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: The Fort Bend County Master Gardeners, Inc.

Authorized Representative Name, Title: Brandy Rader, Program Coordinator

Term of Office (if applicable): _____

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? Education

Do you provide direct services to the citizens of the County, and if so, what are they?
Provide research based horticulture education to the citizens of Fort Bend County through outreach programs

Has your entity used County Parks facilities previously, and if so, when and for what sorts of functions?
Yes- Master Gardener sales, classes, celebrations

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. January 15, 2027; 2:30p - 4:00p	Set up for Grow Your Own Class			BOS - open closet for extra table and chairs	Yes	
2. January 16, 2027; 8:00 a- 11:30 a	Grow Your Own class		80	BOS - open closet for extra table and chairs	Yes	
3. February 5, 2027; 2:30p - 4:00 p	Set up for Grow Your Own Class			BOS - open closet for extra table and chairs	Yes	
4. February 6, 2027; 8:00a - 11:30a	Grow Your Own class		80	BOS - open closet for extra table and chairs	Yes	
5. February 26, 2027; 2:30p - 4:00p	Set up for Grow Your Own			BOS - Open Closet for extra table and chairs	Yes	
6. February 27, 2027; 8:00a - 11:30a	Grow Your Own Class		80	BOS - Open Closet for extra table and chairs	Yes	
7. April 2, 2027; 2:30p-4:00p	Set up for Grow Your Own			BOS - Open Closet for extra table and chairs	Yes	
8. April 3, 2027; 8:00a - 11:30a	Grow Your Own Class		80	BOS - Open Closet for extra table and chairs	Yes	
9. May 7, 2027; 2:30p-4:00p	Set up for Grow Your Own			BOS - Open Closet for extra table and chairs	Yes	
10. May 8, 2027; 8:00a - 11:30a	Grow Your Own Class		80	BOS - Open Closet for extra table and chairs	Yes	
11. June 11, 2027; 2:30p-4:00p	Set up for Grow Your Own			BOS - Open Closet for extra table and chairs	Yes	
12. June 12, 2027; 8:00a - 11:30a	Grow Your Own Class		80	BOS - Open Closet for extra table and chairs	Yes	
13. August 13, 2027; 2:30p-4:00p	Set up for Grow Your Own					
14. August 14, 2027; 8:00a - 11:30a	Grow Your Own Class		80		Yes	

Staff Use Only:

Approvals:

Date: _____

X: _____

Date: _____

X: _____

Date: _____

Reservation agreement sent to client:

Form Approved by Commissioners Court on: _____