



## 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: Workforce Solutions, Missouri City Office

Authorized Representative Name, Title: Dionne Crichlow, Manager

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

Contact Information (Phone, Email Address): 346.341.7401, Dionne.Crichlow@wrksolutions.com

Organization Mailing Address: 3823 Cartwright Rd, Missouri City Tx, 77459

Secondary Contact Name, Title: Nesha Graham, Supervisor

Is your organization a federally-designated 501(c)(3)? No.

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

What is your organization's purpose? Workforce Solutions works with the community to assist individuals with finding jobs, keeping jobs and finding better jobs.

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

We provide job search assistance, scholarships for training and childcare, space for partner meetings and trainings, job readiness and work fairs. We also have a resource room floor with computers, printers, copiers, fax machines and wifi for our customers to use at no charge.

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

Yes, we have partnered with the City of Missouri City's economic development team to host job fairs at the city community center( that is connected to city hall).

***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. 4/25, 9a-2p	Job Fair		200-400	Tables and chairs		
2. 5/30, 9a-2p	Job Fair		200-400	Tables and chairs		
3. 6/27, 9a-2p	Job Fair		200-400	Tables and chairs		
4. 7/25, 9a-2p	Job Fair		200-400	Tables and chairs		
5. 4/2, 8:45a -12p	Job Readiness courses		10-15	Tables, Chairs computer and Monitor		
6. 4/9, 8:45 a-12p	Job Readiness courses		10-15	Tables, Chairs computer and Monitor		
7. 4/16, 8:45a-12p	Job Readiness courses		10-15	Tables, Chairs computer and Monitor		
8. 4/23, 8:45a-12p	Job Readiness courses		10-15	Tables, Chairs computer and Monitor		
9. 5/7, 8:45a-12p	Job Readiness courses		10-15	Tables, Chairs computer and Monitor		
10. 5/14, 8:45a-12p	Job Readiness courses		10-15	Tables, Chairs computer and Monitor		
11. 5/21, 8:45a-12p	Job Readiness courses		10-15	Tables, Chairs computer and Monitor		
12. 5/28, 8:45a-12p	Job Readiness courses		10-15	Tables, Chairs computer and Monitor		
13. 4/13, 12p-5p	Resource Fair		200-400	Tables and Chairs		

**Staff Use Only:**

Approvals:

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

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

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

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

Reservation agreement sent to client:

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

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