



Parks and Recreation Department

## FORT BEND COUNTY PARKS AND FAIRGROUNDS EQUIPMENT

### FEE WAIVER APPLICATION

DATE OF APPLICATION: 06/25/2025

PERSON/DEPARTMENT APPLYING: Maria Orellana / Outreach Coordinator

DATE REQUESTED: Friday - 10/31/2025

SET UP LOCATION: Richmond Boys & Girls Club 100 James Pink Blvd, Richmond TX

CONTACT PHONE: [REDACTED]

EQUIPMENT REQUESTED: Stage, 2-3 large tents, 4 tables, 15 chairs

All requests for fee waivers 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. This Fee Waiver Application applies to All County Departments and Elected Officials. All requests, other than those initiated directly by a County Commissioner or the County Judge, must be approved by Commissioners' Court. Equipment shall remain in Fort Bend County 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 individual or organization that receives equipment understands that the County is released and discharged from any and all liability for loss, injury or damage to persons 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 cost arising out of the use of the Fort Bend County equipment and set up by the applicant. Furthermore, such indemnification shall apply with

Approved by CC \_\_\_\_\_



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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.

PRINT NAME OF RESPONSIBLE PARTY: Maria Orellana

SIGNATURE OF RESPONSIBLE PARTY: [Handwritten Signature]

ADDRESS: 1800 James [Redacted]

CITY: Richmond, Tx ZIP CODE: 77469

DRIVER'S LICENSE NUMBER: [Redacted]

**\*EQUIPMENT RESERVATIONS ARE ONLY FOR NON-CAMPAIGN RELATED COUNTY EVENTS, GOVERNMENT AGENCIES, CHURCHES, 501c3 ORGANIZATIONS, AND COMMUNITY ASSOCIATIONS/ORGANIZATIONS WITHIN FORT BEND COUNTY.\***

**OFFICE USE**

DATE REQUEST RECEIVED: \_\_\_\_\_

STAFF RECEIVING REQUEST: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

COMMISSIONER'S COURT APPROVAL DATE: \_\_\_\_\_

EQUIPMENT RETURN DATE: \_\_\_\_\_

Approved by CC \_\_\_\_\_