

Parks Rec
6-2-14

14-1187

NOTICE: This application must be on file in the City Clerk's Office a minimum of 30 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.

SPECIAL EVENTS APPLICATION FORM

- 1. Name/Description of Event: Painting Pathways Clubhouse 5K walk/run
- 2. Date of Event: 09 / 13 / 2014 If multiple days, Start Date: ___ / ___ / ___ End Date: ___ / ___ / ___
- 3. Time Event will start to form: 9:00 am AM/PM Actual Start Time: 9:00 am AM/PM Finish Time: 4:00 pm AM/PM
- 4. Name and complete address of Organization/Individual organizing the Event:

Painting Pathways Clubhouse
 Name of organization, if applicable

June J Schulz
 Name (first, middle, and last) of individual organizing the Event

1226 Washington St.
 Street Address

Manitowoc, WI 54220
 City, State, ZIP

Telephone # () 652 9952

Business # ()
 (if applicable)

Date of Birth 07 / 05 / 1963
 of organizing individual

RECEIVED

MAY 28 2014

CITY CLERKS OFFICE

- Is the sponsoring organization a 501(c)(3) organization? Yes No
- 5. Email address of organizer: jschulz@paintingpathways.org
- 6. Location of the Event: Please attach a detailed map or diagram of your event. Also, please indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used.

Waiver of Fee Request attached.

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

Have you reserved the park for this purpose? Yes No If no, please contact the Parks Department at (920) 686-3580.

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

Will the event be held indoors? Yes No If yes, what building? Fieldhouse
 Building Name & Street Address

- 7. Tell us about your Event:
- 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
- What is the estimated attendance at your event, including observers? 100
- How many vendors will be at your event? 0 How many vehicles? 30
- Do you require any special parking restrictions? Yes No If yes, what type, when, and where: _____

Will any of the following services be required? Barricades Clean-up Street-sweeping
For help defining your parking, clean-up, and barricade needs, please contact the Department of Public Works at (920) 686-6550.

Will a tent or any other temporary structures be erected? Yes No

Will any fireworks or pyrotechnic devices be used during the event? Yes No
Contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

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: _____

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.

8. 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 to the City Clerk's Office at least 10 days before your event.

Designated contact person for the event:
June Schulz
Name of Day-of coordinator

() 652 9952 () 323 0041
Phone # before event Phone # the day of the event

Is security needed for this event? Yes No

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

9. Fees & Reimbursement: The standard fees for equipment rental and licenses will apply. The City may also require reimbursement for extraordinary expenses for your event. To request a waiver of the extraordinary expenses, please submit a letter detailing your request.

10. 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, liquor licenses, tent 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.

Signature of Applicant June Schulz Date: 5-19-14

COMMITTEE RECOMMENDATION: _____ DATE: _____

COMMON COUNCIL APPROVAL: _____ DATE: _____

DID COMMON COUNCIL WAIVE FEES & REIMBURSEMENT ? Yes No

MANITOWOC PARKS DEPARTMENT
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 Parks & 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/organization making request Painting Pathways Clubhouse
Address 1226 Washington St. Telephone 920-652-9952
2. Names of club officers:

Name	Address	Telephone
President <u>Susan Lind</u>	<u>845 N. 8th St.</u>	<u>920-684-0278</u>
Secretary <u>Susanne Koth</u>	<u>3313 Yorkshire Lane #12</u>	<u>920-323-9777</u>
Treasurer <u>Michael Salutz</u>	<u>2401 Silveridge Dr.</u>	<u>920-627-4082</u>
3. Facility requested: Lincoln Park Field House
Equipment requested: _____
4. Specific dates and hours facility/equipment will be used: Date 9-18-14 Hrs. 9:00am - 4:00pm
5. Please explain your request, as to what fees you desire waived or reduced and reasons. Non profit fundraising event.
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 Entry fees for Walk/Run; Concessions?
9. What will revenues be used for? To Support Painting Pathways Clubhouse daily operations of empowering adults w/ mental illness.
10. Do you wish to meet personally with the Board/Committee to discuss this request? Yes _____ No _____
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____

Signed Jane Schulz Date 5-19-14

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 Parks Department, 2655 S. 35th St., Manitowoc, WI 54220.

