



## 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: H.O.P.E. (Hispanics Offering People Education)

Authorized Representative Name, Title: Josie Jimenez - President

Term of Office (if applicable): N/A

Contact Information (Phone, Email Address): 281-633-1960 josiej@ yahoo.com

Organization Mailing Address: P.O. BOX 2011 Richmond, TX. 77406

Secondary Contact Name, Title: Wayne Knight - Treasurer

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? Raise Fund for Scholarships

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

YES for Fort Bend County Students Attending College.

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

NO

**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. 7-21-24	Scholarship Banquet	NO	150	BIG HALL	NO	NO
2.						
3.						
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: \_\_\_\_\_



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **FEB 23 2017**

HISPANICS OFFERING PEOPLE EDUCATION  
1210 MAYWEATHER LANE  
RICHMOND, TX 77406-0000

Employer Identification Number:  
36-4715047

DLN:  
26053433002257

Contact Person:  
CUSTOMER SERVICE ID# 31954

Contact Telephone Number:  
(877) 829-5500

Accounting Period Ending:  
December 31

Public Charity Status:  
170(b)(1)(A)(vi)

Form 990/990-EZ/990-N Required:  
Yes

Effective Date of Exemption:  
January 31, 2017

Contribution Deductibility:  
Yes

Addendum Applies:  
Yes

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.