



## 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: Step Today Youth Community Development Outreach

Authorized Representative Name, Title: Dr. TaShunda Joiner, Founder

Term of Office (if applicable): N/A

Contact Information (Phone, Email Address): 832-724-0380

Organization Mailing Address: 5203 Fossil Stone Lane Richmond, Tx. 77407

Secondary Contact Name, Title: Rachel Lee, Community Development, Partner

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? Teach holistic programming, mental/physical well ness

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

Yes, mentoring, outreach, volunteering, community service and education

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

**Complete usage request chart on following page**

## Exemption Verification Letter



Texas Comptroller of Public Accounts  
Austin, TX 78774

August 02, 2021

S.T.E.P. TODAY YOUTH COMMUNITY DEVELOPMENT OUTREAC  
5410 WINDEMERE ST  
HOUSTON, TX 77033-2934

According to the records of the Comptroller of Public Accounts, the following exemption(s) from Texas taxes apply to the above organization(s):

Franchise tax, as of 01/30/2007

Sales and use tax, as of 01/30/2007

(provide Texas sales and use tax exemption certificate Form 01-339 (Back) to vendor)

The entity is not exempt from hotel occupancy tax.

Texas taxpayer identification number: 32025658033

This exemption verification is not a substitute for the completed exemption certificates that are required when claiming exemption from Texas taxes. Vendors should be familiar with the requirements for accepting the certificates in good faith from their customers.

This exemption verification does not mean that the organization holds a permit for collecting or remitting any Texas taxes.

Exempt organizations must collect tax on most sales. For more information, please see our publication Exempt Organizations: Sales and Purchases (96-122). Online registration is available.

For information concerning sales taxpayer permit status, please use the vendor search we provide online.

Corporations that are registered in Texas with the Secretary of State must maintain a current registered agent and registered office address. Information is available from Business and Nonprofit Forms page of the Secretary of State's website. Additionally, out-of-state corporations, limited liability companies, or limited partnerships transacting business in Texas may need to file a Certificate of Authority or Registration with the Texas Secretary of State. More information is available from the Foreign or Out-of-State Entities page on the Secretary of State's website.

Our publications and other helpful information are available on our website. If you need more information, write to us at exempt.orgs@cpa.texas.gov, or call us at 800-252-5555.



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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. June 22, 5-11	line dancing			gym & lounge		
2. July 20, 5-11	↓			↓		
3. Sept 21						
4. Oct 19						
5. Nov 9						
6. Dec 7						
7.						
8.						
9.						
10.						
11.						
12.						

**Staff Use Only:**

Approvals:

X: \_\_\_\_\_

Date: 3/12/2024

X: \_\_\_\_\_

Date: \_\_\_\_\_

Reservation agreement sent to client:

Date: \_\_\_\_\_

Form Approved by Commissioners Court on: \_\_\_\_\_