



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 Seniors

Authorized Representative Name, Title: Shonda Thomas Senior Center manager

Term of Office (if applicable): N/A

Contact Information (Phone, Email Address): [REDACTED]

Organization Mailing Address: P.O. Box 1488 [REDACTED]

Secondary Contact Name, Title: Rick Brack Field Operation manager

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? Ensure older adults is well ~~Notish~~

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

Has your entity used County Parks facilities previously, and if so, when and for what sorts of functions?
yes, prom, mas, thanksgiving 2024

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. 9/18/25	F ^{Sund} Day					
2. 9/19/25	Funday		200	Lodge		
3.						
4. 9/19/25	Funday		200	PAV #5		
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: _____



Department of the Treasury
Internal Revenue Service

P.O. Box 2508, Room 4010
Cincinnati OH 45201

In reply refer to: 4077556534
July 02, 2008 LTR 4168C 0
74-1918313 000000 00 000
00036320
BODC: TE

FORT BEND SENIOR CITIZENS MEALS ON
WHEELS & MUCH MUCH MORE INC
PO BOX 1488
ROSENBERG TX 77471-1488887



024885

Employer Identification Number: 74-1918313
Person to Contact: SHARON LENARD
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your request of Mar. 12, 2008, regarding your tax-exempt status.

Our records indicate that a determination letter was issued in November 1978, that recognized you as exempt from Federal income tax, and discloses that you are currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records also indicate you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Cindy Westcott
Manager, EO Determinations