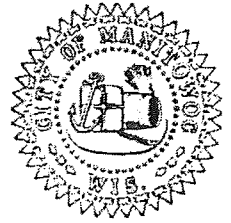




CITY OF MANITOWOC

WISCONSIN, USA

www.manitowoc.org



May 17, 2018

St. Francis of Assisi Middle School
2109 Marshall Street
Manitowoc, WI 54220

RE: *St. Francis of Assisi Middle School - Waiver of Fee Request – Use of
Westfield Park Ball Diamond on May 29, 2018*

Gentlemen:

The above request was acted upon by the Special Event Committee at the meeting on May 14, 2018, at which time the committee granted your request.

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: 5/14/2018

EVENT NAME: Waiver of Fees - St. Francis of Assisi Middle School Field Day

ORGANIZER: St. Francis of Assisi - Steve Thiele

EVENT DATE: 5/29/2018

NEW OR RECURRING: New

LOCATION/DESCRIPTION: Use of Westfield ball diamond to play games

ESTIMATED CITY COSTS:

POLICE	
FIRE	
PARKS	0
RECREATION	80
STREETS	
TOTAL DEPT. COSTS	80

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	
(if delivery requested)	
WAIVED -ROOM TAX	80
NON-WAIV. STAKE PERMIT	

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

Rob B...
[Signature]
[Signature]
[Signature]
[Signature]

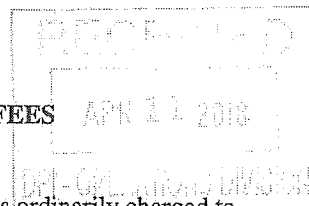
COUNCIL ACTION REQUIRED:

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ITEMS TO INCLUDE IN LETTER:

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CITY OF MANITOWOC - PARKS DIVISION
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 Public Infrastructure 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

Name of event: St. Francis of Assisi Middle School Field Day

1. Name of club/organization making request: St. Francis of Assisi Middle School
Address 2109 Marshall Street Telephone 920-652-7842

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

3. Facility requested: West Field Park Ball Diamond
Equipment requested: —

4. Specific dates and hours facility/equipment will be used: Date 5/29/18 Hrs. 4 hrs

5. Please explain your request, as to what fees you desire waived or reduced and reasons.
Want some green space for students to play games

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 _____

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 —

9. What will revenues be used for? —

10. Do you wish to meet personally with the Committee to discuss this request? Yes X No _____
If "yes," please provide the following information of individual to contact:
Name _____ Address _____ Telephone _____

Signed [Signature] Date 4/11/18

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.

2655 S. 35th St., Manitowoc, WI 54220 · Phone 920-686-3580 · Fax 920-686-6525 · E-mail parksadmin@manitowoc.org

\$20/hr x 4 = \$80.00