**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 RequestManager of Commercial Parking & Special EventsTexas Facilities Commission1711 San Jacinto Blvd.Austin, TX 78701(512) 463-8848 (Office)(512) 563-9273 (Cell)(512) 236-6179 (Fax)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