



CITY OF MANITOWOC

WISCONSIN, USA
www.manitowoc.org

March 15, 2018



Bay-Lakes Council
Boy Scouts of America
2555 Northern Rd.
Appleton, WI 54912

RE: Waiver of Fees – Meetings in Room 1 at RWAM – 2/22/2018 & 3/3/2018

Dear Event Coordinator:

The above request was acted upon by the Special Event Committee at the meeting on February 19, 2018, at which time the committee granted your request.

If you have any questions, please contact me at 920-686-6950.

Very truly yours,

Deborah Neuser
City Clerk

DN:mrk

cc: Chief of Police Nick Reimer
Fire Chief Todd Blaser
Chad Scheinoha, Operations Division Mgr.
Billy Hutterer, Streets Team Leader
Karen Dorow, Business Manager



SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: 2/19/2018

EVENT NAME: WAIVER OF FEES: Bay Lakes Council - Boy Scouts Series of Meetings

ORGANIZER: Bay Lakes Council - Boy Scouts of America - Sandra Howard

EVENT DATE: Feb. 22 & Mar. 3, 2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Series of meetings re: changes in the scouting program at room 1 in the RWAM

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	
RAHR WEST	60
STREETS	
TOTAL DEPT. COSTS	60

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
<i>(if delivery requested)</i>	
WAIVED - ROOM TAX	60
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE		DENY

COUNCIL ACTION REQUIRED:

ITEMS TO INCLUDE IN LETTER:

**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 Boy-Ladies Council, Boy Scouts of America
Address 2555 Northern Rd Appleton, WI 54912 Telephone 920-734-5705
 2. Names of club officers:

<u>Name</u>	<u>Address</u>	<u>Telephone</u>
President <u>Sandra Howard</u>	<u>2316 Henry St. Sheboygan, WI</u>	<u>920-227-7641</u>
Secretary <u>Adam Lovell - member of our District Committee (Vice Chair of Administration)</u>		
Treasurer <u>Kenny Bergschultz</u>	<u>2830 S 12th St. Sheboygan, WI</u>	<u>920-718-3299</u>
 3. Facility requested: Room 1 at the Rahr-West Art Museum
Equipment requested: None (Adam Lovell will serve as on-site staff)
 4. Specific dates and hours facility/equipment will be used: Date _____ Hrs. _____
 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 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
 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 _____
 If "yes," please provide the following information of individual to contact:
 Name _____ Address _____ Telephone _____
- Signed *Chris Wald* Date 2/1/18 \$60.00

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 _____

The Lakeshore District of the Bay Lakes Council, Boy Scouts of America has been a driving force for youth development and service to the Manitowoc community. Scouts and leaders contributed more than 600 service hours within the city of Manitowoc in 2017 and collected over 18,000 food items for local food pantries during the annual Scouting For Food event last fall.

The District is requesting a waiver of room rental fees for a series of meeting for Chartered Organization representatives. These meeting will serve to inform the organizations that sponsor scouting units in Manitowoc on new changes in the Scouting program including the highly publicized move to incorporate girls into the Cub Scouting program starting in the spring of 2018.

During all after-hours meeting times, the Rahr-West building will be opened and staffed by Adam Lovell, Assistant Director for the Rahr-West. Adam is an Eagle Scout and has served on the District Committee as the Vice-Chair of Administration since moving to Manitowoc. Adam has voluntarily agreed to be present at all meetings so no additional staffing will be required to facilitate these meetings.