

**Fort Bend County – Jones Creek Ranch Park
Facility, Pavilion and Sports Field Rental Application**

DATE OF AGREEMENT: _____
DATE OF EVENT: 3/29/25 ALCOHOL SERVED: yes ☒ no ☐
APPLICANT/Contact: Keely Knipling - Foster Booster Club
ADDRESS: 5002 Cherry Ridge Rd. Athletic
CITY: Richmond STATE: TX ZIP CODE: 77406
DAYTIME PHONE: 281-725-8986 ADDITIONAL PHONE: _____
E-MAIL ADDRESS: president1.fosterabc@gmail.com
EVENT PURPOSE: fundraiser FACILITY: THE LODGE
NUMBER OF GUESTS: 150-200

Paid Set-up Date: _____ Start Time: _____ End Time: _____
Event Date: 3/29/25 Start Time: 8 am End Time: 12 am (midnight)

Paid rental time for buildings begins at 8 a.m. and ends at 1 a.m. Pavilion and Sports Fields rental times are 8 a.m. to 8 p.m. Failure to vacate a building by 1 a.m. will result in a charge of \$25 per quarter hour deducted from the deposit.

Number of Extra Chairs (\$.50 Each): — Extra Tables (\$5.00 Each): —

Please note that the rental payment for this event is to be paid in full by means of money order, visa or mastercard and is due at the time this reservation is approved.

I have read and understand the policies and procedures governing the rental use of the Fort Bend County Jones Creek Ranch Park Facilities. I agree to abide by these policies and procedures, and understand that I will be held responsible for any damages or incidents that results from my use of the Jones Creek Ranch Park. *I further agree to be present during the entire rental.

Applicant Signature: [Signature]

Date: 6/20/24

FOR OFFICE USE ONLY

RENTAL FEES:

Reservation Fee (non-refundable)	\$ _____
Deposit	\$ <u>750.00</u>
Rental	\$ <u>1,500.00</u>
Set Up	\$ _____
Extra Tables/Chairs	\$ _____
Misc. – See Notes	\$ _____
<u>TOTAL DUE:</u>	\$ <u>2,250.00</u>

Method of Payment:

- ☐ Money Order
☐ Cashier's Check
☐ Credit Card

Receipt # _____

Auth # _____

SPECIAL NOTES:

Approved By: _____ Date: _____



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: Foster High School Athletic Booster Club

Authorized Representative Name, Title: Keely Knipling, President

Term of Office (if applicable): 24-25 (May-May)

Contact Information (Phone, Email Address): 281-725-8986; president1.fosterabc@gmail.com

Organization Mailing Address: ~~P.O. Box~~ 1860 FM 359 #221 Richmond TX 77406

Secondary Contact Name, Title: Melissa Prior, Special Events Chair 113-875-8732

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 support Foster Athletics & school spirit at FHS

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

no - fundraising only

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

yes. Same event 5/11/24 at Lodge without incident

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. March 29, 2025	Fundraiser	Yearly	150-200	Lodge, tables & chairs	yes	
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Staff Use Only:

Approvals:

X: _____

X: _____

Date: _____

Date: _____

Date: _____

Reservation agreement sent to client: _____

Form Approved by Commissioners Court on: _____

County Community Use Request Form Updated:
4/21/2021

am/pm

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Fort Bend County Security Application Form

Fort Bend County Parks and Recreation Office

Application Information:

- Renter (name on agreement): Foster HS Athletic Booster Club
- Contact Number: 281-725-8986
- Email address: president1.fosterabc@gmail.com
- Date of Event: 3/29/25 Type of Event: Fundraiser
- Start of Event: 7 am/pm End of Event: 12 am/pm
- Total hours: 5 Will alcohol be served? Yes X No Will alcohol be sold? Yes X No
If alcohol is sold attach valid Temporary Beer Permit to this Form. You may obtain an alcohol permit from the Texas Alcohol Beverage Commission (TABC).
- Maximum Number of Guests at any Given Time During Event: 200

This Acknowledgement Form is provided to Renter to maintain life safety (Fire Code) and security for County property and for individuals utilizing the spaces for rent.

