



**Parks & Recreation Department**  
300 Country Club Rd, Building 100  
Wylie, TX 75098  
972-516-6340 | [Parks@wylietexas.gov](mailto: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 twelve weeks in advance, and no sooner than 6 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;*
  - 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 the Collin County Environmental 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 the Environmental Services Specialist at 972-548-5528 or 972-548-5585. The Collin County website is [www.collincountytx.gov](http://www.collincountytx.gov) for further information.*
  - b. *If permit is required by Environmental 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

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**Name of Organization \***

Wylie ISD Council of PTAs

**Website**

**Are you a non profit? \***

☒ Yes ☐ No

**Please upload 501c3 Documents**

## Contact Information

**Primary Contact Name \***

Becky Welch

## Event Information

**Event Name/Title \***

Back the Future Event

**Event Type \***

Other

**If other, please explain \***

Community

**Purpose of event \***

Increase community involvement in PTA and our school district and celebrate the start of a new school year.

**Event Location \***

Olde City Park

112 S Ballard Avenue

**Proposed Event Date \***

09/23/2023

**Alternative Event Date \***

09/23/2023

**Start Time \***

05:00:00 PM

Include Setup

**End Time \***

07:00:00 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**

Our local PTAs will sell spirit wear and pta memberships; local vendor booths will sell items such as home based products (Scentsy, Usborne, Thirty One, etc), soaps, jewelry, toys, apparel, handmade wooden items, wreaths, etc.

**Will there be food items provided?**

☒ Yes ☐ No

**Please specify the types of food items to be provided**

In and Out Burger Truck will give away free food, Lalos Tacos, Kona Ice, Dippin Dots, possible popcorn vendor

**Who is providing the food?**

☐ Applicant

☒ Food Vendor

☐ Other

**Anticipated number of Participating Vendors\***

75

**Anticipated Event Attendance\***

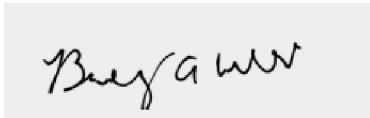
1,000

**Event Target Audience\***

Wylie ISD Community at large and local businesses

**Event Details\***

This is the annual Wylie ISD Council of PTAs "Back the Future" event which celebrates the start to another great school year! We invite all our local Wylie ISD PTAs to set up a booth where they will have games, sell their spirit wear, etc. We also invite local businesses to come out and set up booths and help support our local community. It is a great way to kick off the new school year. We have the drum lines, bands, football teams, and cheerleaders from both high schools at the event and host a School Mascot Dance Off Competition in the park. The In and Out Burger Truck will be on site giving away free meals while supplies last. It is open for all of our Wylie ISD families and Wylie community members. Our hope is that this event will help unite everyone in our community!

**Event Announcement and/or Flyers****Signature****Date\***

03/24/2023