

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 4/13/2022

EVENT NAME: Waiver of Fees: End of Year Celebration

ORGANIZER: Lincoln High School - Ruby Gutierrez

E-MAIL ADDRESS: gutierrezr@mpsd.school

EVENT DATE: 5/18/2022

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Use of Lincoln Park cabin 2 for an end of the year celebration for staff to socialize

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Todd Blaser/sr Jason Freiboth/sr Dan Koski/sr	

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 End of Year Celebration
1. Name of club/organization making request Lincoln High School
Address 1433 South 8th Street Telephone 920-663-9605
2. Names of club officers: Name Address Telephone
President Lee Hennes 1433 S. 8th 920 663 9600
Secretary Ruby Gutierrez 1433 S. 8th 920-663-9605
Treasurer _____
3. Facility requested: Lincoln Park Cabin #2
Equipment requested: _____
4. Specific dates and hours facility/equipment will be used: Date(s) 5-18-22 Hrs. 1pm-10pm
5. Please explain your request, as to what fees you desire waived or reduced and reasons. Rental Fee + Security deposit. We are a non profit public school
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 X
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 X
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____
- Signed [Signature] Date 4/8/22

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

When completed, return this form to the City of Manitowoc - Dept. of Public Infrastructure
900 Quay St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

This event is an opportunity to socialize and celebrate another year coming to an end.

*A/N
6494*