

Fort Bend County Parks & Recreation Department

COMMUNITY USE 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:

*

LandMark Community Cent

Authorized Name: *

Janice Little

Authorized Title: *

Economic Development Ch

Term of Office (if applicable): *

Two years

Contact Phone: *

(832) 818-1325

Contact Email: *

drjanicelittle@gmail.com

Address *

PO Box 1053

City *

Missouri City

State *

TX

Zip Code *

77459

Secondary Name: *

Linda Coleman

Secondary Title: *

President

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? *

To improve the political educational social and economic status of minority groups

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

Educational advocacy and support services

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

*

Yes Business and Community Showcase

	Date & Times Requested	Type Of Function	Recurring? If so, frequency?	Est. # Attending	Room Preference & Equipment Required	Room Booked Tentatively	Firmed-Up
Sat.	November 16, 2024 12pm-4pm	Business and Community Showcase	Yes Other	150	Gym Floor Stage Mic and Podium	Gym	Yes
Sat.	May 4, 2024 10am-2pm	ACT-So Awards Program	Yes Other	100	Gym Floor Stage Mic and Podium	Gym	Yes

STAFF USE ONLY

Approvals:

X:

Date:

X:

Date:

Reservation agreement sent to client:

Date:

Form Approved by Commissioners Court on: