**Texas Facilities Commission Special Events Request for Use of State Property**

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| **APPLICANT** | Date Submitted |  | | | | | | **IMPORTANT NOTICE**  Forms must be completed and submitted at least 30 days prior to the event.  Fireworks and firework paraphernalia are not allowed on State property.  Please E-mail, fax or mail a completed form to:  Laura Hall/Parking Request  Manager of Commercial Parking & Special Events  Texas Facilities Commission  1711 San Jacinto Blvd.  Austin, TX 78701  (512) 463-8848 (Office)  (512) 563-9273 (Cell)  (512) 236-6179 (Fax)  [cpse@tfc.state.tx.us](mailto:cpse@tfc.state.tx.us) |
| Requesting Organization |  | | | | | |
| Contact Name |  | | | | | |
| Contact Phone Number |  | | | | | |
| Contact Cell Number |  | | | | | |
| Contact Fax Number |  | | | | | |
| Contact E-Mail Address |  | | | | | |
| Organization Address |  | | | | | |
| Is Organization 501 ( C ) ? |  | Yes |  |  | No | If so, include copy of IRS 501 ( C ) Form | |
| Organization Description |  | | | | | | |

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| EVENT | Event Name | | |  | | | | | | Week Day of the Event | | |  |
|  | Event Location | | |  | | | | | | Event Date |  | | |
|  | Type of Event | | | | | | | | | Event Time |  | | |
|  | Walk | |  | Run | |  | Bike Ride |  | | Set up Date |  | | |
|  | Rally | |  | Concert | |  | Car Show |  | | Clean up Date |  | | |
|  | Festival | |  | Carnival | |  | Parade |  | | Cost to Attend Event | | $ | |
|  |  | Other (Specify) | | |  | | | | | | | | |
|  | Event Benefits | | | |  | | | | | | | | |
|  | Detail Description  of Event | | | |  | | | | | | | | |
|  | Event Sponsors | | | |  | | | | | | | | |
|  | Organization Responsible for Concession (if applicable) | | | | | | | |  | | | | |
|  | Organization Responsible for Cleanup | | | | | | | |  | | | | |

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| **FACILIY** | Requested Garage/Lot [(See Map)](http://tfc.state.tx.us/divisions/facilities/prog/FMD/parking/map.htm) | | |  | | | | |
| Requesting for |  | Parking Only | |  | Event Set-up |  | Parking & Event Set-up |
| Number of Parking Spaces Requested | | | |  | | | |
| Please note that all components of the event are subject to the Texas Facilities Commission approval and may require approval and permits from the City of Austin. Organization/Event will clean & maintain site during & after event. | | | | | | | |

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| Office Use Only (To be filled out by TFC staff) | | | | |
| Free Parking Approved |  | | |  |
| Reduced Parking Approved |  | Rate: | $ | |
| Request Denied |  |  |  | |
| Comments: | | | | |
|  | | | | |

Approved by Mike Novak, Executive Director