



<i>For Office Use Only</i>	
<input type="checkbox"/> Approved on _____	
<input type="checkbox"/> Denied on _____	
_____ Approver Name	_____ Initials

Parks & Recreation Facility Fee Exemption Application Form

Date of Application: _____

Organization Information

Organization Name: _____

Organization Address: _____

Year of Incorporation: _____ Total Operating Budget for Current Fiscal Year: _____

Fiscal Year: From _____ to _____

Total Members: _____ Total Members Residing in Sugar Land: _____

Facility Information

Facility Rental Purpose (check applicable): Meeting(s) Fundraiser(s)

Requested Facility: _____

Requested Time Frame: From _____ to _____

Estimated Attendance: _____

For Fundraisers – Name and Nature of Event: _____

Contact Information

Primary Contact Name: _____

Role in Organization: _____

Email: _____ Phone: _____

Secondary Contact Name: _____

Role in Organization: _____

Email: _____ Phone: _____

Organization Background / Overview

Organizational mission statement and purpose/vision:

Overview of organizational accomplishments, including prior acts of charitable service:

Geographic area and the number of people the event/activity will serve:

How the event/activity meets the criteria of the City of Sugar Land's fee exemption policy:

Please add any additional information about your organization or event/activity you think is relevant to this fee exemption application:

I have read and understand all policies related to fee exemption for the City of Sugar Land and abide that all the above information and attached documents are accurate. I understand that if my organization is granted fee exemption, fee exemption status will take effect on the date of approval for one year, after which a new application must be completed by me or my replacement.

Primary Contact Signature

Date

Required Documentation

The following documents must be included along with fee-exemption application (please do not attach handwritten documents):

- Verification of tax-exempt status of the appropriate IRS code.
- Organization's bylaws.
- Current roster of board members, including addresses and contact information.
- Current roster of members, including addresses and contact information.
- The organization's current year operating budget.

If available, please also include:

- Most recent audited financial statement.
- A one-page summary of either the organization's actual income and expenses for the past two years or a listing of funding sources and amounts received from said sources over the past two years.
- A detailed budget of the event/activity for which fee exemption is being sought.
- Official letters with contact information or other supporting documentation (if the event / activity for which applicant is seeking fee exemption is in collaboration with other agencies).

Please send completed application, along with required supporting documents to parkrec@sugarlandtx.gov.