



## 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: November's Promise

Authorized Representative Name, Title: Kathleen Cooper, Chairman

Term of Office (if applicable): 2 YRS

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

Organization Mailing Address: [REDACTED] 77459

Secondary Contact Name, Title: Pamella Anthony, Vice Chairman

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? To Empower individuals/families to become lifelong learners and productive citizens that promote Equality and impact their community.

Do you provide direct services to the citizens of the County, and if so, what are they?  
YES. WE PROVIDE PUBLIC WORKSHOPS TO IMPROVE COMMUNITY MEMBERS CAPABILITY IN

SELF-CARE, PARENTING, AND TOLERANCE (EQUALITY)

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. Sat 3-29-2025       | Senior health fair |                              | ( )              | tarped gym                           | ✓                       |           |
| 2. 8:00am-3:00pm       | AARP               |                              |                  |                                      |                         |           |
| 3. (10-2 event)        |                    |                              |                  |                                      |                         |           |
| 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: \_\_\_\_\_





Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

NOVEMBERS PROMISE  
6140 HIGHWAY 6 SOUTH SUITE 133  
MISSOURI CITY, TX 77459

Date:  
September 22, 2022  
Employer ID number:  
88-3622887  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: (877) 829-5500  
Accounting period ending:  
December 31  
Public charity status:  
170(b)(1)(A)(vi)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
August 29, 2022  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053662003742

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements