have a template for me to follow or if the following note would suffice. If a lease agreement needs to be signed, I will be happy to get the appropriate officer to sign it on behalf of the Council.

I am the Volunteer Experience Manager that supports the volunteers/members in the South Bridge Community, and you can reach out to me as needed.

For your information, the community has been part of the Council for approximately 60 years, being initially known as "Sunshine Service Unit" and, according to information gathered by the Historic group in the community, it is the oldest and largest predominantly African-American Community in the United States. . South Bridge, with number CMU045, is one of our strongest communities and continuously offers the girls and adult members opportunities to develop their leadership and life skills. Its leadership team is composed of experienced Girl Scout volunteers who love our mission and traditions and are constantly working to offer girls and adults opportunities to enjoy their Girl Scout experience.

In addition to all the work that the community leadership does for all the girls in the community, they are well known in our Girl Scout circle as a community that actively guides and supports girls in High School level to participate in what we know as "Highest Awards", which are leadership programs that prepare girls for community service and take action projects that usually favor and prepare girls in obtaining scholarships for college/university education.

It is a pleasure for me to support the work that the volunteers in the South Bridge Community do.

As mentioned above, please know that if a lease agreement is needed, I will be happy to get the appropriate officer to sign the document on behalf of the Community/Council. For your information, the person who would need to sign a lease agreement will not be accessible after Thursday, 12/14/23 because she will be taking some time off during the Holidays and our Offices will re-open on January 2, 2024.

Sincerely yours,

**Fanny Funez**  
Volunteer Experience Manager  
Girl Scouts of San Jacinto Council  
3110 Southwest Freeway  
Houston, TX 77098  
Ph: (713) 292-0304  
Mobile: (281) 961-8431  
Main: (713) 292-0300  
Fax: (713) 292-0330  
Para Español (877) 250-8110  
[ffunez@sigs.org](mailto:ffunez@sigs.org)

[www.gssjc.org](http://www.gssjc.org)



Start your adventure today!  
Join Girl Scouts.

Donate today to help ensure every girl  
has the opportunity to be a Girl Scout.  
[www.gssjc.org/donate](http://www.gssjc.org/donate)



**From:** Patrina Carter <patrina.carter@yahoo.com>

**Sent:** Tuesday, December 12, 2023 11:15 AM

**To:** Fanny Funez <ffunez@sjgs.org>

**Subject:** LETTER THAT SOUTH BRIDGE IS A PART OF SAN JACINTO GIRL SCOUTS

EXTERNAL

Hello Fanny

We are in the process of reserving a location for our Me and My Guy dance on February 3. The event will be held at Landmark Community Center in Missouri City. In order to get it for free, we just need proof that we (South Bridge Community) are a part of San Jacinto Girl Scouts.

Is this something you can get for me ASAP so we can lock down the date?

Let me know

Patrina