

City of Key
West
Special Event Permit Application

For assistance in filling out this application, please contact the City at (305) 809-3881 or via email at : event_request@cityofkeywest-fl.com

Event Name: Key West High School Graduation - 2023

Location: Coffee Butler Key West Amphitheater

Date(s): May 26, 2023 Hours of Operation: 7:00pm - 10:00pm

Break Down Date: May 29, 2023 Number of Expected Attendees: 3,000

Is the Event open to the Public? Yes No

Description: Provide a narrative description of the full scope of your event with as much detail as possible in the box below. If this event has multiple sub events, specify date and time range of each.

The Key West High School will be holding their 2023 Graduation at the Coffee Butler Key West Amphitheater. There are 300 graduates and their families are welcomed. The families must provide their seating arrangements. The graduation will be from 7:00pm - 9:00 or 10:00pm.

EVENT ORGANIZER INFORMATION

Company or Organization Name Key West High School

Name David Perkins Phone number (305) 293-1549

Mailing Address 2100 Flagler Ave.

City Key West State FL Zip 33040 Email David.Perkins@keysschools.com

Tax ID/EIN# 59-6000750

SECONDARY CONTACT INFORMATION

Name Stacy Saunders Phone number (305) 293-1549

Company or Organization Name Key West High School - Student Activities Director

Email Stacy.saunders@keysschools.com

SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes Complete Supplement A No

Non-Profit Applicant or Benefit: Yes Complete Supplement B No

Alcoholic Beverages Sold/Served at Event: Yes Needs City Commission Approval No

Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission through Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must have a liquor license and provide liquor liability insurance.

INITIALS REQUIRED

Event Name: Key West High School Graduation Event Date: May 26, 2023

1. **Application Form:** All Applicant(s) must fill out the City of Key West (City) application form provided to you by the Office of the City Manager. All applications are subject to approval at the discretion of the City Manager and/or City Commission and must in the Office of the City Manager 60 days prior to the event.

X Applicant Printed Name: David Perkins Signature: [Signature]

2. **Liability Insurance:** Applicant(s) will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

Commercial General Liability with minimum limits of \$1,000,000
Business Automobile Liability with minimum limits of \$1,000,000
Statutory Workers' Compensation Coverage
Employers Liability with minimum limits:
- \$1,000,000 injury by accident
- \$1,000,000 injury by disease
- \$1,000,000 Policy Limits – Each Employee

If alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000,000. Host Liquor Liability coverage will not be acceptable. If the permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

The City of Key West shall be named as an "Additional Insured" on the permittees commercial general liability policy.

X Applicant Printed Name: David Perkins Signature: [Signature]

3. **Indemnification:** The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe incurred by the City or which may be claimed against the City by any person, firm to the person or property f any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.

X Applicant Printed Name: David Perkins Signature: [Signature]

4. **ADA:** All special events are required to comply with the Federal Americans with Disabilities Act which requires access to all areas in services provided by the special events. Organizers must ensure that all aspects of their event meet the requirements.

X Applicant Printed Name: David Perkins Signature: [Signature]

5. **Notifying:** Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.

X Applicant Printed Name: David Perkins Signature: [Signature]

6. **City Services Pricing:** The organizer or sponsor of any special event which requires the provision of additional extraordinary support services by police, fire, and administration or other city department shall pay to the city the cost of such services. A nonrefundable down payment of 10% of all cost, as estimated by the city manager, shall be made to the city either by certified check or credit card at least 10 days prior to the special event.

X Applicant Printed Name: David Perkins Signature: [Signature]

7. **Payment Terms:** The City Manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the City Manager, or if no such deadline is established, then within 30 days after the event the City may impose an interest charge on the amount due at the rate of one and one-half percent (1.5%) per month.

X Applicant Printed Name: David Perkins Signature: [Signature]

Event Screening Questionnaire

Event Name: Key West High School - Graduation Event Date: May 26, 2023

The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application.

