

Parks & Rec
10-20-14

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

14-2144

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 Manitowoc Police Dept.
Address 910 Jay Street. Telephone 686-6500

2. Names of club officers: Name Address Telephone
President Cory Pusek } officers 686-6500
Secretary Jen Pusek } 686-6500
Treasurer _____

3. Facility requested: Field House (Same as last yr)
Equipment requested: Building, table, chairs etc.

4. Specific dates and hours facility/equipment will be used: Date Set 7 evening of Dec. 12 Hrs. _____
Party on Dec. 13, 2014

5. Please explain your request as to what fees you desire waived or reduced and reasons. _____
Christmas Party for the children

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 X _____

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 Board/Committee to discuss this request? Yes _____ No X _____
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____
Signed Lisa M. Verelle (Party Coordinator) Date 9-21-14

RECEIVED
SEP 24 2014
DEPT. OF PUBLIC WORKS

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 _____

4416-7A

Handwritten notes in the top right corner, including the number "11/11/13".

Requesting waiver
of fees for the
Lincoln Park Fieldhouse
for 2 days. Fees
were waived in

2013. $\$140$
 $\times 2 \text{ days}$

 $\$280$ Sandy