



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: Shady Oak Primary School PTA

Authorized Representative Name, Title: Gretchen Daniel, VP of Programs

Term of Office (if applicable): 2024-2026

Contact Information (Phone, Email Address): [REDACTED] @gmail.com

Organization Mailing Address: 600 Main St., Richmond, TX, 77469

Secondary Contact Name, Title: Madison Hisey, Treasurer

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 make every child's potential a reality by engaging and empowering families and communities to advocate for all children

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. 3/22/25 11 am-2 pm	fundraiser	No	~100	pavilion		
2.						
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: _____



State Office

408 West 11th Street | Austin, TX 78701
1-800-TALK-PTA | txpta.org

February 7, 2017

Shady Oak School PTA
600 Main Street
Richmond, TX 77469

Dear Shady Oak School PTA,

We are pleased to welcome you to Texas PTA and have attached your PTA's charter certificate. Texas PTA and all subordinate local units in good standing are exempt from federal income tax as a charitable and educational organization under the provisions of section 501(c)(3) of the Internal Revenue Code. Our group exemption number is 1889. Your PTA's EIN 81-4981456 is now recognized as a PTA in good standing.

Your school's principal was included on the charter email as PTAs are most successful when families, school administration, and teachers work together towards the same goals.

Resource materials are provided for you to share with your officers and chairmen and to use throughout the year. A Fact Sheet for your PTA is also included and lists both your *Local* and *National* ID numbers. You are now on Texas PTA's electronic email list and you will receive regular communications with timely information, resources, updates, and much more. Additional resources are available from the Texas PTA Office and website: www.txpta.org.

As a new PTA, you may be assigned a mentor. This individual will serve in an advisory capacity to provide assistance with bylaws, parliamentary procedure, programming, membership drives, elections and more. Please feel free to contact anyone in the Texas PTA association at any time with questions. We encourage your PTA to participate in Council PTA, Texas PTA, and National PTA events.

We are pleased to have you with us and wish you great success in your programs and projects. Remember, your Texas PTA Board of Directors, Texas PTA Office staff, Field Service Representatives, and Council PTA leaders stand ready to help you with your plans and programs.

Sincerely,

Lisa Holbrook
Texas PTA President
Enclosures



Tuesday, February 7, 2017

Local PTA Fact Sheet for: Shady Oak School

PTA

Acting as a primary channel of communication within the PTA network, a Council PTA provides information, inspiration, support, guidance and instruction to it's member PTAs. It serves to strengthen Local PTAs, develop leadership potential, promote PTA membership, and advance Texas PTA's goals, programs and initiatives.

Your Council or Field Service Representative Information:

* Area 10 Independents

Your Local Unit Information:

Date PTA / PTSA Formed:

Texas Local ID#: 2290285

*President on file: No President on File

National Local ID#: 10004435

EIN: 814981456

Membership History

Year	Members
*2015-2016	—
2014-2015	—
2013-2014	—
2012-2013	—
2011-2012	—
2010-2011	—
2009-2010	—

*President on file and number of members determine eligibility for many Texas PTA programs and services. (see Standards of Continuing Affiliation below.)

Bylaws are the fundamental governing rules of a PTA. They describe your Purposes, Basic Policies, Relationship with Texas PTA, Membership and Dues, Officers, Nominations and Elections, Meetings, Executive Board, Committees, Council Membership, Fiscal Accountability, Parliamentary Authority, the Texas PTA Annual Meeting, and how to Amend Bylaws.

Your Bylaws were last approved on:* 02/07/2017

Check for the following sentence immediately following Article XV. Section 4 of your bylaws for the following sentence to ensure you are operating from the most recent template: 'As adopted by the Texas PTA Board of Directors May 2015, to take effect August 2015.' If you need the new template, go to <http://www.txpta.org/my-pta/governance/bylaws/>

Reminder: According to the Standards of Continuing Affiliation effective July 17, 2015.

Status Definitions:

Active Status = Both 1. Remit to Texas PTA state/national membership dues for at least 20 members. 2. Submit to Texas PTA the name and contact information (filing address, phone number, and email address) of at least one current board member, preferably the President.

Reminder: Active Status is used to determine eligibility in many Texas PTA programs and services -including Reflections, and student and staff scholarships. Please reference specific program eligibility requirements to ensure your PTAs participation.

Good Standing = All 1. Maintain Active Status with Texas PTA. 2. Report all members and remit all state/national dues to Texas PTA each year. 3. Submit to Texas PTA the name and contact information for each board member within 15 days of election or appointment. 4. Submit to Texas PTA confirmation of 990 IRS filing by February 1 each year. 5. Review Local PTA bylaws every five years and submit to Texas PTA for approval.

Reminders: PTAs submit board member information to Texas PTA electronically via the Texas PTA website. Confirmation of tax filing is submitted electronically via the Annual