Committee Action: Approved _____ Denied _____ Date _____

End of Month Unit Totals 2013

Total Attendance	252	341	332	356
Average Daily Attendance	13	17	16	16
New Applicants	3	7	4	9
Number of persons in orientation process	6	8	8	14
Number of persons completed orientation	0	0	4	3
Individual meals served	202	254	242	230
Average Daily meals served	10	12	12	11
Number of meals served at PASS	29	26	25	20
Average meals served at PASS	6	7	6	5
Meals served on Saturdays	0	8	0	5
Transitional employment positions	4	4	3	3
Supported employment positions	5	5	5	5
Independent employment positions	11	11	12	12
Number of members in school	7	7	6	6
Number of member's volunteering	10	10	10	10
List of development outreach activities				
Community volunteer hours				
Bus passes purchased	15	16	16	17
Lunch card purchased (\$5.00 cards)	4	1	2	2
Lunch card purchased (\$10.00 cards)	8	19	6	10
Orientation lunch cards (\$5.00)	2	5	3	3
Hardship lunch cards given	9	3	4	6
January Closed three days due to weather				

(<http://mvp.mapmyrun.com>)

[jenni \(/my home/\)](#)

[MY HOME \(/\)](#)

[DISCOVER \(/US/\)](#)

[IMPROVE](#)

[\(/IMPROVE/\)](#)

[Home \(/my home/\)](#) [My Routes \(/routes/my_routes/\)](#) [Route Details](#)

PPC 5K WALK/RUN

DISTANCE	PPC 5k Walk/Run	AVAIL POINTS
3.11		0
miles	BEGINS IN:	
CLIMB	CREATED BY: jenni Mallard (/profile/19841585/)	
108 ft.	DESCRIPTION: This is a 3.11 mi route in . The route has a total ascent of 108.16 ft and has a maximum elevation of 194.86. This route was created by jenni_mallard (/profile/19841585/) on 05/22/2014. View other maps (/profile/19841585/) that jenni_mallard has done or find similar maps (/us/) .	
	TYPE: Walk	

PPC 5k Walk/Run

AVAIL POINTS

0

BEGINS IN:

CREATED BY: [jenni Mallard \(/profile/19841585/\)](#)

DESCRIPTION: This is a 3.11 mi route in . The route has a total ascent of 108.16 ft and has a maximum elevation of 194.86. This route was created by [jenni_mallard \(/profile/19841585/\)](#) on 05/22/2014. [View other maps \(/profile/19841585/\)](#) that [jenni_mallard](#) has done or [find similar maps \(/us/\)](#).

TYPE: Walk

ROUTE PRIVACY: FRIENDS

[CREATE A ROUTE \(/ROUTES/CREATE/\)](#)

[CREATE A COURSE \(/COURSES/CREATE/422892184\)](#)

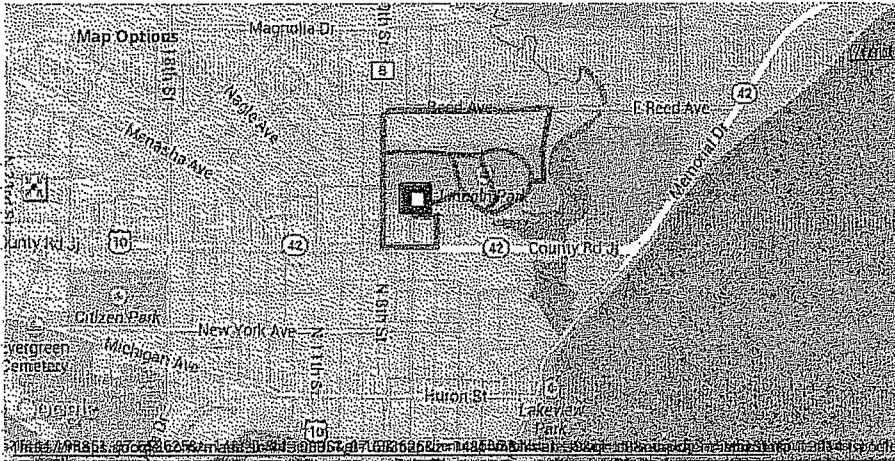
[LOG THIS WORKOUT](#)

[3.11+m+PPC+5k+Walk%2FRun](#) (<http://www.mapmyrun.com/routes/view/422892184>) (<mailto:%0D%0ADistance%3A+3.11+m%0D%0Ahttp%3A%2F%2Fwww.mapmyrun.com%2FRoutes%2Fview%2F422892184>)

[ACTIONS](#) [PRINT](#) [SEND TO PHONE](#) [BOOKMARK](#)
[EDIT \(/ROUTES/EDIT/422892184/\)](#)

[TOP COURSES](#)

There are no courses on this route.



