



## 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 (Jody) Taylor CEA-Horticulture / Dr. Amy Ressler, Director

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

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

Organization Mailing Address: \_\_\_\_\_ Rosenberg, TX 77471

Secondary Contact Name, Title: Lorraine Niemeyer, Admin Assistant \_\_\_\_\_

☐ 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 educational programming to all of Fort Bend County citizens 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, for the Vegetable Conference, our Master Gardeners, CEU events, etc.

***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. 2/4/2026*	Set up	each year	300+	Buildings B, C & D and Club Room		
2. 2/5/2026 *	Conference	each year	300 +	Buildings B, C & D and Club Room		
3.						
4. *SETUP WEDNESDAY, 2/4/2026, TIME: 8am - 5:00 pm						
5. *EVENT THURSDAY, 2/5/2026, TIME: 6:30 am - 5:00 pm						
6.						
7. This is for the annual Fort Bend Regional Vegetable Conference where attendees from Fort Bend						
8. and surrounding counties attend. We are booking all 4 buildings this year as we have outgrown						
9. holding it in just one building as found out in 2025.						
10. We plan to host the following in the 4 buildings: CEU Programming, Gardener/Small Producers						
11. Programming and Exhibitors/Vendors, possible teacher outreach and/or community gardens.						
12.						

**Staff Use Only:**

Approvals:

X: \_\_\_\_\_

Date: \_\_\_\_\_

X: \_\_\_\_\_

Date: \_\_\_\_\_

Reservation agreement sent to client:

Date: \_\_\_\_\_

Form Approved by Commissioners Court on: \_\_\_\_\_