



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org



October 9, 2020

Mr. Richard Rosinsky
1110 Hamilton St.
Manitowoc, WI 54220

RE: *Special Olympics Tournament – Citizen Park – 6/19/2021 (Rain Date 6/20/21)*

Dear Mr. Rosinsky:

The above request was acted upon by the Special Event Committee at the meeting of October 7, 2020, at which time the Committee granted your request.

Please refer to the enclosed outlined conditions for a Special Event permit and insurance requirements.

The organizer is encouraged to make public service announcements regarding social distancing and hand washing, etc. Please remind participants that dogs are not allowed in Citizen Park.

For 2020, as part of the Mayor's budget, most fees for special events were waived. The 2021 budget has not been set. Non-waivable fees will be charged as set by policy.

Assuming fees for special events are waived as part of the 2021 budget, please consider including the City of Manitowoc among the sponsors for your event.

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

cc: Special Events Approval Group

Deborah Neuser, CMC, City Clerk
CITY HALL • 900 Quay Street • Manitowoc, WI 54220-4543
Phone (920) 686-6950 • Fax (920) 686-6959 • dneuser@manitowoc.org

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

SEP 14 2020

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: MANITOWOC Co. MIRACLES SPECIAL OLYMPICS TOURN.

2. Date of Event: 6/19/20 If multiple days, Start Date: ___/___/___ End Date: ___/___/___
Include dates and times needed for setup and take down / cleanup.

3. Time Event will Begin Setup: 6 AM/PM Actual Start Time: 9 AM/PM Finish Time: 5 AM/PM

4. Name and Complete Address of Organization/Individual Organizing the Event:

MANITOWOC Co. MIRACLES Sp. OLYMPICS
Name of organization responsible for event

RICHARD R ROSINSKY
Name (first, middle, and last) of event organizer

Telephone # PRIOR TO event (920) 684-6909

GLENN GRAFF
Contact name DURING event (if different)

Telephone # DURING event (920) 242-0166

1716 WESTERN AVE
Street Address

MANITOWOC WI 54220
City, State, Zip

E-mail address GRAFFS@1sol.net
of event organizer

Is the sponsoring organization a 501(c)(3) organization? Yes No

5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event. Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

THE EVENT IS AT CITIZENS PARK. THIS IS A SPECIAL OLYMPICS TOURNAMENT IN THE SPORTS OF BOCCIE-BALL, T-BALL + SOFTBALL. DIAMONDS 2+3 WILL BE USED AS WELL AS THE OPEN AIR SHELTER + CONCESSION STAND.

Will the event be held in a Manitowoc park or utilize any park facilities? Yes Which park? CITIZENS PARK No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)? SOFTBALL DIAMONDS, OPEN AIR SHELTER, + CONCESSION STAND

Have you reserved the park &/or park facilities? Yes No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? Yes No If yes, which street(s): _____

It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk? Yes No

AIN
5435



6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used? Yes No

If yes, where on the trail will the event begin: _____

Where on the trail will the event end: _____

When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

FOR OFFICE USE ONLY:

Signature of City of Two Rivers designee: _____

Date: _____

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? 400 PEOPLE

How many vendors will be at your event? NONE How many vehicles? NONE

Do you require any special parking restrictions? Yes No If yes, what type, when, and where: _____

Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed.

Will food be prepared and/or served at the event? Yes No

You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.

Will you be having a band or amplified music? Yes No

Will a loudspeaker or similar electric sound amplification system be used outdoors? Yes No

If yes, what hours: _____

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? Yes No

If yes, please describe: _____

Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? Clean-up Street-sweeping NONE REQUIRED

For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? Yes No

If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? Yes No If yes, please indicate what types of animals, how many are expected, and where they will be located. _____

What toilet facilities will be made available to your participants? Indoor Outdoor

Please describe the toilet facilities that will be provided, including their locations and the number of units: CITIZENS PARK

RESTROOMS BY CONCESSION STAND, + MYBA RESTROOMS

Will alcoholic beverages be served/sold? Yes No If yes, a "Special Class B" license will allow sale/service of beer and/or wine. Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.

