

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: Greater Houston Tamil School Inc	<u></u>						
Authorized Representative Name, Title: Hemalatha Murugan, Principal - Katy Branch	<u>1</u>						
Term of Office (if applicable): 2024-2025	<u> </u>						
ess): Principal.Katy@houstontamilschools.org							
Organization Mailing Address: <u>14030 Hampton Cove Dr, Houston, TX - 77077</u>	FBC Address: 21955 Westheimer						
Secondary Contact Name, Title: Ganesh Natarajan, PTC Rep - Katy Branch	Pkwy Katy, TX 77450						
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? <u>Teaching the language Tamil to our next generation kids</u>							
Do you provide direct services to the citizens of the County, and if so, what are they?	es; Teaching the language Tamil						
Has your entity used County Parks facilities previously, and if so, when and for what sor	ts of functions? Yes						

Complete usage request chart on following page

Date & Times	Type of	Recurring?	Est. #	Room Preference &	Room	
Requested	Function	If so,	Attending	Equipment Required	Booked	Firmed-up
		frequency?			Tentatively	
<u>1</u> .19.2025(10:30am	Teachers	No	70 to 75	The Lodge with		
2. to 4:00 Pm)	appreciation Event			fans and AC		
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: