

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Rachel Honea, Bookkeeper
Through: Jeremy Thames, Cultural Services Department Director
Date: September 29, 2015
Subject: 2015 Gautier High School Senior Class Picnic- Shepard State Park

REQUEST:

Gautier High School Staff requests City Council to waive the \$35 fees required for the Gautier High School Senior Picnic to be held at Shepard State Park, October 9th, 2015.

BACKGROUND:

Gautier High School would like to host the 1st annual Senior Class Picnic at Shepard State Park. They event will have food, games and music for the graduating seniors. Gautier High School plans to make this an annual event.

DISCUSSION:

The City recognizes events, such as the Senior Picnic, promote a sense of unity and pride within the community. Furthermore activities such as this help keep our youth and residents inside our beautiful city and help promote the resources available, such as Shepard State Park. Teachers & school staff will prepare, serve & clean-up for the event. All supplies, food, etc will be purchased within Gautier, from Jerry Lee's, Dollar General, etc. The GHS staff is requesting all park fees to be waived for the event.

RECOMMENDATION:

The Cultural Services Department has determined that it is in the best interest of the City to waive all associated fees, as this event is an economic tool that brings into favorable notice the opportunities, possibilities, and resources of the City of Gautier.

City Council may:

- 1) approve the fee waivers for the 2015 Gautier High School Senior Picnic as requested;
- 2) approve a different amount of fee; or
- 3) may decline to waive fees for the 2015 Gautier High School Senior Picnic

ATTACHMENT(S):

Gautier High School Event Request form & Proposed Expenditures



City of Gautier
Agenda Item Request Form

Requestor's Name: Beverly McInnis
E-Mail Address: bmeinnis@psd.ms
Street Address: 4307 Gautier-Vandave Road City/State: Gautier, MS Zip Code: 39553
Home Telephone No.: 228 522-8799 Work Telephone No.: 228 522 8780 Fax Telephone No.: 228 522-8788
Representing: Gautier High School Senior Class
Department: Senior Class Sponsors

In the items below, please select the type of agenda you request your item to be placed on.

Date of meeting requested to be on:

City Council Meeting (Regular & Recessed)

- Employee: Please submit this request to the City Clerk by 5:00 p.m. on the Tuesday prior to the date of the next regular/recessed council meeting.
- Citizen: Submit request to the City Clerk by 5:00 p.m. on the Tuesday prior to the date of the next regular/recessed Council Meeting.
- Council: Submit memo/request to the City Manager of City Clerk

Council Meeting

- City Council Meeting (Business Agenda)
- City Council Meeting (Consent Agenda)
- City Council Meeting (Study Agenda)

SUBJECT MATTER: (If more space is required, reverse side may be used.)

Gautier High School will have its 1st annual picnic for the graduating seniors. We will have food, games and music at the event. The teachers will grill hot dogs and hamburgs for the picnic. We will give the food to

Is there material you wish to be attached to the agenda? Yes No

Do you wish to make an oral presentation personally? Yes No

Has this item been approved for legal sufficiency by City Attorney? Yes No

Requestor's Signature: Beverly McInnis Date: 09/13/15

FOR OFFICE USE ONLY

Received By: [Signature] Title: DOC Date: 9/14/15 Time: 4:40 PM

() Approved () Denied for Agenda Date: 10-6-15 Item No.: _____

City Manager Signature: [Signature] Approved () Denied ()

the students at no cost. We will purchase the food for the event
at Jerry Lee's using a Purchase Order of \$700.00 to cover food and
beverages for the students. We will also purchase additional
supplies for the event in Gautier, MS. I have attached
a budget for expenses for the Senior Picnic. We are asking
the City to waive any rental fees or per student cost for this
event.

Parks.



CITY OF GAUTIER
APPLICATION FOR SPECIAL EVENT PERMIT

Submit This Form to the City Clerk Office at least thirty (30) days prior to requested event.

(Please print or type all information below)

Event Information:

Date of Event Oct. 9, 2015 Day or Week Friday Starting Time 8:30 AM/PM

Ending Time: 1:45 AM/PM Proposed Location of the Event: Shapard State Park

Describe the type of event to be conducted: Senior Picnic

Reason for Event, Demonstration or March:

The senior picnic is a great bonding event for seniors and to celebrate the students' academic accomplishments.

If Event includes a city property or streets, give proposed route:

	(Street)	(Direction Turn)	(Street)
1.	<u>N/A</u>		
2.			
3.			
4.			
5.			

ATTACH A DETAILED MAP OF THE PROPOSED ROUTE IF REQUESTING A STREET CLOSURE FOR THE EVENT. ATTACH A LIST OF THE ADJACENT BUSINESS OWNERS

Applicant Information:

Organization: Gautier High School Senior Class Phone: (208) 522-8799

Name: Gautier High School Senior Class Address: 4307 Gautier - Vanleave Road Gautier, MS 39553

Type of Organization: Student Club Profit: Non-Profit Federal ID# 64-6090949

Individual Making Application for Organization:

Name: Beverly McDennis Phone (Home): 208 522-8799

Address: 3600 Ryland Road Phone (Work): 208 522-8780

City: Miss Point State: MS Zip Code: 39562

Position with Organization: Senior Class Sponsor / Library Media Specialist

Individual(s) Responsible for keeping order and maintenance:

Name: Dr. Melinda Ross Phone (H): 208 355-0509 (W) 208 522-8780

Name: Mrs. Cecelia Rogers Phone (H): 208 217-7832 (W) 208 522-8780

Public Demonstrations and Parades are covered under city of Gautier Code of Ordinances

Requirements of Applicant:

- Security
- Traffic Direction
- Barricades
- Set Up Barricades
- Clean up During Event
- Clean up After Event
- Trash Receptacles/Bag
- Staging
- Fencing
- Other

In applying for this permit, I the undersigned, as the responsible individual of the above named organization; AGREE TO HOLD THE CITY OF GAUTIER FREE AND HARMLESS OF ANY LIABILITY WHICH MAY RESULT FROM SAID EVENT, AND ACCEPT FULL RESPONSIBILITY FOR ANY SUCH LIABILITY.

Applicant's Signature: [Signature]

Date: Sept 11, 2015

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Received By: Shanda Bay

Date Rec'd: 11/3/15

Event has been: Approved: Disapproved:

Approval/Disapproval Authority: _____ Date: _____

GAUTIER HIGH SCHOOL

2005 – 2016 SENIOR CLASS PROPOSED EXPENDITURES

Senior Picnic

Jerry Lee's, Gautier

(Food, Drinks)

\$700.00

Dollar General, Gautier

(Paper products, miscellaneous items

\$200.00

Oriental Trading, Online order

\$100.00

Decorations, Specialty Banner

Total

1000.00