



FOR OFFICIAL USE ONLY

APPROVED _____ DENIED _____

Signature Title

City Of Sugar Land Parks And Recreation Department Fee Exemption Application Form

DATE: _____

APPLICANT ORGANIZATION NAME: _____

YEAR ORGANIZATION INCORPORATED: _____

ADDRESS: _____

PRIMARY CONTACT'S NAME & TITLE:

TELEPHONE NUMBER: _____ **FAX NUMBER:** _____

EMAIL ADDRESS: _____

SECONDARY CONTACT'S NAME & TITLE:

TELEPHONE NUMBER: _____ **FAX NUMBER:** _____

EMAIL ADDRESS: _____

OPERATING BUDGET TOTAL FOR CURRENT FISCAL YEAR: _____

Fiscal Year: From _____ **To** _____

NUMBER OF MEMBERS _____ **NUMBER OF SUGAR LAND MEMBERS** _____

FACILITY TO BE USED FOR (check applicable) MEETING __ **FUNDRAISER** __

TIME FRAME THAT FACILITY IS BEING REQUESTED

From _____ To _____

WHO WILL BE SERVED: _____

HOW MANY WILL BE SERVED: _____

WHAT GEOGRAPHIC AREA WILL PROJECT SERVE: _____

ORGANIZATIONAL MISSION STATEMENT AND PURPOSE: _____

HISTORY OF ACCOMPLISHMENTS: _____

4. APPROPRIATENESS TO CITY OF SUGAR LAND'S FEE EXEMPTION POLICY:

Explain how your event/activity meets the City of Sugar Land guidelines and criteria for a fee exemption: _____

5. ADDITIONAL INFORMATION

Please add any other information about your organization or event/activity you think is relevant to this request for a fee exemption: _____

6. ATTACHMENTS

In addition to the information required on the City of Sugar Land Fee Exemption Application Form, please attach the following:

1. Verification of tax-exempt status of the appropriate IRS code.
2. Copy of organization’s By-laws.
3. List of current board members, including addresses and phone numbers.
4. List of membership, including addresses
5. Most recent audited financial statement (if available).
6. A one-page summary of actual income and expenses for the past two complete years; a one-page listing of funding sources and amounts received from these sources over the past two years.
7. Organization’s current year operating budget.
8. A detailed budget of the event/activity for which fee exemption is being sought.
9. If the event/activity for which you are seeking a fee exemption is a collaboration with other agencies, include letters, with letterhead and contact information, or other documentation from the collaborating agencies.