

Fort Bend County Parks & Recreation Department
COMMUNITY USE 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 Expose Excellence Youth Program

Authorized Name: *

Wendi Palomera

Authorized Title: *

Program Coordinator

Term of Office (if applicable): *

EEYP has been active for three years

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

Yes we have hosted Exposing Black Artistry at the Landmark Community Center f

Date & Times	Type Of Function	Recurring?		Room Preference & Equipment Required	Room Booked Tentatively	Firmed-Up
		If so, frequency?	Est. # Attending			
Saturday, February 15th 8 am-2 pm	Community event for Fort Bend County residents	Yes Other	100	We would like to use the basketball court, the stage, and the first-floor lobby area. We need a tarp underneath the tables, round tables and chairs that can fit 100 people, podium, microphone and 10 rectangle tables.	N/A	N/A

STAFF USE ONLY

Approvals:

X:

Date:

X:

Date:

Contact Phone: *

Contact Email: *

wendi.palomera@fortbendcountytx.gov

Address *

1422 Eugene Heimann Circle

City *

Richmond

State *

TX

Zip Code *

77469

Secondary Name: *

EEYP

Secondary Title: *

EEYP

Is your organization a federally-designated 501(c)(3)? ☒

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

What is your organization's purpose? *

To provide a safe environment for youth interaction while promoting positive self

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

Yes the Exposing Black Artistry event is for all Fort Bend County residents. EEYP h

Reservation agreement sent to client:

Date:

Form Approved by Commissioners Court on: