

February 18, 2014

TO:

Board of Mayor and Aldermen

FROM:

Eric Stuckey, City Administrator Special Events Advisory Team

SUBJECT:

Franklin First's Fiddlin' Fish 5K/1 Mile Run (May 10, 2014)

Purpose

The purpose of this memo is to outline recommendations for the Franklin First's Fiddlin' Fish 5K/1 Mile Run sponsored by Franklin First United Methodist Church.

Background

This is an annual event coordinated by Franklin First United Methodist Church.

Recommendation

Staff recommends approval with the following conditions:

- Applicant will provide updated Good Neighbor Letter which will be distributed to area residents within the approved course.
- Applicant will provide a \$1,000 refundable damage deposit to City prior to event.

Risk Management:

Applicant will provide certificate of insurance naming the City as additional insured.

Police Department:

- Applicant will hire nine (9) extra-duty Franklin Police Officers to secure the course provide security and traffic control.
- Applicant will provide at least a 72-hour advance notice to CSX.

Sanitation and Environmental Services Department:

• Applicant will provide volunteers to pick-up any trash associated with the event.

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CITY OF FRANKLIN EVENT PERMIT APPLICATION

Application is Due 90 Days Prior to Scheduled Event.
Please read application carefully and fully complete each section.
A non-refundable application fee of \$100 is due at time of filing.

	Note: Filing this :	application does not guaran	tee that your request will be granted.
	Please check all that apply:	street closure	□ parade
		☐ other special event	☐ beer served (separate permit required)
Ple	ase supply the folio- in	g information. For adoleonal spa	ce, use saparate sheets of paper and attach to the application.
1)			sure only, list major roads to be closed):
	Aspen Grove Fieldstone Fa Jim Warren F	ParkLiberty Parkron	rkEastern Flank BattleField Park Park
2)	Name/purpose of	fevent: Fiddlin' Fish	5K
3)	Date or dates of	event: May 10, 2014	
4)	Time of Event:		
5)	Time of Street Cle	osure <i>(if applicable)</i> : <u>7/3</u> 6	0 - 8:45
	Set-Up Date/Time		Tear-down Date/Time:
	*Note: Two (2) hours will b	e added before set-up time and two hours	: (2) will be added after tear-down to allow time for clean-up. Event is . Read Additional Requirements section for more information.
6)	Name of Applican	t and Organization Request	ing Permit: Nited Methodust
	b) Phone: <u>969-</u>	5356 c) Cell:	d) Fax:
	e) E-mail address	gillmc@bellsouth.	net
7)		on day of event: Mike	
	Cell:	5356 E-mail ad	Idress: aillimce bell south, net



()	Name and Cell Number of at least two others available on day of event:
	Name: Chad Gore Coll: 310-0404 E-mail address: cegore 2@ yahr
	Name: Christine Gill Cell: 969-5364 E-mail address: gilling @bellsoon
	DETAILED description of event (use additional sheets):
	5K to raise money for families who have children
	5K to raise money for families who have children requiring an extended stay at a Mospital.
	ENCLOSE A DETAILED MAP of event site, detailing any temporary or permanent structures, street closures, parking, etc. If applicable, list the location, blocks, streets, and/or intersections in which such event will occur. For large-scale events, map should be obtained from the City's GIS division.
	An extension of manufacture of a cutting and a cutting a cutting a cutting a cutting and a cutting
	during the course of the event:
	An estimated number of participants and an estimated number of attendees expected to attended during the course of the event: 400
	Please attach a list containing the names, addresses, and phone numbers of the Chairperson of
	Please attach a list containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or
	Please attach a list containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee.
)	Please attach a list containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee. Is your organization based in Williamson County? Circle Yes or No
)	Please attach a list containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee. Is your organization based in Williamson County? Circle Yes or No (if no, please state where:)
	Please attach a list containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee. Is your organization based in Williamson County? Circle Yes or No (if no, please state where:) Is your organization authorized to do business in Tennessee? Circle Yes or No Is your organization a tax-exempt organization as described by the Internal Revenue Code Section 501(c)(3) or a not-for-profit organization? Circle Yes or No. If yes, please attach copy of IRS tax exemption letter providing proof of status.
	Please attach a list containing the names, addresses, and phone numbers of the Chairperson of the organization and all other persons involved in the management or control of organization and/or committee. Is your organization based in Williamson County? Circle Yes or No (if no, please state where:



