

SPECIAL EVENT COMMITTEE DENIAL FORM

DENIAL DATE: 5/14/2025

RENTAL: Washington Middle School Middle School Trip

ORGANIZER: Carrie O'Connor

E-MAIL ADDRESS: oconnor@mpsd.school

RENTAL DATE: 6/11/2025

LOCATION/DESCRIPTION: Request for Mini Golf/Aquatic Center admission be reduced from \$9.48 to \$5 for 180 people.

COMMITTEE CONCERNS: Ultimately, this is against the waiver of fees policy as it is a request from a school. Both the city and the schools operate off of tax dollars, and since this is a school event, it should be reflected in the school's budget. Also taken into consideration: The MFAC already operates at a loss and can not reduce fees further.

COMMITTEE DECISION:

APPROVE

DENY

Dan Koski /ec
Todd Blaser /ec
Jason Freiboth /ec
Eric Nycz /ec

ITEMS TO INCLUDE IN LETTER:

The City of Manitowoc reserves the right to amend its fee structure on a case-by-case basis. Factors include, but are not limited to, resources requested by the applicant, applicant classification, whether and to what extent the event benefits a charity, effect on the community, effect on tourism, history of the event, and potential scheduling conflicts.



CITY OF MANITOWOC - DPI
**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 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). Groups or organizations must be current on all financial accounts with the City of Manitowoc in order to be considered for a waiver of any fees.

ALL QUESTIONS MUST BE ANSWERED

Name of event: Washington Middle School 7th Grade Class Trip

Applicant: Carrie O'Connor, Chad Bruechert, Thadd Cornell
2101 Division St. Manitowoc WI 54220

1. Name of club/organization making request: Washington Middle School

Club/organization: 2101 Division St. Manitowoc WI 54220 oconnorc@mpsd.school

2. Facility requested: Mini Golf/Aquatic Center _____ 180 _____ # of people _____ Equipment

requested: 0 3. Specific dates and hours facility/equipment will be used: Date(s) June 11th, 2025

Hrs. 5.5

4. Please explain your request, as to what fees you desire waived or reduced and the reason you believe you are entitled to a waiver. **We would like the total of \$4.74 per activity (\$9.48) to be reduced to \$5 for both activities. This cost may be challenging for many of our students to afford. Out of our current population of students, approximately 80% are poverty stricken.**

5. 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 School

6. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event? Yes _____
No

7. If #6 is "yes," explain and list specific charges and anticipated revenues _____

8. What will revenues be used for? _____

9. Do you wish to meet personally with the Committee to further explain your request? **Yes X** No _____

10. Insurance requirements: The City reserves the right to require a Certificate of Insurance evidencing coverage with sufficient limits listing the City as an additional insured as well as an Additional Insured Policy endorsement accompanying the Certificate of Insurance. Said certificates must be turned in to the City Clerk no less than 30 calendar days prior to the event.

Legal Notice and Submission: I understand the filing of this application does not ensure approval of a fee waiver. The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damages, claims or personal injuries that may occur or are alleged to have occurred during this event. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence of any person or party. By signing, I acknowledge that I have the authority to bind the sponsoring organization and acknowledge that I have received, read and understand the guidelines set forth in this application.

Signed: *Carrie O'Connor* Date: 5/6/25 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 – Parks Division
900 Quay St. Manitowoc, WI 54220 · Phone 920-686-3580 · E-mail parksadmin@manitowoc.org

WASHINGTON MIDDLE SCHOOL

2101 Division Street - Manitowoc, WI 54220 - (920) 663-9570



May 5, 2025

Manitowoc Public Infrastructure Committee
900 Quay Street
Manitowoc, WI 54220

Dear Public Infrastructure Committee,

On behalf of the student body and staff at Washington Middle School, we are contacting you to kindly request a discounted rate for our upcoming end-of-the-year celebration at Citizens Park. This year, our 7th grade class is planning a fun-filled day of recreational activities that includes both the aquatic center and miniature golf.

Currently, the cost per student is approximately \$9 for both activities. While we recognize and appreciate the costs associated with maintaining these facilities, this amount presents a financial challenge for many of our students. A large percentage of our student body is considered economically disadvantaged, and \$9 per student could be a barrier to participation for some.

We are respectfully requesting a reduced rate of approximately \$5 per student to help ensure that every 7th grader has the opportunity to attend and enjoy this positive, community-centered experience.

In the spirit of giving back, Washington Middle School would like to organize a volunteer beach clean-up to show our appreciation and contribute to the well-being of our city. We are also open to additional volunteer opportunities where our students and staff can demonstrate and grow their commitment to the community.

Thank you for your time and for considering this request. We value the city's ongoing support of local youth and would be grateful for any assistance in helping make this celebration accessible for all of our students. Please contact us with any questions you may have.

With Warm Regards,

Carrie O'Connor

Carrie O'Connor, School Counselor
(920) 663-9826
oconnorc@mpsd.school

Thadd Cornell

Thadd Cornell, Dean of Students
(920) 323-1026
Cornellt@mpsd.school