In the case of a premise with a current alcohol license, do you need an extension of your premise? Yes No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park? Yes No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed. Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*	Cost/Day	=	Total	
Barricades							
2'	_____	X	_____	X \$3.00	=	_____	Flashers _____
3'	_____	X	_____	X \$3.00	=	_____	Flashers _____
8'	_____	X	_____	X \$4.00	=	_____	
Rail type-long	_____	X	_____	X \$2.00	=	_____	
Rail type-short	_____	X	_____	X \$2.00	=	_____	
Channelizer Drums	_____	X	_____	X \$3.00	=	_____	
Cones							
18"	_____	X	_____	X \$1.50	=	_____	
28"	_____	X	_____	X \$1.50	=	_____	
Safety vests	_____	X	_____	X No charge	=	No Charge	
Snow fence							
Rolls	_____	X	_____	X \$4.00	=	_____	
Posts	_____	X	_____	X No Charge	=	No Charge	
Post driver/pounder	_____	X	_____	X No Charge	=	No Charge	
Traffic signs	_____	X	_____	X \$2.00	=	_____	Description _____
	_____	X	_____	X \$2.00	=	_____	Description _____
	_____	X	_____	X \$2.00	=	_____	Description _____
Traffic signs (Portable)	_____	X	_____	X \$3.00	=	_____	Description _____
	_____	X	_____	X \$3.00	=	_____	Description _____
	_____	X	_____	X \$3.00	=	_____	Description _____
Other (list items and amounts)	_____						

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'	_____	X	_____	X \$5.00	=	_____	
Park benches	_____	X	_____	X \$7.00	=	_____	
Picnic tables	12	X	_____	X \$7.00	=	_____	
Risers, platform	_____	X	_____	X \$15.00	=	_____	Description _____
Security stanchions	_____	X	_____	X \$ 5.00	=	_____	
Tent, 10'x10'	_____	X	_____	X \$30.00	=	_____	
Tent, 10'x20'	_____	X	_____	X \$35.00	=	_____	
Ticket booths, outdoor	_____	X	_____	X \$15.00	=	_____	
Trash cans	12	X	_____	X No Charge	=	No Charge	
Wenger portable bandwagon, 35x8***	_____	X	_____	X \$240.00	=	_____	

Other (list items and amounts)

15 additional garbage bags, CP diamonds to be procured prior to tournament 4 1/2" pitcher plates put on diamonds at 3)

TOTAL RENTAL CHARGES _____

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. Stake Permit: **There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground.** The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up. Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy Yes No
 Fence Yes No
 Sign Yes No
 Bounce house Yes No If electric, where will item be plugged in? _____
 Other _____ Yes No If electric, where will item be plugged in? _____

If yes for any, give a detailed explanation under #5.

10. Safety and Security for Your Event:

Do you have the correct level of insurance for your specific event? Yes No
 Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments? Yes No If yes, please describe: IN CASE OF SERIOUS INJURY WE WILL CONTACT 911 OTHERWISE NONE NEEDED

 Name of Security Coordinator Phone # before event () _____ - _____ Phone # the day of the event () _____ - _____

Do you have a plan in place to deal with medical emergencies that may occur during your event? Yes No
 The City reserves the right to require a detailed written public safety plan.

11. Fees & Reimbursement: Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipment. Stake Permit Fees, License Fees and Delivery Fees will not be waived.

Is a waiver of some or all fees requested? Yes No

If yes, please explain what fees you desire waived or reduced and the reason(s): REDUCE THE FEES FOR USE OF DIAMONDS, OPEN AIR SHELTER, + CONCESSION STAND. WE ARE A NON-PROFIT AGENCY

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event? Yes No

If yes, explain and list specific charges _____

What are your estimated revenues and what will the revenues be used for? _____

Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization.

12. Legal Notice

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 8 / 25 / 50

Signature of Applicant: Richard R Rosinsky

Date: 16 - 1 - 20

**MANITOWOC PARK & RECREATION DEPARTMENT
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT**

Groups/Organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for 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 Park and Recreation Committee and the group or organization will be notified within 15 days of submitted request.

A CURRENT FINANCIAL REPORT FOR THE PREVIOUS TWO (2) YEARS INDICATING ALL EXPENSES AND ALL REVENUES OF THE GROUP/ORGANIZATION MUST ACCOMPANY THIS FORM PRIOR TO THE COMMITTEE REVIEWING THE REQUEST.

ALL QUESTIONS MUST BE ANSWERED

1. Name of Club or Organization making request Manitowoc Co. Miracle Sp. Olympics
Address 1942 Ravenswood Lane Telephone 901 6595

2. Names of Club Officers: Name Address Telephone
President Jane Pubeck 1942 Ravenswood Lane 901 6535
Secretary Richard Rainsky 1110 Hamilton St 684 6909
Treasurer _____

3. Facility requested: Citizens Park, Rheuma Park, Halverton Park, + Westfield Park
Equipment requested: _____

4. Specific Dates and Hours facility/equipment will be used: Date See Attachment Hrs. SAME

5. Please explain your request, as to what fees you desire waived or reduced and reasons.
Reduce fees for use of diamonds, open air shelter + concession stand

6. Which do you consider your group to be?
A. Community Service _____ B. Non Profit X 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 Yes, explain and list specific charges _____

9. What will revenues be used for? _____

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

Signed Richard Rainsky Date _____
Please attach any additional information which you feel will assist the Committee in evaluating your request.

When completed, this form is to be returned to The Manitowoc Recreation Department, 930 North 18th Street, Manitowoc, WI 54220.

Committee Action: Approved _____ Denied _____ Date _____
Explanation _____

MANITOWOC PARK & RECREATION DEPARTMENT EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

SB Diamonds X

BB Diamonds _____

Soccer Field _____

Tennis Courts - How Many? _____

Pool _____

EQUIPMENT REQUESTED (Be Specific)

Garbage Cans _____

Picnic Tables _____

Benches _____

Other _____

AREA REQUESTED

Westfield Park

Number of People 30 DATE DESIRED ON BACK TIME REQUESTED 11 AM - 1 PM

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR?

Special Olympics
Be Specific

assessment testing

PERSON WHO WILL BE RESPONSIBLE

Glenn Groff

TELEPHONE

2420166

PERSON MAKING REQUEST

Richard Rosinsky

TELEPHONE

6846909

ADDRESS

1110 Hamilton St

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME

Jane Pubeck

ADDRESS

1942 Ravenswood Lane

Phone

9016535

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES _____

SIGNED

Glenn Groff

(Person Responsible)

APPROVED _____

DATE

10-1-20

DENIED _____

Date _____

Director, Parks & Recreation

ATTENDANT(S) _____

START TIME: _____

Sun.

May 9

MANITOWOC PARK & RECREATION DEPARTMENT EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

EQUIPMENT REQUESTED (Be Specific)

SB Diamonds X

Garbage Cans _____

BB Diamonds _____

Picnic Tables _____

Soccer Field _____

Benches _____

Tennis Courts - How Many? _____

Other _____

Pool _____

AREA REQUESTED Citizens Park Diamonds 2+3

Number of People 400 DATE DESIRED ON BACK TIME REQUESTED 7AM-5PM

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Special Olympics
Be Specific

Summer Sports Tourney

PERSON WHO WILL BE RESPONSIBLE Richard Rosinsky TELEPHONE 6846909

PERSON MAKING REQUEST Richard Rosinsky

TELEPHONE 6846909 ADDRESS 1110 Hamilton St.

