



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 *

Wally W Watkins PTA

Website

Are you a non profit? *

☒ Yes ☐ No

Please upload 501c3 Documents

Tax Exemption form-2024.pdf 1.83MB

Contact Information

Primary Contact Name *

Kate Forner

Event Information

Event Name/Title *

Jingle Bell Jog 5K & Fun Run/ Walk

Event Type *

5k/Walk

Purpose of event *

5K & Fun Run/Walk

Event Location *

Founders Park

851 Hensley Lane

Proposed Event Date *

12/07/2024

Alternative Event Date *

12/14/2024

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; Spirit Sticks; Food and Beverages

Will there be food items provided?

☒ Yes ☐ No

Please specify the types of food items to be provided

Cookies; Hot Chocolate; Coffee; Breakfast Pastries

Who is providing the food?

☐ Applicant

☐ Food Vendor

☒ Other Both Applicant and Food Vendor

Anticipated number of Participating Vendors*

3

Anticipated Event Attendance*

600

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

Sample Flyer from last year.jpeg

167.49KB

Signature



Date*

08/16/2024