



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: Fort Bend County Historical Commission (FBCHC)

Authorized Representative Name, Title: Ferrel Bonner, Vice Chair, FBCHC

Term of Office (if applicable): 2 year term

Contact Information (Phone, Email Address): 713-398-0419/ferrel.bonner@fortbendcountytexas.gov

Organization Mailing Address: 301 Jackson Street, 5th Floor, Richmond, Texas 77469

Secondary Contact Name, Title: Chris Godbold, Chair, FBCHC 214-908-6598/chris.godbold@fortbendcountytexas.gov

Is your organization a federally-designated 501(c)(3)? N/A
If so, please attach a copy of your designation certificate with this request

What is your organization's purpose? The Fort Bend County Historical Commission is charged with encouraging and assisting historical awareness and appreciation within the county. Additionally, it institutes and carries out a continuing survey of the county's historical buildings, sites, cemeteries, archeological sites, both public and private, and other historical features within the county. It assists and advises organizations and individuals in the process of application for Texas Historical Markers. It reports to the Fort Bend County Commissioners Court and the Texas Historical Commission.

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

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

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. Aug 28, 2024	FBCHC	Quarterly	30+	Lounge w/Audio Visual		Yes
2. Time: 2pm-4:30pm	Quarterly Meeting			support (i.e. microphone, speaker, projector and screen)		
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Staff Use Only:

Approvals:

X: _____

Date: 8-13-2024

X: _____

Date: _____

Reservation agreement sent to client:

Date: _____

Form Approved by Commissioners Court on: _____