

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 5/12/2021

EVENT NAME: WAIVER OF FEES: End of Year Celebration

ORGANIZER: Lincoln High School - Ruby Gutierrez

E-MAIL ADDRESS: gutierrezr@mpsd.school

EVENT DATE: 6/2/2021

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of Lincoln Park cabin 2 for an end of year celebration for staff to socialize

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE	DENY
Shawn Alfred/sr Dan Koski/sr Todd Blaser/sr Jason Freiboth/sr Liz Majerus/sr	

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

RECEIVED

MAY 04 2021

CITY OF MANITOWOC - DEPARTMENT OF PUBLIC INFRASTRUCTURE
SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES
FOR USE OF CITY FACILITIES OR EQUIPMENT

CITY OF MANITOWOC
ENGINEERING

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 Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two (2) years indicating all expenses and all revenues of the group/organization may be requested by the committee. Groups or organizations must be current on all financial accounts with the City of Manitowoc.

ALL QUESTIONS MUST BE ANSWERED

Name of event: Lincoln High School End of Year Celebration

1. Name of club/organization making request Lincoln High School
Address 1133 South 8th Street Telephone 920 663 9605

2. Names of club officers: Name Address Telephone
President Lee Thomas, 1433 S. 8th, 920 663 9605
Secretary Ruby Cotterill, 1433 S 8th, 920 663 9605
Treasurer _____

3. Facility requested: Lincoln Park Cabin #2
Equipment requested: _____

4. Specific dates and hours facility/equipment will be used: Date(s) 6/2/21 Hrs. 2 pm - 10 pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. Rental fee + security deposit. We are a non profit public school.

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 Public School

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 N/A

9. What will revenues be used for? N/A

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 [Signature] Date 5/10/21

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 - Dept. of Public Infrastructure
900 Quay St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

A/N
5/15/21