



## 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: Grenada Houston Association

Authorized Representative Name, Title: Ancilla Felix, Secretary

Term of Office (if applicable): 7 years

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

Organization Mailing Address: P.O. Box 710474, Houston, TX 77271

Secondary Contact Name, Title: Tan Tamatz, President, 516-819-1487

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? Socializing

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

Has your entity used County Parks facilities previously, and if so, when and for what sorts of functions?

Yes, Potluck

*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. 5-25-25             | Potluck          | Annual                       | 50               |                                      |                         |           |
| 2. 2:00-8:00 PM        |                  |                              |                  |                                      |                         |           |
| 3. Pavilion DD         | Pavilion B       |                              |                  |                                      |                         |           |
| 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 \_\_\_\_\_

County Community Use Reservations Form Updated:  
4/28/2021



Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508  
Cincinnati OH 45201

In reply refer to: 0248206  
Dec. 28, 2011 LTR 4168C  
41-2177401 000000 00

00017  
BODC: TE

GRENADA HOUSTON ASSOCIATION  
X GRENADA HOUSTON ASSOCIATION  
PO BOX 710474  
HOUSTON TX 77271-0474

020469

Employer Identification Number: 41-2177401  
Person to Contact: Mrs. Turner  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Dec. 16, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in September 2007.

Our records also indicate that you are not a private foundation with 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 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.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.