VENDOR SALES		
1. Will ANY alcoholic beverage be sold or served?	Yes <input type="checkbox"/> Needs City Commission Approval	No <input checked="" type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input type="checkbox"/> Complete Supplement C	No <input checked="" type="checkbox"/>
SAFETY		
IF YES, COMPLETE REQUIRED FORMS		
3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles	Yes <input type="checkbox"/> Complete Supplement C	No <input checked="" type="checkbox"/>
4. Will your event involve ANY of the following tents or structures? Tents, Booths, Canopies or Podiums, Viewing Stands and Bracing, Stages, Risers or Air Support Structures	Yes <input type="checkbox"/> Complete Supplement D	No <input checked="" type="checkbox"/>
STREETS & SIDEWALKS		
IF YES, COMPLETE REQUIRED FORMS		
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes <input type="checkbox"/> Complete Supplement E	No <input checked="" type="checkbox"/>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input type="checkbox"/> Complete Supplement E	No <input checked="" type="checkbox"/>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input type="checkbox"/> Complete Supplement E	No <input checked="" type="checkbox"/>
CITY PROPERTY		
IF YES, COMPLETE REQUIRED FORMS		
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes <input checked="" type="checkbox"/> Complete Supplement F	No <input type="checkbox"/>

The applicant does acknowledge and hereby affirms that any and all information of this application and all of its supplements are accurate to the best of their knowledge. The applicant(s)/permittee agrees to assume full responsibility and liability for and indemnify and hold the City of Key West harmless from and against all liability, claims for damages, and suits for or by reason for an injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City their agents or employees.

X D. Dible
Applicant Signature

4/26/23
Date

Required – Recycling Plan

Event Name: Key West High School - Graduation Event Date: May 26, 2023

The City of Key West is committed to increasing the collection of recycled materials and needs your help to accomplish this. As the Event Organizer, you need to encourage your vendors to participate in the separation of solid waste and recyclable items by providing the adequate number and type of collection receptacles.

RECYCLING POINT OF CONTACT

Name _____ Phone Number _____

Email _____ Number of people dedicated to recycling _____

INITIALS REQUIRED

X
X
X
X

- NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.
- RECYCLING FEE:** The Fee (see Fee Schedule) must be submitted prior to the event. You can earn all or part of this fee back by participating in the City Recycling Program.
- ACCEPTABLE RECYCLABLES:** The primary items will be Aluminum Cans, Plastic Bottles, Cardboard, and Glass Bottles. But additional items can include Food and Beverage Cartons, Regular paper, Magazines and Program Handouts.
- CONTAMINATION:** I understand that recycle bins with contamination above 15% will result in not being able to earn back all or part of the Recycling Fee.

RECYCLING TIMELINE

Two
Weeks
(Self
filling)

BEFORE EVENT:

- Arrange Trash/Recycling through Community Services (305-809-3759).
- Get approval for educational signage needed to inform customers/event goers of recycling and garbage rules/locations during the event. Request standard signage or submit unique designs for approval through recycle@cityofkeywest-fl.gov

Due Date
(Self
filling)

DAY OF EVENT:

- Place Recycling/Garbage containers in pairs throughout venue, at approximately every 30 feet throughout the event.
- During the event ensure that recycle bins are free from contamination. Pull full bags, replace with a new liner, and stage full bags only at pre-arranged sites.
- At end of event, remove all signage, and return if borrowed from City. Place all trash/recycling containers pre-arranged pick-up location.

Due Date
(Self
filling)

TRASH/RECYCLING REPORT:

- City Community Services will supply a report detailing the amount of materials collected for recycling by weight, volume, or count and report on contamination levels.
- After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting recycle@cityofkeywest-fl.gov.

Required – Event Transportation Planning

Event Name: Key West High School – Graduation Event Date: May 26, 2023

Parking and traffic congestion are consistently a concern of Key West residents. It is the City’s goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

INITIALS REQUIRED

X 

Communications: Every event is required to provide communications about modes of transportation that will reduce vehicle traffic. These actions include:

- 1. Website(s)
- 2. Email
- 3. Ticketholders
- 4. Social Media

X 

Opportunities: Large Events are required to explore opportunities to help minimize traffic congestions and parking issues. Your event will be more successful by encouraging alternate transportation or utilize transit friendly alternatives. Check opportunities you will explore.

- Encourage Walking
- Encourage Biking
- Providing Bike Security with Valet
- Include Ride Service with VIP Passes
- Provide Pre-Sale parking only
- Premium parking prices
- Partner with Transit System/Buses
- Partner with Transit Friendly Hotels
- Partner with Restaurants/Bars
- Partner with Rideshare/Taxi Companies
- Implement Shuttles
- Other: _____

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day			
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lot	\$32/day			
Mallory Square Parking Lot	\$40/day			
			Total	

*Modification of rates or parking waivers can only be approved by City Commission.

Total Parking Cost shall be calculated using this table and accounted for in the Event Fee Schedule. For more information, contact John Wilkins, Parking Director at (305) 809-3855.