20) Will any sound amplification equipment be used during the event? Circle(Yes) or No. If no, FRANKLIN please skip to Question #22. 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)? bluegrass music Announcements and 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply. Bluegrass 23) During what time period is sound amplification requested? 7:45 - 9:00 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). 5 musiciani 25) Will any stages, amusement attractions, or amusement rides, including inflatables, be erected for the event? Circle Yes or No. If yes. Applicant must give specific details as to the location and type of games/activities, i.e. inflatables, Horseshoes, relay races, etc. along with the name of the company providing the stages and/or activities. Applicant must also include a copy of that company's insurance certificate indicating coverage and listing the City of Franklin as additional insured. ***For stages, tents, inflatables, etc. constructed on site prior to the event, that date must be included on Certificate of Insurance provided to the City of Franklin. Stages MUST be removed from site at end of event. ***Rented inflatables/interactives that are set-up and manned by applicant must be included specifically in applicant's Certificate of Insurance. 26) What, if any, vendors will be present at event? (i.e medical related, shirts, arts, etc.) Please provide detailed list. Use additional sheets. N/A 27) Will food, beverages, or merchandise be sold or given away? Circle Yes or No. If yes, clean-up is required. Please provide name of clean-up provider, contact, and phone number of person on-site during event. See Question #28. 28) Events under 200 participants require a \$250 refundable security deposit at the time of approval. For events over 200, a \$1000 security deposit is required upon approval. If clean-up is not done properly, the organization requesting the permit will be fined (See Attachment A). Applicant's event coordinator or representative and a City of Franklin representative will conduct a Pre-Event meeting prior to event date for Pre-Event Check List Site Review. At the end of the event, a Post-Event . Check List shall be completed by the Applicant's event coordinator, or representative, and a City of Franklin representative to re-assess the site for trash and damage, and to secure with caution tape and signage (provided by event group) any tents left for removal. Damage deposit will be refunded after a satisfactory Post Event Check List has been completed and signed off on by both the City of Franklin and organization requesting event.



- 29) *NOTE: Events that include deep frying cooking oil operations are required to have a grease pit on-site and contract with a grease waste hauler to handle the grease waste and removal of the grease pit. A copy of this agreement shall be filed along with this application. The primary event sponsor is required to remove all cooking grease from the site immediately after the event. Illegal dumping of cooking grease will be prosecuted. Please read Additional Requirements section of this application for more information.
- 30) Will you require a temporary water tap? Circle Yes or No If yes, please list exact locations:
- 31) Will alcohol, beer, and/or wine be given away or sold? Circle Yes of No. If yes, a permit from the relevant board is required. Please read Additional Requirements section of this application for more information.
- Will your event include tents or other temporary structures, propane use, or open flames? Circle yes or no Events using tents of size 20 x 10 or larger require permitting from Franklin Fire Department. Safety measures must be provided on all tents, especially those set-up prior to the actual event. Tents should be taken down the date the event has ended. Please read Additional Requirements section of this application for more information.
- Attach Good Neighbor Letter and Mailing List used. Please read Additional Requirements section of this application for more information.

TITLE VI OF THE 1964 CIVIL RIGHTS ACT

"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The City of Franklin does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d). For more information or to file a complaint against the City of Franklin under Title VI of the 1964 Civil Rights Act, contact the Title VI Coordinator:

Rodney Escobar Risk Manager City of Franklin 109 Third Avenue South Franklin, Tennessee 37064 615.791.3277

