



**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 [developmentervices@collincountytx.gov](mailto:developmentervices@collincountytx.gov). The Collin County website is [www.collincountytx.gov/Services/Engineering/Development-Services/food-service-and-health](http://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 \***

Scouting America - Cub Scout Pack 304

**Website**

**Please upload 501c3 Documents \***

Tax ID Circle 10.jpg 334.68KB

**Contact Information**

**Primary Contact Name \***

Jaclyn Herstrom

**Event Information**

**Event Name/Title \***

Back to Scouting Bash 2026

**Event Type \***

Other

**If other, please explain \***

Recruitment event for Scouting America

**Purpose of event \***

Recruitment event for Scouting America.

**Event Location \***

Olde City Park

112 S Ballard Avenue

**Proposed Event Date \***

08/01/2026

**Alternative Event Date \***

08/08/2026

**Start Time \***

09:00:00 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**

We will be selling memberships to join Scouting America units.

Possible items to sell would be fundraising items from each unit, such as paracord whistles, mini flashlights, and unit shirts and hats.

**Will there be food items provided?**

Yes  No

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

We are looking into food trucks as an option.

**Who is providing the food?**

Applicant

Food Vendor

Other

**Anticipated number of Participating Vendors \***

20

**Anticipated Event Attendance \***

150

**Event Target Audience \***

Wylie Families

**Event Details \***

We are looking at holding the Back to Scouting Recruitment Event in early August. Our idea is to have a large, free to public event that is both fun for the kids and informative for the parents. Our vision is to rent out the whole park area for each pack or troop to have space for an information booth as well as a Scout-related activity. We will also have a main attraction, such as water activities, a climbing wall, and a bounce house for the younger ones. We would love to add food trucks and even fundraiser opportunities for each of our units.

**Event Announcement and/or Flyers**

BTSB26.png

9.83MB

**Signature**A rectangular box containing a handwritten signature in cursive script that reads "Jacyl Herstrom".**Date**

03/01/2026