



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 developmentservices@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 *

Wylie ISD Council of PTAs

Website**Please upload 501c3 Documents ***

Texas PTA IRS Determination

Letter.pdf

68.49KB

Contact Information

Primary Contact Name *

Lauren Kay Gibson

Event Information

Event Name/Title *

Back the Future

Event Type *

Other

If other, please explain *

Back to school event

Purpose of event *

Brings together Wylie ISD schools, PTAs, community organizations, student groups, mascots, and local families

Event Location *

Olde City Park

112 S Ballard Avenue

Proposed Event Date *

09/26/2026

Alternative Event Date *

10/03/2026

Start Time *

09:00:00 AM

☐ Include Setup

End Time *

09:00:00 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

We will allow community businesses to sell in a Farmers market style. And allow food sales.

Will there be food items provided?

☒ Yes ☐ No

Please specify the types of food items to be provided

We will try to get free food trucks. In and Out offers one and so does CTXU. We will not make a sell onsite, it will be all out of a food truck.

Who is providing the food?

- ☐ Applicant
- ☒ Food Vendor
- ☐ Other

Anticipated number of Participating Vendors *

150

Anticipated Event Attendance *

800

Event Target Audience *

Wylie ISD schools, PTAs, community organizations, student groups, mascots, and local families

Event Details *

"Back the Future" is a free family community event hosted by the Wylie ISD Council of PTAs. The event brings together Wylie ISD schools, PTAs, community organizations, student groups, mascots, and local families for an evening of activities and school spirit.

Event Announcement and/or Flyers**Signature**A rectangular box containing a handwritten signature in cursive script that reads "Lauren Gibson".**Date**

06/01/2026