



Parks & Recreation Department
300 Country Club Rd, Building 100
Wylie, TX 75098
972-516-6340 | Parks@wylietexas.gov

Non-Profit Park Event Application

Please note that this application is NOT required in order to reserve a pavilion or gazebo for typical private group parties, meetings, reunions, or family events. It is also NOT required to reserve an athletic field for practices or pick up games; instead click on the following link to make a reservation: <https://anc.apm.activecommunities.com/wylie>

Submission of this Non-Profit Park Event Application is required for special public non-profit events, 5K/fun runs, fundraisers, events with food and/or merchandise vendors, and all events wherein items will be sold. This form is reviewed by staff for approval prior to the requested event and must be submitted a minimum of four months in advance, and no sooner than six months prior to the event date being requested.

After City staff reviews the application, a Non-Profit Park Event Application may be considered for recommendation of approval by the Wylie Parks and Recreation Board, with the final review for approval completed by Wylie City Council if staff finds that:

- Priority use is given to City Events and private rentals;
- All fees have been paid;
- The event does not:
 - a. Conflict or compete with another approved non-City event, in consideration of event size, location, expected attendance, etc., as determined by staff;
 - b. Conflict or compete with City events and programs, as determined by staff (no car shows permitted 30 days prior to or 14 days after the City-sponsored Bluegrass on Ballard event);
 - c. Present an unreasonable danger to health or safety;
 - d. Cause loss or damage to City property;
 - e. Interfere with or place a burden on Public Safety services;
 - f. Interrupt the safe and orderly movement of pedestrians and vehicles.
- For events including food items, applicant provides documentation from Collin County Development Services indicating whether or not a Food Service/Health permit is required for the event. This includes all food items: sold, free, food trucks, catering, homemade, prepackaged, etc.;
 - a. Please contact Development Services by phone at 972-548-5585 or email developmentsservices@collincountytx.gov. The Collin County website is www.collincountytx.gov/Services/Engineering/Development-Services/food-service-and-health for further information.
 - b. If permit is required by Development Services, provide staff with a list of all planned food vendors and a copy of their current Collin County Food Service/Health permit, or intent to receive a Temporary/Short-Term Event Food Service/Health Permit.
- There will be adequate sanitation available in or adjacent to the event, in addition to the City facilities as deemed necessary, such as port-a-lets, wash stations, and other required health facilities.
- The event is not being conducted for unlawful or discriminatory purposes. The event is in adherence to all Parks and Recreation rules and City Ordinances.

Please call the Parks and Recreation Department at 972-516-6340, prompt 1, if you have any questions pertaining to the Park Event Application.

Applicant Information

Name of Organization *

1LT Robert F. Welch III Charity

Website

www.1ltwelchrunforourheroes.org

Please upload 501c3 Documents *

501c3 tax exempt letter 001.pdf 301.83KB

Contact Information**Primary Contact Name ***

Becky Welch

Event Information**Event Name/Title ***

15th Annual 1LT Robert F. Welch III Run for our Heroes

Event Type *

5k/Walk

Purpose of event *

Honor our military and first responders through community outreach while preserving the memories of our fallen

Event Location *

Olde City Park

112 S Ballard Avenue

Proposed Event Date *

04/25/2026

Alternative Event Date *

04/25/2026

Start Time *

06:00:00 AM

Include Setup

End Time *

03:00:00 PM

Include Cleanup

Do you plan to sell items of any kind?

example: drinks, food items, t-shirts, snow cones, memberships, registrations etc.

 Yes No**Please specify all items you plan to sell**

The charity itself will sell event t- shirts and run a silent auction. We will have vendor booths from the community that will be selling various homemade items, jewelry, clothing, candles, books, tumblers, and more.

Will there be food items provided? Yes No**Please specify the types of food items to be provided**

WHS AFJROTC Booster Club (breakfast tacos and burgers), The Fluffy Duo (mini pancakes), Kona Ice, Smo's, Frio's, Jeff's BBQ, lemonade truck, taco truck

Who is providing the food? Applicant Food Vendor Other

Anticipated number of Participating Vendors *

60

Anticipated Event Attendance *

1,000

Event Target Audience *

Military Veterans, First Responders, Community members in Wylie and surrounding areas

Event Details *

The 1 LT Robert F. Welch III Run for our Heroes event is held in honor of our fallen heroes as well as a way to thank all our military veterans and first responders. The event consists of a 5k run and 1 miler run, a vendor fair in Olde City Park with live music, food trucks, and kids' activities (8-2pm). We will also host a Free LUNCH for military veterans, first responders, and their families from 11-12:30pm under the pavilion. The run will take place along Jackson Street and hang a left on Brown Street to continue westbound to just a little bit past Sanden where the route will loop around and runners will head back east on Brown to Jackson.

Event Announcement and/or Flyers

2026 Run for our Heroes Race Flyer (2).jpg

393.77KB

SignatureA rectangular box containing a handwritten signature in cursive script that reads "Becky Welch".**Date**

01/11/2026