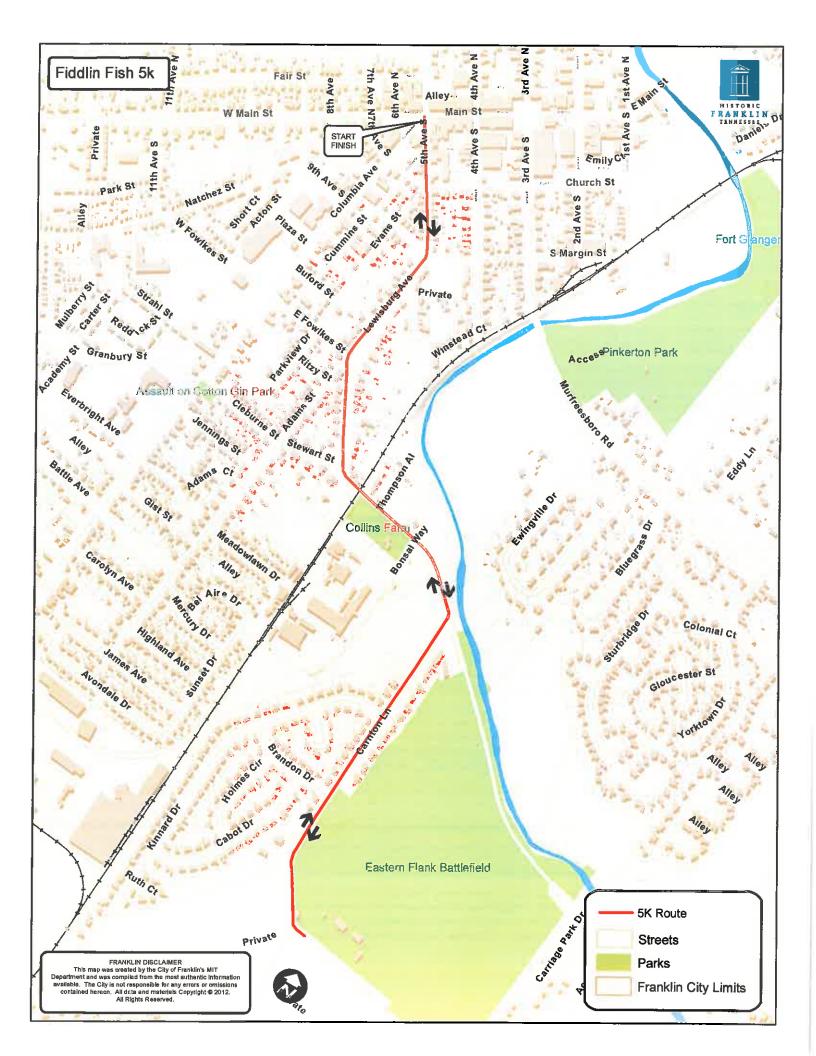
The City of Franklin is committed to providing reasonable access and accommodations upon request for people with disabilities. Please call the Risk Management Department at (615)791-3277 for specific requests.



PLEASE READ ATTACHMENTS BEFORE SIGNING APPLICATION.

- 1) I/We agree to abide by all ordinances and regulations of the City of Franklin and all conditions placed upon the event by the City Administrator and the Board of Mayor and Aldermen.
- 2) I/We do swear or affirm that all of the information given in this application is true and complete.
- 3) I/We do hereby agree to assume the defense of and indemnify and save harmless the City, its aldermen, boards, commissions, officers, employees and agents, from all suits, actions, damages or claims to which the City may be subjected of any kind or nature whatsoever resulting from, caused by, arising out of or as a consequence of such event and the activities permitted in connection there with, and to submit a certificate of insurance prior to the event in an amount acceptable to the City Administrator.
- 4) I/We agree to provide a copy of this signed Event Application to any vendors, planners, and related parties associated with the event to ensure they are familiar with the guidelines set forth herein.
- 5) I/We understand that I/we assume the responsibility of the actions of any vendors, planners, and related parties for this event.
- 6) I/We understand that granting of Special Event Permit does not imply granting of other permit that is separately required.
- 7) The application for an event permit shall be filed not less than 90 days nor more than 364 days prior to the scheduled date of such event. Suggested filing is at least 180 days prior to scheduled event. Events should not be advertised or promoted until an event permit has been obtained from the City. Failure to file in a timely manner may result in denial of a permit.
- 8) The City reserves the right to require one or more City of Franklin police officers or other emergency personnel be present at any and all events that occur within the city limits. Please budget for this request at a rate of \$30 per hour at a minimum of two (2) hours.

