

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: *

Houston Youth Symphony

Authorized Name: *

Jackson Guillen

Authorized Title: *

Coda Music Program Director

Term of Office (if applicable): *

N A

Contact Phone: *

[REDACTED]

Contact Email: *

[REDACTED]@houstonyouthsymphony.org

Address *

[REDACTED] Post Oak Place

City *

Houston

State *

TX

Zip Code *

77082

Secondary Name: *

Amy Chung

Secondary Title: *

HYS Executive Director

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? *

The Coda Music Program brings graduated intensive after school instruction to third fourth and fifth grade students in select Houston ISD and Fort Bend ISD elementary schools. Using group instruction to build community and

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

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The Coda Music Program provides free after-school music instructions in four schools in the FBISD serving more than one hundred students

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

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Yes rehearsals and community performances for the past two years

Date & Times Requested	Type Of Function	Recurring? If so, frequency?	Est. # Attending	Room Preference & Equipment Required	Room Booked Tentatively	Firmed-Up
Saturday November 2 - 1:30 to 3:30 pm	Practice	No One Time	60	Gym, microphone and chairs	Gym	Gym
Wednesday Dec 11 - 8:00 to 11:00 am	Community Performance	No One Time	150	Gym, Microphone, Speaker and Chairs	Gym	Gym
Saturday March 1 - 1:30 to 3:30 pm	Practice	No One Time	60	Gym, microphone, speaker and chairs	Gym	Gym
Saturday March 29 - 1:30 to 3:30 pm	Practice	No One Time	60	Gym, Microphone, Speaker and Chairs	Gym	Gym
Wednesday April 9 - 8:00 to 11:00 am	Community Performance	No One Time	150	Gym, Microphone, Speaker and Chairs	Gym	Gym

STAFF USE ONLY

Approvals:

X:

Date:

X:

Date:

Reservation agreement sent to client:

Date:

Form Approved by Commissioners Court on: