

Parks + Rec
1-5-15

15-035

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 One-to-One Adult Literacy Partners
Address Manitowoc Public Library, 707 Quay Street Telephone (920) 686-3026

2. Names of club officers: Name Address Telephone
President _____
Secretary _____
Treasurer _____

3. Facility requested: Lincoln Park Cabin #2
Equipment requested: Standard items available in cabin

4. Specific dates and hours facility/equipment will be used: Date 8/8/2015 Hrs. 9am to 6 pm

5. Please explain your request, as to what fees you desire waived or reduced and reasons. This summer party is for our volunteer tutors, English language learners, and their families. It's a valuable multicultural, multi-generational celebration of their hard work throughout the year. Our program budget is small.

6. Which do you consider your group to be?
A. Community service X 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 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 Board/Committee to discuss this request? Yes _____ No X
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____

Signed [Signature] Date 12/22/14

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 _____

Deborah Neuser

From: Sandy Ronski
Sent: Monday, December 22, 2014 11:45 AM
To: Deborah Neuser
Cc: Karen Dorow; Sue Reilly
Subject: FW: Fee Waiver Application
Attachments: Lincoln Park Fee Waiver Request.pdf

Please put this on the next Council agenda. Note that Michelle Krajnik would like to be listed as the contact person. The fees for cabin #1 for anyone making a reservation at this time are \$99.76 before tax. No other services are being requested.

Sandy Ronski
Operations Clerk II
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: Michelle Krajnik
Sent: Monday, December 22, 2014 11:35 AM
To: Sandy Ronski
Cc: Cherilyn Stewart
Subject: Fee Waiver Application

Here you go, Sandy! Thanks so much for letting me know about this option – a fee waiver would be much appreciated. Cherilyn signed our application, but please use me as the contact person. I look forward to hearing from you about the Council's decision.

Happy Holidays!

Michelle Krajnik
Literacy Coordinator
One-to-One Adult Literacy Partners
Phone: 920.686.3026



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