Civic Center
Program/Class Use Request Form

PROGRAMMING USE PROVISIONS

Entities which share the City's common goals of providing classes, programs and services to the community in order to enhance quality of life, may partner with the Parks and Recreation Department. Organizations which provide direct services to Rosenberg residents and surrounding communities, subject to approval, shall enjoy use of rooms at the Civic Center for no fee, during **regular rental hours** (Monday – Thursday from 7:30 a.m. to 9:00 p.m., and Friday from 8:00 a.m. to 5:00 p.m.).

Programs/classes are on a first-come, first-serve basis and every effort will be made to grant exclusivity to activities of a similar nature. Schedules are subject to management approval, and events must be **booked at least 30 days out, and for no more than 12 months out**.

Requests for use of the Center under the programming use provision must be made via the *Program/Class Use Request Form,* and will be reviewed/approved before any reservations are made. Staff will make every effort notify applicant within ten (10) business days of request whether or not the request can be honored, and will follow-up with a meeting with all pertinent representatives, or to make alternate arrangements. Questions regarding requests for Program/Class Use of the Civic Center should be directed to RosenbergPARD@ci.rosenberg.tx.us or 832-595-3960.

Name of Program/Class: _____

Instructor/Group Leader Name: _____

Contact Phone Number: _____ Contact Email Address: _____

Mailing Address: _____

City, State, Zip Code: _____

What is your organization's purpose? _____

Is your organization a federally designated 501(c) (3)? _____ *(if so, please provide copy of the 501(c) (3) certificate)*

Will your class/program be fee-based? _____ If so, what are your fees? _____

How many participants do you expect in the average class? _____minimum _____maximum

What day/time would you like to meet/hold class? *(1st choice)*_____

(2nd choice) _____

What are the physical needs for your class/program space *(tables, chairs, projection, flooring, etc.)*? _____
_____

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For Office Use Only: Staff Initials _____   Date/Time Received _____