

WAIVER OF FEES APPROVAL FORM

APPROVAL DATE: 11/6/2024

RENTAL: Library Staff Event - Lincoln Park Cabin 1

ORGANIZER: Manitowoc Public Library - Stacey Bialek

E-MAIL ADDRESS: sbialek@manitowoc.org

RENTAL DATE: 11/23/2024

LOCATION/DESCRIPTION: Use of Lincoln Park Cabin 1 for an evening get together of Library staff.

COMMITTEE CONCERNS: As there is a rental the next day, the Library has agreed to clean and reset the rental for the next day.

COMMITTEE DECISION:

| APPROVE | DENY |
|--|------|
| Todd Blaser /ec Courtney Hansen /ec Eric Nycz /ec Dan Koski /ec | |

ITEMS TO INCLUDE IN LETTER:

Please clean and reset the rental to have it ready for the next group.



CITY OF MANITOWOC
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT

OCT 16 2024

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 organization will be notified by e-mail or letter of the decision. Organizations must be current on all financial accounts with the City of Manitowoc.

ALL QUESTIONS MUST BE ANSWERED

Name of event: Library Staff Event

1. Name of club/organization making request Manitowoc Public Library
 Address 707 Quay Street Telephone 920-686-3008
 Email sbialek@manitowoc.org

2. Names of club officers: Name Address Telephone
 President Stacey Bialek 707 Quay St Mtwc WI 9206863008
 Secretary Sharon Verbeten 707 Quay St Mtwc WI
 Treasurer Judy Gersek 707 Quay St Mtwc WI

3. Facility requested: Cabin 1-Lincoln Park # of people 35
 Equipment requested: none

4. Specific dates and hours facility/equipment will be used: Date(s) 11/23/2024 Hrs. 8=(4-12pm)

5. Please explain your request, as to what fees you desire waived or reduced and reasons:
Will be using Cabin 1 facilities for Library staff event and team activities. We wish to have rental fee of \$187.95 & security deposit of \$150 waived for this city department event. Thanks!

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 City Department-Library

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

9. What will revenues be used for?

10. Do you wish to meet personally with the Committee to discuss this request? Yes No

Signed Stacey Bialek Date 10/16/2024

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