[ROUTE INFO](#)

[Export this Route \(GPX, KML\)](#)

[View 3D Video of this Map | Large Version](#)

[View Route Full Screen \(/routes/fullscreen/422892184/\)](#)

[Add this Route to Your Site](#)

Times Done: 0 - Viewed: 0 - Bookmarked: 0

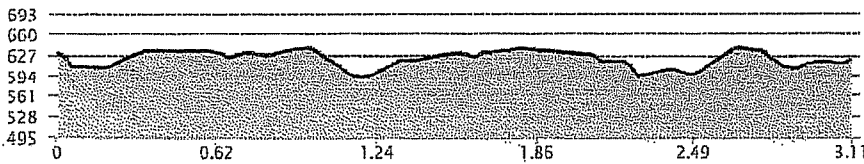
[Photos](#)

[User Photos \(0\)](#)

[Flickr Tagged \(0\)](#)

This user has not uploaded any photos...

ELEVATION (ft)



START ELEVATION
631 FT

MAX ELEVATION
639 FT

GAIN
108 FT

CLIMBS ON ROUTE

CLIMB DETAILS

[Learn About Climb Ratings \(/routes/climb information/\)](#)

[Download Data](#)

Rating Start/End Points Length Start/End Elevation Avg Grade

ABOUT US

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SITES

- [MapMyFitness \(http://www.mapmyfitness.com\)](http://www.mapmyfitness.com)
- [MapMyRun \(http://www.mapmyrun.com\)](http://www.mapmyrun.com)
- [MapMyRide \(http://www.mapmyride.com\)](http://www.mapmyride.com)
- [MapMyWalk \(http://www.mapmywalk.com\)](http://www.mapmywalk.com)
- [MapMyHike \(http://www.mapmyhike.com\)](http://www.mapmyhike.com)
- [UA.com \(http://www.ua.com\)](http://www.ua.com)

Painting Pathways Clubhouse Inc

PROFIT AND LOSS

January - December 2012

	TOTAL
Income	
400 Public Support	
400C Individuals/Organizations/Businesses	60,000.00
Total 400 Public Support	60,000.00
401 Foundations and Grants	
401B West Foundation	75,000.00
401C United Way	8,565.69
401G Direct Requests	43,677.55
Total 401 Foundations and Grants	127,243.24
402 Investments	
402A Interest-Savings, Short-term CD	718.32
Total 402 Investments	718.32
403 Program Income	
403B Program Service Fees	
403b1 Bus Passes	1,476.00
403b2 Lunches	4,584.85
403b3 Office	47.94
Total 403B Program Service Fees	6,108.79
Total 403 Program Income	6,108.79
404 Dream Builders	8,638.00
404B Sustainable Funding	43,596.33
Total 404 Dream Builders	52,234.33
405 Member Employment	
405A Employment Programs	159.84
405C Family Care	1,415.00
Total 405 Member Employment	1,574.84
Total Income	\$247,879.52
Gross Profit	\$247,879.52
Expenses	
600 Personnel Expense	
600A Executive Director Salary	30,349.06
600B Executive Director Payroll Tax	2,363.71
600B1 Executive Director Benefits	9,481.47
600B2 United Way	480.00
600C Hourly Payroll Expense	60,362.06
600D Hourly Payroll Tax	4,785.70
600D1 Hourly Benefits	5,464.44
Total 600 Personnel Expense	113,286.44

601 Contract Services	
601A Accounting Fees	1,925.75
601B Computer Fees	290.33
601C Audit	1,300.00
Total 601 Contract Services	3,516.08
602 Operations	
602A Rent	10,000.00
602B Water & Electricity	2,761.43
602C Heat	863.65
602D Telephone & Internet	2,579.13
Total 602 Operations	16,204.21
603 Travel	
6031A Vehicle Insurance	1,488.00
603A Vehicle	3,580.53
603B Bus Passes	3,950.00
603C Staff Travel	18.56
603D ICCD Travel	86.90
Total 603 Travel	9,123.99
604 Culinary Kitchen Supplies	9,529.55
605 Office Supplies	3,419.91
605A Uniforms	880.15
605B Postage	563.70
Total 605 Office Supplies	4,863.76
606 Insurance	5,600.00
607 Education	
607A Meeting	136.26
607B Peer Support Training	235.00
607C Library Growth	402.92
607D Staff Training	955.00
Total 607 Education	1,729.18
608 Site Maintenance	
608A Trash Removal	612.00
608B Janitorial Supplies	651.74
608C Copier & Computer Maintenance	2,320.62
608D Repairs & Upgrades	196.99
Total 608 Site Maintenance	3,781.35
609 Dues & Memberships	943.89
610 Licenses & Fees	2,368.22
610A Penalties & Interest (deleted)	169.29
Total 610 Licenses & Fees	2,537.51
611 PR & Fundraising	
611A PR & Fundraising	3,309.31
611B Benevon Fundraising	2,157.74
Total 611 PR & Fundraising	5,467.05
612 Sundry & Others	68.95

