



**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 (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](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 \***

Wally W Watkins PTA

**Website****Please upload 501c3 Documents**

TaxExemptionCertificate\_2021-  
2022.pdf 89.71KB

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

☒ Yes ☐ No

**Contact Information****Primary Contact Name \***

Brittney Williamson

**Event Information****Event Name/Title \***

Jingle Bell Jog 5K &amp; Fun Run/ Walk

**Event Type \***

5k/Walk

**Purpose of event \***

Fundraising 5K &amp; Fun Run/ Walk

**Event Location \***

Founders Park

851 Hensley Lane

**Proposed Event Date \***

12/02/2023

**Alternative Event Date \***

12/16/2023

**Start Time \***

05:00:00 AM

☐ Include Setup**End Time \***

01:00:00 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**

Day of Registration; Food and Beverages

**Will there be food items provided?**

☒ Yes ☐ No

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

Cookies, Hot Cocoa; Coffee; Breakfast Foods

**Who is providing the food?**☐ Applicant☐ Food Vendor

☒ Other Both Applicant & Food Vendor

**Anticipated number of Participating Vendors \***

3

**Anticipated Event Attendance \***

500

**Event Target Audience \***

Wylie Community

**Event Details \***

Wally Watkins Annual 5k & Fun Run/ Walk to kick off the holiday season and promote healthy lifestyles for our students and families.

**Event Announcement and/or Flyers**

JBj 23' EVENT FLYER.pdf

1.58MB

**Signature**

BRITTNEY WILLIAMSON

**Date \***

08/18/2023