



## 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: Spring Green Missionary Baptist Church

Authorized Representative Name, Title: Winston Everson

Term of Office (if applicable): N/A

Contact Information (Phone, Email Address) [REDACTED]

Organization Mailing Address: [REDACTED]

Secondary Contact Name, Title: \_\_\_\_\_

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? Religious

Do you provide direct services to the citizens of the County, and if so, what are they?  
yes, church services in Fort Bend county

Has your entity used County Parks facilities previously, and if so, when and for what sorts of functions?  
yes, back to school and conferences

**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. August 1, 2026      | Back to school   | Annual                       | 60               | Lodge                                |                         |           |
| 2. October 17, 2026    | Conference       | Annual                       | 120              | Lodge                                |                         |           |
| 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: \_\_\_\_\_



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

SPRING GREEN MISSIONARY BAPTIST CHURCH  
C/O WINSTON EVERSON

RICHMOND, TX 77406-7719

Date: 05/12/2023  
Employer ID number: 32-0519849  
Person to contact: Name: Markece Robertson  
ID number: 10066  
Telephone: 877-829-5500  
Accounting period ending: December 31  
Public charity status: 170(b)(1)(A)(i)  
Form 990 / 990-EZ / 990-N required: No  
Effective date of exemption: November 30, 2022  
Contribution deductibility: Yes  
Addendum applies: No  
DLN: 26053739005182

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