

**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 Lincoln Football Booster Club
Address 1215 Dueno St. Telephone 920-323-9791

2. Names of club officers:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
President <u>Shannon Rathsack</u>		
Secretary <u>Paula Feest</u>		
Treasurer <u>Denise Maser</u>		

3. Facility requested: —

- Equipment requested: picnic tables & grills + Delivery = \$220

4. Specific dates and hours facility/equipment will be used: Date 10-4-14 Hrs. 8

5. Please explain your request, as to what fees you desire waived or reduced and reasons. _____

6. Which do you consider your group to be?

A. Community service <input checked="" type="checkbox"/>	B. Non-profit <input checked="" type="checkbox"/>	C. Private business _____
D. Club or organization <input checked="" type="checkbox"/>	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 Various Concessions sold and money raised is used for education, equipment for students.

9. What will revenues be used for? _____

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 Jodi Dufrenoy/MTWC Lincoln Football Booster Club Date 9-9-14

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 _____

MANITOWOC PARKS & RECREATION DEPARTMENTS
EQUIPMENT & FACILITY REQUEST FORM

FACILITY REQUESTED

SB Diamonds _____

BB Diamonds _____

Soccer Field _____

Tennis Courts - How Many? _____

Pool _____

EQUIPMENT REQUESTED (Be Specific)

Garbage Cans _____

Picnic Tables 8 = \$40 + \$80
Delivery

Benches _____

Other Grills = 2 = \$50 + \$50
Delivery

Staging _____

\$220 total

AREA REQUESTED

Number of People _____

DATE DESIRED 10-4-14

TIME REQUESTED 8:30 AM
Be Specific

WHAT WILL THE EQUIPMENT/FACILITY BE USED FOR? Lincoln HS Homecoming.

@ Rubick Field. We would like them delivered if possible

PERSON WHO WILL BE RESPONSIBLE Jodi DuPont TELEPHONE 920-323-9741

PERSON MAKING REQUEST Jodi DuPont

TELEPHONE 920-323-9741 ADDRESS 1215 Dueno St. MTW

WHO WILL BE BILLED IF THERE ARE ANY CHARGES

NAME Lincoln Football Booster Club/ Denise Maser -
ADDRESS 1215 Dueno St. MTW Treasurer

PROVISIONS:

The undersigned agrees to hold the City harmless for any and all damage, claims or personal injury claims occurring during the term of this contract.

It is further agreed that all property of any kind brought on the premises shall be at the sole risk of the undersigned and that the City shall not be liable for any injury, loss or damage to said property or injury to any person on the premises.

The undersigned agrees to be responsible for any damage caused to said building, property or equipment by mischief or negligence.

CHARGES _____

SIGNED Jodi DuPont
(Person Responsible)

APPROVED _____

DATE _____

Parks or Recreation Manager

DATE _____

ATTENDENT(S) _____

START TIME: _____

Lisa Kuehn

From: Sandy Ronski
Sent: Wednesday, September 10, 2014 9:02 AM
To: Lisa Kuehn
Cc: Karen Dorow; Sue Reilly
Subject: RE: fees needed

8 picnic tables = \$40 rental fee + \$80 delivery
2 grills = \$50 rental fee + \$50 delivery
\$220 total

Sandy Ronski
Cemetery/Parks/Transit/Streets & Sanitation Depts.
City of Manitowoc
2655 S 35th St.
Manitowoc, WI 54220
920-686-6518
920-686-6525 fax
www.manitowoc.org

From: Lisa Kuehn
Sent: Wednesday, September 10, 2014 7:54 AM
To: Sandy Ronski
Subject: fees needed

Sandy,
Can you please add the cost of the picnic tables, grill and delivery fee to this attached request before it goes to Council for waiver of fees?

Thanks,
Lisa Kuehn
City of Manitowoc Clerks Office
900 Quay Street
Manitowoc WI 54220
lkuehn@manitowoc.org
(920) 686-6953