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Jane Pabek

ADDRESS 1942 Ravenswood Lane Phone 9016535

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES _____

SIGNED Richard Rosinsky
(Person Responsible)

APPROVED _____

DATE 10-1-20

DENIED _____

Director, Parks & Recreation

Date _____

ATTENDANT(S) _____ START TIME: _____

Sat June 19 2021

Rain Date: Sun. June 20 2021

MANITOWOC PARK & RECREATION DEPARTMENT
EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

EQUIPMENT REQUESTED (Be Specific)

SB Diamonds X

Garbage Cans _____

BB Diamonds _____

Picnic Tables _____

Soccer Field _____

Benches _____

Tennis Courts - How Many? _____

Other _____

Pool _____

AREA REQUESTED Rheume Park Right Field Green Space

Number of People 58 DATE DESIRED ON BACK TIME REQUESTED 6 PM - 8 PM

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Special Olympics
Be Specific

sooco-ball practice

PERSON WHO WILL BE RESPONSIBLE Cheryl Kennedy TELEPHONE 6825221

PERSON MAKING REQUEST Richard Rosinsky

TELEPHONE 6846909 ADDRESS 1110 Hamilton St

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Jane Pubeck

ADDRESS 1942 Ravenswood Lane Phone 9016535

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.
It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.
The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES _____

SIGNED Cheryl Kennedy
(Person Responsible)

APPROVED _____

DATE 10-1-20

DENIED _____

Date _____

Director, Parks & Recreation

ATTENDANT(S) _____

START TIME: _____

Mon.

May 10-17-24-31

June 7-14-21-28

July 5-12-19-26

Aug 2

MANITOWOC PARK & RECREATION DEPARTMENT EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

EQUIPMENT REQUESTED (Be Specific)

SB Diamonds X
 BB Diamonds _____
 Soccer Field _____
 Tennis Courts - How Many? _____
 Pool _____

Garbage Cans _____
 Picnic Tables _____
 Benches _____
 Other _____

AREA REQUESTED Halverson Park Diamond 2

Number of People 20 DATE DESIRED ON BACK TIME REQUESTED 4PM - 6PM
Be Specific

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Special Olympics
T-Ball practice

PERSON WHO WILL BE RESPONSIBLE Paulette Simonar TELEPHONE 7932977

PERSON MAKING REQUEST Richard Rosinsky

TELEPHONE 6846909 ADDRESS 1110 Hamilton St

WHO WILL BE BILLED IF THERE ARE ANY CHARGES
 NAME Jane Pubeck
 ADDRESS 1942 Ravenswood Lane Phone 9016535

PROVISIONS:
 The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.
 It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.
 The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES _____ SIGNED Paulette Simonar
(Person Responsible)

APPROVED _____ DATE 10-1-20

DENIED _____
 _____ Date _____
 Director, Parks & Recreation

ATTENDANT(S) _____ START TIME: _____

Tues

May 18-25

June 1-8-15-22-29

July 6-13-20-27

Aug 3

MANITOWOC PARK & RECREATION DEPARTMENT EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

SB Diamonds X
BB Diamonds _____
Soccer Field _____
Tennis Courts - How Many? _____
Pool _____

EQUIPMENT REQUESTED (Be Specific)

Garbage Cans _____
Picnic Tables _____
Benches _____
Other _____

AREA REQUESTED

Westfield Park

Number of People 20 DATE DESIRED ON BACK TIME REQUESTED 10 AM - 1 PM
Be Specific

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR?

Special Olympics

softball practice - Badgers

PERSON WHO WILL BE RESPONSIBLE

Glenn Graff

TELEPHONE 2420166

PERSON MAKING REQUEST

Richard Rosinsky

TELEPHONE

6846909

ADDRESS

110 Hamilton St

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME

Jana Pulek

ADDRESS

1992 Ravenswood Lane

Phone

9016535

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES

SIGNED

Glenn Graff
(Person Responsible)

APPROVED

DATE

10-1-20

DENIED

Date

Director, Parks & Recreation

ATTENDANT(S)

START TIME:

Sat.