66000 Payroll Expenses	83,877.01
800 Electronic Equipment	3,424.09
Total Expenses	<u>\$263,953.06</u>
Net Operating Income	<u>\$ -16,073.54</u>
Other Income	
900 Interest Income (deleted)	84.52
Total Other Income	<u>\$84.52</u>
Net Other Income	<u>\$84.52</u>
Net Income	<u><u>\$ -15,989.02</u></u>

Friday, May 23, 2014 11:14:02 AMPDT GMT-5 - Accrual Basis

Painting Pathways Clubhouse Inc

PROFIT AND LOSS

January - December 2013

	TOTAL
Income	
400 Public Support	
400C Individuals/Organizations/Businesses	3,276.00
Total 400 Public Support	<u>3,276.00</u>
401 Foundations and Grants	
401B West Foundation	50,000.00
401C United Way	25,000.00
401D Fundraising	12,199.42
401E Grants	14,462.50
401G Direct Requests	7,427.14
Total 401 Foundations and Grants	<u>109,089.06</u>
402 Investments	
402A Interest-Savings, Short-term CD	386.94
Total 402 Investments	<u>386.94</u>
403 Program Income	
403B Program Service Fees	
403b1 Bus Passes	1,800.00
403b2 Lunches	4,515.79
403b3 Office	289.70
Total 403B Program Service Fees	<u>6,605.49</u>
Total 403 Program Income	<u>6,605.49</u>
404 Dream Builders	0.00
404B Sustainable Funding	25,330.85
Total 404 Dream Builders	<u>25,330.85</u>
406 Fundraising	
406B 2012 Benevon	300.00
406C 2013 Benevon	37,309.35
406C.1 2013 Benevon - Sponsorships	3,000.00
Total 406C 2013 Benevon	<u>40,309.35</u>
406D 2013 5K	940.00
406D.1 2013 5K - Sponsorships	1,050.00
Total 406D 2013 5K	<u>1,990.00</u>
406E Previous Year Benevon	2,550.00
Total 406 Fundraising	<u>45,149.35</u>
Total Income	<u>\$189,837.69</u>
Gross Profit	<u>\$189,837.69</u>
Expenses	
600 Personnel Expense	

600A Executive Director Salary	56,423.58
600B Executive Director Payroll Tax	4,420.97
600B1 Executive Director Benefits	10,366.84
600C Hourly Payroll Expense	65,109.36
Wages	0.00
Total 600C Hourly Payroll Expense	65,109.36
600D Hourly Payroll Tax	5,629.85
600D1 Hourly Benefits	5,663.19
Total 600 Personnel Expense	147,613.79
601 Contract Services	
601A Accounting Fees	515.00
601B Computer Fees	1,461.14
601C Audit	4,100.00
Total 601 Contract Services	6,076.14
601D Service Fees	413.21
602 Operations	
602A Rent	10,000.00
602B Water & Electricity	2,806.04
602C Heat	1,361.12
602D Telephone & Internet	2,316.63
Total 602 Operations	16,483.79
603 Travel	
6031A Vehicle Insurance	1,561.00
603A Vehicle	2,118.92
603B Bus Passes	3,958.00
Total 603 Travel	7,637.92
604 Culinary Kitchen Supplies	8,772.17
605 Office Supplies	1,810.28
605A Uniforms	455.37
605B Postage	674.61
Total 605 Office Supplies	2,940.26
606 Insurance	3,868.00
607 Education	
607A Meeting	211.08
607B Peer Support Training	332.00
607C Library Growth	52.45
Total 607 Education	595.53
608 Site Maintenance	
608A Trash Removal	612.00
608B Janitorial Supplies	270.46
608C Copier & Computer Maintenance	1,919.82
608D Repairs & Upgrades	60.32
Total 608 Site Maintenance	2,862.60
609 Dues & Memberships	440.00
610 Licenses & Fees	310.30

611 PR & Fundraising	
611A PR & Fundraising	4,490.04
611B Benevon Fundraising	1,988.19
Total 611 PR & Fundraising	6,478.23
612 Sundry & Others	2,170.35
66000 Payroll Expenses	
Taxes	0.00
Total 66000 Payroll Expenses	0.00
800 Electronic Equipment	556.49
Total Expenses	\$207,218.78
Net Operating Income	\$ -17,381.09
Net Income	\$ -17,381.09

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