BY: Date: Date:	13/14
Approved by the Board of Mayor and Aldermen on	******************************
	Return application to:
Dr. Ken Moore, Mayor	City Administrator's Office City Hall 109 Third Ave South Franklin, TN 37065
Eric S. Stuckey, City Administrator	615-791-3217 \$\frac{2}{3}\$ 615-790-0469 (FAX)
If you have questions concerning your request, please call 615-550-6606.	*



Works in Progress Sunday School Class Franklin First United Methodist Church

List of Addresses for Good Neighbor Letter

Application for Franklin First's Fiddlin' Fish 5K

The state of the s	
Fifth Avenue South	Frances Haynes
201	William E. Walton
209	Christian Friesinger
215	Margaret Scruggs
217	James Redford
219	Suntrust Bank
221	Suntrust Bank
223	Suntrust Bank
225	James Smith
202	Mamie McArthur
210	Edward Jordan
216	Robert Rowland
218	
220	Stephanie Jenkins
222	Rebecca Hicks
226	John D. Wood
	w . vs. 1
515 Church Street	Peter Furler
	~
438 S. Margin	Suntrust
501 S. Margin	Lillian Stewart
	75 14 TY
1102 Adams St.	Betty Horn
- 61	O'More School of Design
303 Berry Cir.	Frank Irvin
305 Berry Cir.	
307 Berry Cir.	Nancy Berry Kenneth Moore
311 Berry Cir.	Kenneth Moore
_	A&B Investments
306 Berry Cir.	
302 Berry Cir.	Bobby Hatchett

Lewisburg Avenue	O'More School of Design
101	O'More School of Design
103	O'More School of Design
105	O'More School of Design
109	
111	Michael Tanner
115	Linda McGory
117	Harry Billington
119 ¹³	Ronald Payne
121	Matthew J. Hill
123	Timothy Adgent
201	Boardman Stewart
203	Curtis Gibbs
205	Ryan Rettler
207	David Foster
209	Robert Crosby
211	Robert Crosby Sr.
213	Gale Haddock
215	Robert Garner
217	Historic Home Builders LLC
219	Linda Stubblefield
221	D'Lorah Lane
301	James Green
403	Maye Hill
405	Mable Stewart
407	Arthur Hodge Est\
417	Aundria Reed
419	Aundria Reed
421	Mariah Blakely
721	•
102	Daniel Cremin
104	Curtis Nicholson
106	Ned Jones
108	James Jeweli Jr.
110	Eulalie Jefferson
112	Catherine Burns
114	Daniel Klatt
116	Larry Cognata
118	John Pavlejc
120	Danny Nelms
120	William Adair Jr.
200	Sherman Anderson
202	A D Haber III
204	Robert Bass
206	Edmund Nance Jr.
208	Simon Waterlow
200	

Lewisburg Avenue	G 15 T
210	Salli Lagrone
212	William Ewin Jr.
300	Margaret Macpherson
302	Laurel Aiello
418	Save the Franklin Battlefield Inc.
422	Bonsal American Inc.
424	James Huskey
	Ron Taylor
428-30	THULL THE THE

Thompson Alley	
1136	Leonard Jones
1140	Maye Hill
1142	Verlia Burns
1143	Frank Roberson
1144	Euford Miller
125	McPhail Scruggs
126	Lee Jenkins
	Tom Scruggs
129	* ^***

Carnton Lane	- 110
1132	David Grow
1136	Kirk McCaleb
1140	Billy Etue
1200	Paul Hoppe
1204	David Jackewicz
1208	James Parker
1212	Walter Latture
1216	Christopher Campbell
1220	Eric Ross
1224	Jimmy Moore
1224	Luke Dunn
	Newton Walker
1300	David Mrozinski
1304	Frances Erwin
1310-16	Thomas Miller
1328	David Carr
1344-46	David Cuit

1115A-1 through A-5 1119 1123 1127 1131 1135	Eloise North James VonGruenigen Ronald Taylor Gary Carrigan Anthony Greer Glen Hunter
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Carnton Lane	
1139	Kenneth Burbage
1143	Joanie Abernathy
1201	Jeff Bradford
1205	Michael Trailov
1207	Todd Hardy
	Mary Howard
1211	Darlene Rebowe
1215	Ronnie Johnson
1219	Konme Jomson

