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 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 (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 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 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

Name of Organization *
Connection Point Church

Website
https://connectionpoint.church

Are you a non profit? *
(•) Yes ( ) No

Please upload 501c3 Documents

Contact Information

Primary Contact Name *
Megan Williams

Event Information

Event Name/Title *
3rd Annual Run for the Fatherless 5K and Fun Run

Event Type *
5k/Walk

Purpose of event *
To help raise funds for a non profit called Hope for the Fatherless that cares for orphan in Ethiopia.

Event Location *
Founders Park

851 Hensley Lane

Proposed Event Date *
11/23/2024

Alternative Event Date *
11/16/2024

Start Time *
07:00:00 AM
Include Setup

End Time *
11:00:00 AM
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
Coffee from a coffee cart and hopefully a couple other food trucks on site.

Will there be food items provided?
(•) Yes ( ) No

Please specify the types of food items to be provided
Granola bars, bananas, water bottles

Who is providing the food?
(•) Applicant
( ) Food Vendor
( ) Other

Anticipated number of Participating Vendors *
4

Anticipated Event Attendance *
150

Event Target Audience *

Local families interested in supporting international care of orphans

Event Details *

This will be our 3rd year to put on the event. We have sponsors who help put on the event, a coffee cart, a DJ and bounce houses for the kids. We had over 150 participants last year at the event.
This was the website for last year's event: https://connectionpoint.church/runforthefatherless

Event Announcement and/or Flyers

Signature

Date *

05/06/2024