



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: Texas A&M AgriLife Extension-Fort Bend County

Authorized Representative Name, Title: Joseph Taylor, County Extension Agent - Horticulture

Term of Office (if applicable): _____

Contact Information (Phone, Email Address): _____@ag.tamu.edu

Organization Mailing Address: 1402 Band Road, Ste. 100, Rosenberg, TX 77471

Secondary Contact Name, Title: Lorraine Niemeyer, Admin Assistant - AgNR/Horticulture _____

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?

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

We provide researched based educational programming in Horticulture, Agriculture/Natural Resources, Youth Development and Family & Community Health.

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

yes - this same event each year as well as other educational training /events

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. 2/5/2025 8a-4:30p	Set-Up	yearly	40	Building C		
2. 2/6/2025 6:30am to 4:30 pm	Vegetable Conference	yearly	310	Building C		
3.						
4. We we would like to see if we could get this every year in February on the first Wednesday for set up and first						
5. Thursday for the event as this event does happen yearly. Same building, same times if at all possible.						
6.						
7.						
8.						
9. SEE SPECIAL NOTES BELOW						
10.						
11.						
12.						

Staff Use Only:

Approvals:

X: _____

Date: _____

X: _____

Date: _____

Reservation agreement sent to client:

Date: _____

Special Notes: Room and dates were previously booked using the MOA form and confirmed with Karen Villarreal. Submitting new form as requested.

We need the following done for set up day: Power cords dropped at the stage and pole taken out at roll up door so that the tractors can get in as in the past. We would also request to have a pallet of extra tables. Right now we are looking at needing 115 tables but can confirm closer to the date.

Contact Lorraine Niemeyer [REDACTED] if any questions!

Form Approved by Commissioners Court on: _____