Parks and Recreation Department

FORT BEND COUNTY PARKS AND FAIRGROUNDS EQUIPMENT APPLICATION FOR COUNTY DEPARTMENTS & ELECTED OFFICIALS

DATE OF APPLICATION: August 19, 2026

DEPARTMENT APPLYING: Events Department

DATE REQUESTED: September 8 - 11, 2026

SET UP LOCATION: Conference Rooms

CONTACT PHONE: [redacted]

EQUIPMENT REQUESTED: 400 Chairs

All applications concerning use of Parks and Fairgrounds equipment, including, but not limited to tents, tables, chairs and portable stages must be approved by the respective Commissioner of the Precinct where the equipment will be used. Non-Fort Bend County events must pay for equipment at the rates established in the Fee Schedule. **This Application applies to ALL County Departments and Elected Officials for County sponsored events only.** All requests must be approved by Commissioners' Court. Equipment shall remain in Fort Bend County on Fort Bend County Property at all times during use. Equipment is available on a first-come, first-served basis and shall be requested a minimum of two-weeks before the event. Requests received with less than two weeks' notice may not be considered due to Commissioners' Court scheduling and Parks and Fairgrounds staff availability. Unless requested during a weekday (Monday-Friday) all equipment will be set-up on the Friday before and taken down the Monday following the event. Parks Department will not set-up and/or take-down equipment on Saturdays and Sundays. County employees will set up all frame tents with water barrels to hold tents in place. Stages must be set up on asphalt or concrete surfaces only. The department that receives equipment understands that the County is released and discharged from any and all liability for loss, injury or damage to person(s) or property that may be sustained arising out of the use or set up (by the user) of County property.

INDEMNIFICATION: Applicants agree to indemnify and hold harmless Fort Bend County, its officers, agents, and employees from any and all actions claims, costs, damages and court costs, attorney's fees, court costs arising out of the use of the Fort Bend County equipment and set up by the applicant. Furthermore, such indemnification shall apply with respect to all acts or omissions of applicant, applicant's invitees, licensees, relatives, friends, agents, subcontractors, or volunteers associated with the use of Fort Bend County property.

Parks and Recreation Department

PRINT NAME OF RESPONSIBLE PARTY: India Johnson

SIGNATURE OF RESPONSIBLE PARTY: _____

ADDRESS [redacted]

CITY: Rosenberg ZIP CODE: 77471

DRIVER'S LICENSE NUMBER [redacted]

EQUIPMENT RESERVATIONS ARE ONLY FOR NON-CAMPAIGN RELATED COUNTY EVENTS ON FORT BEND COUNTY PROPERTY.

OFFICE USE

DATE REQUEST RECEIVED: _____

STAFF RECEIVING REQUEST: _____

APPROVED BY: _____

COMMISSIONER'S COURT APPROVAL DATE: _____

EQUIPMENT RETURN DATE: _____