



CITY OF MANITOWOC

WISCONSIN, USA
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August 23, 2017

MPSD
Attn: Gwen Fiecko
2902 Lindbergh Dr.
Manitowoc, WI 54220

RE: *Waiver of Fees – MPSD ELA Back to School Meeting – August 28, 2017*

Dear Event Organizer:

The above request was acted upon by the Special Event Committee at the meeting on August 22, 2017, at which time the committee granted your request.

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

Very truly yours,

Deborah Neuser
City Clerk

dan

Enclosures

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Randy Junk, Operations Division Mgr. (Streets)
Chad Scheinoha, Operations Division Mgr. (Cemetery/Parks)
Karen Dorow, Business Manager

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: 8/21/2017

EVENT NAME: MPSD English Language Arts Back to School Meeting

ORGANIZER: MPSD - Gwen Fiecko

EVENT DATE: 8/28/2017

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of cabin 2 for a MPSD English Language Arts Back to School Meeting from 8 am to noon

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	132
RECREATION	
STREETS	
TOTAL CITY COSTS	132

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
STAKE PERMIT	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
TOTAL E.H. CHARGES	0
GRAND TOTAL	132

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

[Handwritten signatures and initials under APPROVE]

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

RECEIVED

AUG 14 2017

DPI - OPERATIONS DIVISION

CITY OF MANITOWOC - PARKS DIVISION

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 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: MPSPD English Language Arts Back to school Meeting

1. Name of club/organization making request: Manitowoc Public School District
Address: 2902 Lindbergh Dr, Manitowoc, WI 54220 Telephone: 920-686-4777/920-663-9354

fieckog@mpsd.k12.wi.us

2. Names of club officers: Name Address Telephone
President: Gwen Fiecko/English Department Chair

Secretary

Treasurer

3. Facility requested: Cabin 2 @ Lincoln Park

Equipment requested:

4. Specific dates and hours facility/equipment will be used: Date 8/28/2017 Hrs. 8:00 - 12:00 a.m.

5. Please explain your request, as to what fees you desire waived or reduced and reasons. I am requesting the rental fee be waived as this is a MPSPD back to school ELA meeting with 25 teachers

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 Non-Profit - public employees/teachers with MPSPD

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

9. What will revenues be used for?

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: Gwen Fiecko/ELA Department Chair Date: 08/14/2017

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