1219	
Kinnard Drive	5 D4
1304	Bryan Brand
1308	John Marshall
1312	Robert Sillaman
1316	William Knight
1320	Christian Belzunce
1324	Scott Seybold
1328	David Palmer
1400	Wilda McMeans
1404	John Fisher
1408	Tipton Evans
1412	Virginia Williams
1500	Joe Templeton
1504	Matthew Giblin
1508	Michael Martin
1512	Carl Coleman
1516	Kathryn Cherico
1520	Douglas Beard
1524	Christopher Schneider
1528	Robert Ferris
1532	Charles McNish
1536	Darrel Emerson
1540	Charles Lafont
1544	Jimmy Stephens
1548	Timothy Layne
1552	David Scott
1556	Vernon Pieper
1560	James Brown
1564	Davie Praet
1568	Jason Gilliam
1600	Gregory Duke
1604	Lawrence Sellers
1608	Paul Butts Jr.
1612	Joseph Doughty
1616	William Lasater
1620	Ronald Williams

Kinnard Drive	
1624	Michael Hines
1628	Morris Sammons
1632	Jerry Shockey
1636	John Cain
1640	William Large
1627	Morton Stein
1617	Joseph Sessions
1557	Elmer Matto Jr.
1553	David Beeny
1549	Anthony Johnson
1545	Gary Moody
1541	Gary Peevely
1537	Anthony Dainora
	Hugh Coltharp
1529 1525	Brent Moelker
	Russel Carrigan
1521	Daniel Blevins
1517	Michael Weeks
1509	Mark Traxler
1505	Edward Goehner
1409	William Rodgers
1405	Marshel Spitzer
1401	David Sullivan
1321	John Altshuler
1313	Shay Evans
1305	Suay Dvans

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Brandon Drive	
1100	Jason Houser
1104	Frank Minter Jr.
1108	Carroll Roose
1112	John Trew Jr.
1116	Ryan McNeary
1120	Roger Cathey
1124	James Cunningham
1121	Robert Zimmerman
1113	Mark Tornow
1109	Maurine Alexander
1105	Christopher Jackson
1101	Richard Yuill
Holmes Circle	
1504	Neal Miller
1508	Alex Marks
1512	Terry Thomas
1516	L. Ollen Crowder Jr.
1520	Larry Pruitt
1524	Wallace Post Jr.
1528	Steven Shaver
1532	Ronald Ellis
1536	Richard Billings
1525	Fred Octtei
1521	Andrew Hanscom Elizabeth Yates
1517	
1513	Dan Sanderson
1509	Robert Marrero
1505	Edward Strong II
Cabot Drive	
1504	James Lanier III
1508	Frederic Pepin
1512	Betty Parker
1516	Ralph Genoble Jr.
1520	Kevin Adams
1524	Robert Nichols
1528	David Maddox
1604	Thomas Jackson
1608	Kenneth Morrow
1616	Cheryl Landis
1620	Robert Johnson
1624	Franklin Bayse
162 9	Adolph Vedder
1625	Alma Ashby

Cabot Drive	
1621	Robert Gill
1617	Wesley Brown Jr.
1613	William Ewen
1609	Lewis Howell
1605	Craig Brent
1601	Kevin Neely
1533	Michael Passmore
1529	Juliet Stockstill
1525	Todd Lewis
1521	Ludovino Diaz
1517	Thomas Clark
1513	Connie Puryear
1509	Steven Pruter
1505	Neal Smith

Ruth Court

1000	Jerry Brannon
1004	John Cottrell
1008	Jacob Kready
1009	William Bickley III
1005	Hector Blair

Others

Downtown Franklin Association Nancy Williams, Director P.O. Box 807

Downtown Neighborhood Association Beverly Roberts, President 215 4th Avenue South

Carnton

1345 Carnton Lane

Heath Place HOA Jenny Rodgers 1405 Kinnard Drive ٦.