Security:

The Fort Bend County SO Parks and Recreation Division is the security authority for Fort Bend County Parks rentals. The Renter is responsible for contacting the appropriate leasing office to coordinate the facility rental process and for making payment directly to the officers at the conclusion of the event. All Officers will be assigned by the Fort Bend County SO Parks and Recreation Division Office. Private Security Officers hired by Renter will not be allowed. It is a condition of rental that Renter contacts the appropriate leasing office at least thirty (30) days in advance to start the application process to rent a facility. The current rate for Officers is \$50 per hour per Officer (\$60 per hour for County holidays) paid at the time of service by cash/money order/cashier's check. Officer(s) must be on duty at all times during Renter's event. At the Officer's discretion any or all Officers hired may remain on duty for as long as the Officer deems necessary. Renter will be responsible for any additional time as determined by the Officer. A hired Officer is required any time where there is a concern for public safety as determined by the Fort Bend County SO Parks and Recreation Division or assigned Officer or whenever alcohol is being consumed. NO alcohol may be consumed on premises until an Officer is present and on duty. The Fort Bend County SO Parks and Recreation Division is responsible for determining the number of Officers required for each event and may choose to increase or decrease the number of Officers for any event at any time due to security concerns. All additional Officers will be at the expense of the Renter at the current rate per hour. If the officer does not arrive at the scheduled time, please contact John Morales with the Fort Bend County SO Parks and Recreation Division at 832-361-9809. The number of hours reserved by the Renter will be used to calculate the cost of security, based on hourly rates set above. Renters are required to make payment at the end of the Rental period directly to the Officer(s). Renter should keep in mind that fees may increase should the event last longer than expected or if the Officer deems that additional security will be needed. All Fort Bend County Officers fall under their department's Standard Operating Procedures and will report all concerns to the property's management.

The Fort Bend SO Parks and Recreation Division and its employees are not responsible for management of the Officers or staff on scene unless instructions have been provided by Commissioner's Court.

Fort Bend County Fire and Life Safety Code shall be enforced at all events; in addition, any requirements listed on this form shall also be enforced.

Fire Code enforcement:

- Exits: All exit doors, emergency doors, entrances to lobbies, corridors, walkways and fire extinguisher access shall not be blocked. Emergency exit doors shall be used for emergencies only.
- Fire Lanes/Exit Egress: An accessible and unblocked fire lane shall be maintained to all fire hydrants. All marked fire lanes will be kept open at all times.
- Electrical Conduits: Nothing shall be attached by Renter to electrical conduits. Any event needing electrical tie-in requires prior approval from the Parks Department and a licensed electrician. Electricians utilized must be a County approved vendor. Scheduling and cost for a licensed electrician's review is the responsibility of the Renter.
- Cooking: Cooking is allowed only in designated areas and must receive prior approval from the Parks Department and Fire Marshal's Office

Exceptions: If cooking is to be conducted in any area other than normal areas utilized for cooking, the Renter must receive prior approval from the Fire Marshal to allow cooking in this area. The Renter will be responsible for providing and paying for an on-duty Officer from the Fire Marshall's Office to provide for supervision of cooking in any area not normally used for cooking. In addition to Fire Code/Security, only prior approved portable cooking equipment may be used. If food will only be heated and not cooked, then there is no requirement for an Officer to be present at the cooking site, but all equipment must still be approved by the Officer prior to use to ensure safe operation. Approved Cooking Equipment: LP-gas fueled cooking appliances must meet the requirements of NFPA 58. All Charcoal and oil needs to be discarded in County approved containers.

- Candles: shall be permitted to be used on food service tables if securely supported on substantial non-combustible bases located so as to avoid danger of ignition of combustible materials and only with prior approval from the Fire Marshal's Office.
- Building Capacities: Building Capacities of all facilities or buildings are clearly posted in each building and will be enforced by the Fire Marshal/Security at all events. It is the Renter's responsibility to conform to these capacity ratings.
- Campfires (Jones Creek Ranch): are only allowed in designated areas, with supervision of the Officer on duty.

An Officer shall have the right to end any event at the Officer's discretion.

I (the Renter) have read and understood all requirements listed on this Form and agree to abide by them in their entirety. I further acknowledge and agree that I will be financially responsible for any and all damages that may occur during my use of the Fort Bend County facilities, regardless of who actually caused the damage.


Applicant's Signature

Keely Knippling (President)
Printed Name

5/20/24
Date