Special Event Permit Application

Supplement B – Non-Profit Verification

Event Name: Key West High School - Graduation Event Date: May 26, 2023

Non-Profit Organization Name Key west High School

Tax ID/EIN # 59-4000750 Representative David Perkins

Purpose of Organization School

Phone (305)293-1549 Email David.Perkins@keysschools.com

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?

N/A

INITIALS REQUIRED



1. **Services Waived:** The first \$1,000.00 of costs as specified in Section 6-26 (d) of the Code of Ordinances may be waived for any Event Organizer or Sponsor organization which qualifies as a tax-exempt Non-profit organization according to State or Federal law. Acceptance of this waiver by such Event Organizer or Sponsor organization shall render the Special Event a public accommodation subject to Human Rights provision of Section 38-225.



2. **Approval:** Supplement B must be reviewed and approved for Non-profit waivers to be granted. Neither Completion nor Submission of this form guarantees a waiver will be granted.



3. **Monies Received:** Within 30 days of the event completion the Event Organizer agrees to submit to the City Commission a letter from the Non-profit Organization receiving the waiver stating the amount of monetary donation received from the event.



4. **Accounting:** Within 90 days following the Special Event, the Event Organizer or Sponsor organization will ensure that the Non-profit organization receiving the waiver submits to the City Commission an accounting of expenses and revenues incurred and generated during the event.

SIGNATURE AND ATTACHMENT REQUIRED

I hereby certify that the above-named Non-profit organization is a bona fide, in good standing, domestic civic, educational, charitable, fraternal, or religious organization under the laws of the State of Florida or with proper tax exemption status with the Internal Revenue Service; that the organization is the actual sponsor of the event described and that all the proceeds from the event, after necessary direct expenses, will be used for civic, educational, charitable or religious purpose.

I further certify that the answers to the above questions are correct and complete to the best of my knowledge and belief. I also understand that any organizations who fraudulently seek exemption shall be subjected to civil and criminal penalties provided for in Florida Statutes.

Provide a copy of your organization letter issued by the I.R.S. or Secretary of State verifying tax exempt status.

Officer Signature 

Title: Principal

Date 4/26/23

Special Event Permit Application

Supplement F – City Property

Event Name: Key West High School - Graduation Event Date: May 26, 2023

A list of City Properties that are available for event use, their amenities and Use Fees are listed in the Special Event Guide.

Which City Property do you wish to use? Coffee Butler Key West Amphitheater

Which Area(s) of the City Property do you wish to use? '' ''

Will Utilities be required (Water and/or Electricity)? Yes No

INITIALS REQUIRED

[Handwritten initials]
[Handwritten initials]
[Handwritten initials]
[Handwritten initials]
[Handwritten initials]
[Handwritten initials]
[Handwritten initials]
[Handwritten initials]
[Handwritten initials]
[Handwritten initials]

1. The City makes no guarantees that the requested City Property and Area will be available on the dates requested. Submitting this application acts as a request, not a guarantee.
2. Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.
3. Applicants wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Event Organizer must first have obtained a liquor license and liquor liability insurance.
4. Prior to use of the requested facility, the applicant must provide a refundable deposit and a nonrefundable payment for use of the City Property, as determined by the Fee Schedule. This payment shall be delivered to the City Manager's Office at 1300 White St., Key West, FL 33040 at time of application. All checks shall be made payable to City of Key West.
5. All utility use must be coordinated through City of Key West. Any modification to utilities to support the activity will be at the sole cost of the Event Organizer and must meet City Codes. Utilities used by the Event Organizer will be charged at current rates or agreed upon method.
6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.
7. The City property used must be maintained in an orderly and neat condition. City of Key West may request Event Organizer to improve conditions of site within reason if conditions become unacceptable.
8. No trash may be left on site. Use of City of Key West dumpsters is not authorized unless prior approval is obtained from the City Manager.
9. No alcoholic beverages/non-prescription drugs or food may be brought onto or sold on Truman Waterfront without prior approval from the City Commission.
10. No hazardous material or waste shall be used or stored on the premises without submitting a Hazardous Waste Handling and Spill Plan to the City of Key West.

DP
DP

11. Event Organizer is responsible for any and all environmental cleanup, restoration, fees, fines, etc. associated with the activity and shall put in place any and all measures to eliminate environmental contamination to the City Property that may be caused by the Event activity.
12. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed no later than close of business of the last day of the event. Event Organizer should plan accordingly. City of Key West may impose additional fees for use of City Property beyond usage dates.