May 15-22ⁿ-29

June 5-12-19-26

July 3-10-17-24-31

Aug 7

MANITOWOC PARK & RECREATION DEPARTMENT EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

SB Diamonds X

BB Diamonds _____

Soccer Field _____

Tennis Courts - How Many? _____

Pool _____

EQUIPMENT REQUESTED (Be Specific)

Garbage Cans _____

Picnic Tables _____

Benches _____

Other _____

AREA REQUESTED Halverson Park Diamond 1

Number of People 26 DATE DESIRED ON BACK TIME REQUESTED 4PM - 6PM

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Special Olympics
Be Specific

softball practice - Marvel

PERSON WHO WILL BE RESPONSIBLE Rob Michalek TELEPHONE 815.9540

PERSON MAKING REQUEST Richard Rosinsky

TELEPHONE 6846909 ADDRESS 1110 Hamilton St

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Jane Pulek

ADDRESS 1942 Ravenswood Lane Phone 9016535

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES _____

SIGNED Rob Michalek
(Person Responsible)

APPROVED _____

DATE 10-1-20

DENIED _____

Director, Parks & Recreation Date _____

ATTENDANT(S) _____ START TIME: _____

Tues.

May 18-25

June 1-8-15-22-29

July 6-13-20-27

Aug 3

MANITOWOC PARK & RECREATION DEPARTMENT EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

EQUIPMENT REQUESTED (Be Specific)

SB Diamonds X

Garbage Cans _____

BB Diamonds _____

Picnic Tables _____

Soccer Field _____

Benches _____

Tennis Courts - How Many? _____

Other _____

Pool _____

AREA REQUESTED Halverson Park Diamond 1

Number of People 20 DATE DESIRED ON BACK TIME REQUESTED 4PM - 6PM

Be Specific

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Special Olympics

softball practice - Bandits

PERSON WHO WILL BE RESPONSIBLE Dan Schmidt TELEPHONE 3230477

PERSON MAKING REQUEST Richard Rosinsky

TELEPHONE 6846909 ADDRESS 1110 Hamilton St

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Jane Prubek

ADDRESS 1942 Ravenswood Lane Phone 9016535

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES _____

SIGNED Dan Schmidt
(Person Responsible)

APPROVED _____

DATE 10-1-20

DENIED _____

Director, Parks & Recreation

Date _____

ATTENDANT(S) _____

START TIME: _____

Weds.

May 19 - 26

June ~~3-10-17-24~~ 2-9-16-23-30

July 7-14-21-28

Aug 4

To - Manitowoc Special Events Committee
From - Dick Rosinsky + Glenn Groff
RE - Social distancing plan for our Special
Olympics tourney on 6-19-21

Our Plan as follows :

- 1 We will be using 4 MYBA diamonds + 2 Parks + Rec. diamonds, so the players + coaches will be spread out + a great distance apart.
2. There are 2 open air shelters + restrooms. One located by CP 2 + 3, the other by the MYBA diamonds. These will be used to help separate players + coaches.
- 3 It will be mandatory that all fans watching in the bleachers stay 6 feet away from each other + wear a mask.
- 4 It will be mandatory that if possible fans watch the games from behind the outfield fence + stay 6 feet apart.
- 5 It will be mandatory that all players + coaches wear a mask when they are not competing in a game.

6. It will be mandatory that all fans + volunteers wear a mask as long as they the volunteers can do their job correctly with a mask on.
7. All coaches will be required to keep their players together as a team. This will help to prevent socializing with players + coaches of other teams + Agencies.
8. Coaches of all the ^{TEAMS} will be given vouchers for their teams lunches. They will present the vouchers to the concession stand volunteers who in turn will give them the number of lunches needed for their players + coaches. By doing this it will avoid + eliminate long lines of people coming to get their lunches.
9. Sanitizer will be placed in all restrooms, open air shelters, dugouts, concession stand areas. This will be a help + preventive measure so any health issues don't occur.
10. In early January a letter of these socializing plans will be sent to each competing agency. In that way these Agencies will be made aware of what is expected of them when they come to this event in June.