



## 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: IOTA PHI LAMBDA SORORITY, INC. - Beta DELTA CHAPTER

Authorized Representative Name, Title: Brenda Patton

Term of Office (if applicable): \_\_\_\_\_

Contact Information (Phone, Email Address): \_\_\_\_\_ yahoo.com

Organization Mailing Address: \_\_\_\_\_

Secondary Contact Name, Title: Michelle SANDERS, CHAPTER PRESIDENT

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? Business Professional women dedicated to community service  
promote civic and social service activities for youth and adults.

Do you provide direct services to the citizens of the County, and if so, what are they?  
No

Has your entity used County Parks facilities previously, and if so, when and for what sorts of functions?  
No

**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. 2-1-25 1pm-4	Black History		50-60	Large Auditorium		
2. 2-8-25 1pm-3	Induction Ceremony		20	multi Purpose		
3. 3-8-25 1pm-4	Pinning Ceremony		50-60	Large Auditorium		
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: \_\_\_\_\_

# Texas Sales and Use Tax Exemption Certification

This certificate does not require a number to be valid.

Name of purchaser, firm or agency <b>Southwestern Region, Iota Phi Lambda Sorority, Incorporated</b>		
Address (Street & number, P.O. Box or Route number) <b>6822 Sandswept Lane</b>		Phone (Area code and number) <b>(713) 416-3620</b>
City, State, ZIP code <b>Houston, Texas 77086</b>		
<p>I, the purchaser named above, claim an exemption from payment of sales and use taxes (for the purchase of taxable items described below or on the attached order or invoice) from:</p> <p style="text-align: center;">Seller:</p> <p>Street address: _____ City, state, ZIP code _____</p> <p>Description of items to be purchased or on the attached order or invoice:</p> <p>_____</p> <p>_____</p> <p>Purchaser claims this exemption for the following reason: Non-profit 501 (c) 3 organization for education and scholarship. I understand that I will be liable for payment of all state and local sales or use taxes which may become due for failure to comply with the provisions of the Tax Code and/or all applicable law. I understand that it is a criminal offense to give an exemption certificate to the seller for taxable items that I know, at the time of purchase, will be used in a manner other than that expressed in this certificate, and depending on the amount of tax evaded, the offense may range from a Class C misdemeanor to a felony of the second degree.</p>		
Purchaser <b>sign here <i>LeTitia Speed-Williams</i></b>	Title <b>SWR TREASURER</b>	<b>08.14.2023</b>