INITIALS REQUIRED for Truman Waterfront Property

For Use of Truman Waterfront, the Event Organizer is subject to the following additional provisions:

DP
DP
DP
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DP
DP
DP

13. Event Organizer is responsible for obtaining necessary permits required by any other agencies pertaining to this Special Event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible for providing proof of permit prior to entering into an agreement with the City of Key West.
14. Event Organizer must take part in pre- and post-activity walk-through inspections with the City of Key West point of contact, or designee.
15. Event Organizer must provide the City of Key West with a detailed schedule for activities.
16. City of Key West personnel shall be allowed access to the site at all times.
17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.
18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.
19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.
20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time
21. Use of the inner basin for any activities is not authorized.

Required: Event Site Map / Layout

Event Name: Key West High School - Graduation Event Date: May 26, 2023

Using the legend below, please illustrate your event to the best of your ability. If it is a single site event only one site layout is needed. If the event includes multiple streets, a second map showing the Impacted Streets for the entire area is needed.

INITIALS REQUIRED

 Attach Site Map Layout

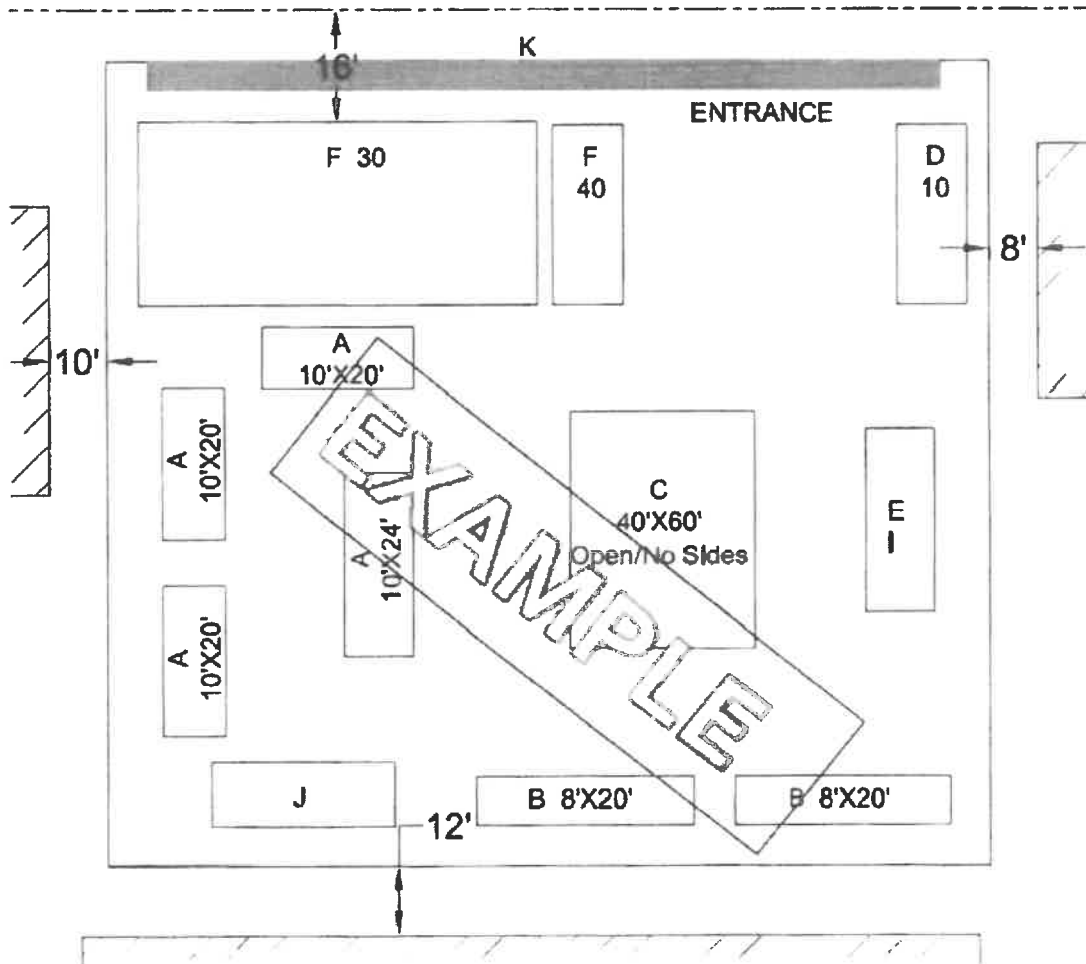
X Attach Impacted Streets Map

Event Site Map Layout Legend:

