



Civic Center Complimentary Use Request Form

COMMUNITY USE PROVISIONS

Entities which share the City's common goals of provision of services to enhance the quality of life of Rosenberg residents, and/or other entities which hold and provide copies of active tax-exempt designations generally described under section 501(c)(3) of the Federal Tax Code, and which provide direct services to the Rosenberg community, subject to approval, shall enjoy use of rooms at the Civic Center for no fee, up to a **maximum of one use per month**, 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.).

Schedules are subject to management approval, and events must be **booked at least 30 days out, and no more than 12 months out**. Should significant set up be required, the Center may require the entity requesting use to provide assistance necessary for room set up.

Requests for use of the Center under the community use provision must be made via the **Complimentary Use Request Form**, and will be reviewed/approved before any reservations are made. Staff will make every effort notify applicant within five (5) business days of request whether or not the request can be honored, and will follow-up with the appropriate rental documents, or to make alternate arrangements. Questions regarding requests for Community Use of the Civic Center should be directed to the Civic Center Manager, at (832) 595-3520.

Entity requesting use of Center: _____

Authorized Representative Name, Title: _____

Term of Office (if applicable): _____

Contact Information (Phone, Email Address): _____

Organization Mailing Address: _____

Secondary Contact Name, Title: _____

Is your organization a federally-designated 501(c)(3)? _____

If so, please attach a copy of your designation certificate with this request

What is your organization's purpose? _____

Do you provide direct services to the citizens of Rosenberg, and if so, what are they?

Has your entity used the Civic Center previously, and if so, for what sorts of functions?

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.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Staff Use Only:

Approvals:

X: _____

Date: _____

X: _____

Date: _____

Contract sent to client: _____

Date: _____

Executed contract received with signed **Rental and Facility Use Policies** acknowledgement: _____

Deposit on file: _____

If yes, amount: _____

Refunded: _____ Date: _____