

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/25/2022

EVENT NAME: Waiver of Fees: Advanced Placement Testing

ORGANIZER: Lincoln High School - Ruby Gutierrez

E-MAIL ADDRESS: gutierrezr@mpsd.school

EVENT DATE: 5/2 to 5/11/22

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of Lincoln Park Fieldhouse for advanced placement testing May 2-6 and May 9 & 11

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
<p>Approved via e-mail: Shawn Alfred/sr Dan Koski/sr Jason Freiboth/sr Todd Blaser/sr Kathleen McDaniel/sr</p>	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:



**CITY OF MANITOWOC – DEPARTMENT OF PUBLIC INFRASTRUCTURE
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT**



Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two (2) years indicating all expenses and all revenues of the group/organization may be requested by the committee. Groups or organizations must be current on all financial accounts with the City of Manitowoc.

ALL QUESTIONS MUST BE ANSWERED

Name of event: Lincoln High School AP Testing

1. Name of club/organization making request Lincoln High School
 Address 1433 South 9th Street Telephone 920-663-9605

2. Names of club officers: Name Address Telephone
 President Lee Thennes
 Secretary Ruby Gutierrez
 Treasurer _____

3. Facility requested: Lincoln Park Fieldhouse
 Equipment requested: 42 tables with 84 chairs. Tables must not be round.

4. Specific dates and hours facility/equipment will be used: Date(s) May 2-6 Hrs. 7 AM - 4 PM

5. Please explain your request, as to what fees you desire waived or reduced and reasons. MAY 9 + MAY 11 Rental Fee and Security deposit. We are a non profit public school

6. Which do you consider your group to be?
 A. Community service B. Non-profit C. Private business
 D. Club or organization E. Other, please explain

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?
 Yes No

8. If #7 is "yes," explain and list specific charges N/A

9. What will revenues be used for? N/A

10. Do you wish to meet personally with the Committee to discuss this request? Yes No
 If "yes," please provide the following information of individual to contact:
 Name _____ Address _____ Telephone _____

Signed [Signature] Date 4/12/22

Please attach any additional information which you feel will assist the committee in evaluating your request.

*A/N
6/5/16*

Reserving the Lincoln Park Fieldhouse will give our Advanced Placement students a quiet area to take their exams without interruptions. We will need 42 tables (rectangle) and 84 chairs. If the facility is unable to provide the entire amount of tables and chairs, Lincoln High School will bring in some of their own as well if need be. Thank you for your consideration.