- | | | |
|------------------------------|-------------------|-------------------------|
| A. Food/Bev. Vendor Tents* | F. Car Parking** | K. Podiums |
| B. Merchandise Vendor Tents* | G. Bike Parking** | L. Fire Lane (RED LINE) |
| C. Seating Tents* | H. Roads Closed | M. Label Street(s) |
| D. Toilets ** | I. Stage Area | N. Other: _____ |
| E. Amplified Music | J. Bounce House | O. Other: _____ |

* Indicate Tent sizes
 ** Indicate Quantity

Maple Street



Special Event Permit Application

Department Approvals

Event Name: Key West High School Graduation Event Date: May 26, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Maria Lakeyfi Scheduled with Kelly
✓ Code Compliance	
✓ Engineering	
✓ Fire Department	
✓ KW DOT	
✓ Parking	
✓ Police Department	
✓ Port & Marine Services	
✓ Property Management	N/A
✓ Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals

Event Name: Key West High School Graduation Event Date: May 26, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Maria Lakey Scheduled with Keeli
Code Compliance 28 Apr 23	[Signature]
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals

Event Name: Key West High School Graduation Event Date: May 26, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	<i>Maria Lakey</i> Scheduled with Kelly
Code Compliance	
Engineering	<i>Sam Colman</i> No Objections 5/1/2023
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3933

To: David Perkins

From: Lieutenant Dereck Berger

Date: 5/1/2023

Reference: Key West High School graduation

This office reviewed the special event application for the Key West High School graduation to be held on May 1, 2023 Hours of operation 7-10pm.

The following conditions apply:

Event organizer is responsible for (2) Fire Personnel @ \$60.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.

- **Event coordinator is responsible for scheduling the inspection with this office (contact number 305-809-3933).**

If I can be of any further assistance, please contact me.

Dereck Berger

Lieutenant/Inspector

Key West Fire Department

1600 N. Roosevelt Blvd

Key West, Fl. 33040

Office 305-809-3935

Dereck.berger@cityofkeywest-fl.gov

Serving the Southernmost City

3266 LS3M W3X

Special Event Permit Application

Department Approvals

Event Name: Key West High School Graduation Event Date: May 26, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Manuela Stankovic scheduled with Kelly
Code Compliance	
Engineering	
Fire Department	
KW DOT	No Impact - Red Deletions / RS.
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Maria Ratcliff

From: John Wilkins
Sent: Friday, April 28, 2023 3:19 PM
To: Maria Ratcliff
Subject: RE: Key West High School Graduation May 26, 2023

No parking services requested.

John Wilkins
Parking Director
City of Key West

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Friday, April 28, 2023 3:15 PM
To: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Subject: Key West High School Graduation May 26, 2023

Please review and send back the approvals with your comments. Thank you.

Maria

Maria Ratcliff

From: Joseph Tripp
Sent: Tuesday, May 2, 2023 8:07 AM
To: Maria Ratcliff
Subject: RE: Key West High School Graduation

Approved and already staffed.

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Monday, May 1, 2023 2:31 PM
To: Gary Volenec <gary.volenec@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Steven P. McAlearney <smcalearney@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>; Cyndee Michaud <cmichaud@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>
Subject: Key West High School Graduation

Can you please send me the approval sheet for the KWHS Graduation. It's for the May 16th Commission meeting. Thank you!

Maria

Maria Ratcliff

From: Steven P. McAlearney
Sent: Monday, May 1, 2023 4:11 PM
To: Maria Ratcliff
Subject: RE: Key West High School Graduation

Maria,
Ports has no issues.
Steve

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Monday, May 1, 2023 2:31 PM
To: Gary Volenec <gary.volenec@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Steven P. McAlearney <smcalearney@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>; Cyndee Michaud <cmichaud@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>
Subject: Key West High School Graduation

Can you please send me the approval sheet for the KWHS Graduation. It's for the May 16th Commission meeting. Thank you!

Maria

Maria Ratcliff

From: Marcus A. Davila
Sent: Tuesday, May 2, 2023 8:53 AM
To: Maria Ratcliff
Subject: RE: Key West High School Graduation

Yes we are good

Marcus Davila

Community Services Director

City of Key West
3420 Northside Dr
Key West, FL 33040
Phone: 305-809-3751
madavila@cityofkeywest-fl.gov



From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Monday, May 1, 2023 2:31 PM
To: Gary Volenec <gary.volenec@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Steven P. McAlearney <smcalearney@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>; Cyndee Michaud <cmichaud@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>
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