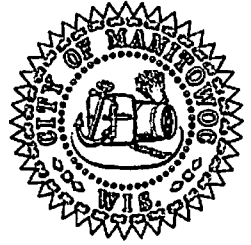


CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org

February 28, 2020



MPSD
Attn: Gwen Fiecko
1433 S. 8th St.
Manitowoc, WI 54220

RE: *Waiver of Fees – MPSD ELA Professional Development – 3/12-3/13/2020*

Dear Ms. Fiecko:

The above request was acted upon by the Special Event Committee at the meeting on February 26, 2020, at which time the committee granted your request.

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

cc: Special Events Approval Group

via email

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

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/26/2020

EVENT NAME: Waiver of Fees - English Language Arts Professional Development

ORGANIZER: Lincoln High School - Gwen Flecko

E-MAIL ADDRESS: fleckog@mpsd.k12.wi.us

EVENT DATE: 3/12/20-3/13/20

NEW OR RECURRING: Recurring (2017)

LOCATION/DESCRIPTION: Use of cabin 2 for English Language Arts Professional Development

DISCUSS ADA ACCESSIBILITY (Parking, toilets, ADA picnic tables, etc.) _____

ELECTRICAL NEEDED _____

GARBAGE PICKUP _____

WATER NEEDED _____

EVENT SIGNS _____

INFLATABLES/TENTS/FENCING _____

STREET CLOSURE TIME _____

PARKS DELIVERY TIME _____

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Walter W. D. D. D.
Jodel B.
Sam Sabat
[Signature]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

When listing sponsors for your event, we ask that you consider listing the City of Manitowoc since some or all fees have been waived for the event.

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

FEB 24 2020

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 Public Infrastructure 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

- Name of event: English Language Arts Professional Development
1. Name of club/organization making request Lincoln High School /MPSD
Address 1433 S. 5th St. Manitowoc, WI 54220 Telephone 920-686-1054
2. Names of club officers: Name Address Telephone
President Gwen Fiecko/English Department Chair 1433 S 5th St. Manitowoc, WI 920-686-9314 Or 920-686-6327
Secretary _____
Treasurer _____
3. Facility requested: Cabin 2 Lincoln Park
- Equipment requested: _____ March 12 4:00 p.m.
March 12, 2020 & 6:00 p.m. March 13:
4. Specific dates and hours facility/equipment will be used: Date March 13, 2020 Hrs 8:00-4:00
5. Please explain your request, as to what fees you desire waived or reduced and reasons. _____
1. Ample parking for the entire event. 2. No water tax because the city provides water. 3. No parking fee. 4. No security fee. 5. No waste disposal fee. 6. No cleanup fee.
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 _____
9. What will revenues be used for? _____
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 Gwen Fiecko/ELA Department Chair Date 2/23/2020

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 - Parks Division.
900 Quay St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org