PO Box 340029 Nativille, TN 37203-0029

August 21, 2007

PIRST UNITED METHODIST CHURCH c/o Reverend Dr. A. Lynn Hill 143 5th Avenue South Franklin, TN 37064

Re: Certification of Inchasion in The United Methodist Church Group Tax Exemption Ruling Affiliated Organization; <u>First United Methodist Church</u>
Affiliated Organization's Employer Identification Number (EIN): 91-2194790
Date of Inclusion: December 12, 2002

Dear Reverend Hill:

This letter will certify that the affiliated organization named above has been and centimes to be included in The United Methodist Church Group Tax Exemption Ruling ("UMC Group Ruling"). In particular, as stated in the group ruling determination letter issued to The United Methodist Church by the Internal Revenue Service ("IRS"), this affiliated organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code.

This certification letter is issued by the General Council on Finance and Administration of The United Methodist Church ("GCFA"). As the central organization for the UMC Group Ruling, GCFA has been granted the authority by the IRS to determine which organizations are included in the UMC Group Ruling. The Group Exception Number is GEN 2573. Thus, this certification letter, together with the enclosed copy of the IRS group ruling determination letter, serves to verify the tax-exempt status of this affiliated organization.

If you have any further questions, please feel free to contact the GCFA Legal Department at (866) 367-4232 or legal@gcfa.org.

Sincerely,

GENERAL COUNCIL ON FINANCE AND ADMINISTRATION OF THE UNITED METHODIST CHURCH

Sandra Lackore

General Secretary and Treasurer

J. Duniel Gutz

Associate General Counsel

Enclosures

Deportusinst of the Treasury

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Grantil on Phinable and Additionaries of the United Hathodist Church, a/k/a the United Hathodist Church, a/k/a the United Hathodist Church and Ite Affiliated Organizations 1200 Davis Street.

Evgnston, Illinois 60201

Attentions R. Bryan Brancar

Dear Applicant:

This medians to the information submitted for the in determining your status and the status of your efficiend religious expansions, on the list you subsitted, as being example from Federal income tax under spettern 501(a) (3) of the Internal Esymmetries.

For the purposes of this group guileg, Your effiliated religious organisations include The General Conference, Judicial Council; Control Agencies, Counisdons, Constitués, Itheir divisions and departments thereof, and, other related organisations; Jurisdivisional Conferences and Affiliated Agencies, Counismons, and other organisations; Annual Conferences and divisions and departments thereof; Annual Conferences Agencies, Counismons, Counistons, and efficience organisations, Local Churches and Local Church Agencies, Counismons, Local Churches and Local Church Agencies, Counismons, Counismo

Raced on the information supplied, we rule that you and your affiliated religious erganizations, on the list you scinditized, are exampl from Federal fraces tex under section 301(a)(3) of the Orde.

We have further determined that you and the efficience religious organizations you operate, supervise, or control, and which are covered by your notification to us, are not private foundations which he making of section 509(s) of the Code, because you and your affiliated unligious organizations are organizations decreated in scattoms 170(b)(1)(A)(1) and 509(s)(1) of the Code.

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Council on Finance and Administration of the Orited Methodist Church, a/k/a the United Noticediat Church and Its Affiliated Organism tiebs

Organizations that are not private foundations are not subject to the excise taxes upder Chapter \$2 of the Code. However, they are not submetically except from other Federal antime taxes;

You and your affiliated rolligious organizations are not required to file the Return for Organizations Exampt From Income Nor, Form 990, as you came within the emotition contained in section 5035(a)(2)(A)(1) of the Code.

You and your affiliated religious organizations ere not required to file Federal income ter returns upless you are subject to the ter on unpalabed business income under section 511 of the Code, If you or your affiliated religious organizations are subject to this ter, you must file an income ter return on Form 990-T. In this latter we are not determining whither any of your present or proposed activities, or those of your affiliated religious organizations, is uncalabed trade or business as defined in section 513 of the Code.

For and your effiliated religious organizations are not liable for social accurity (FICA) became unless you file a waiver of examption cartificate as provided in the Foderal Insurance Contributions Act. You and your affiliated religious organizations are not liable for the tamon imposed under the Federal Unsuplement Tax Act (FUTA).

Demote may deduct contributions to you and to your affiliated religious organizations as provided by section 170 of the Gode. Bequests, injectes, Caricus, toposition, or gifts to or for your use, or to or for the use of your affiliated religious argumentations, are deductible for Pederal agents and gift ten purposes under section 2015, 2106, and 2523 of the Code.

If you change your purposes, character, or method of operation, places let your key historic hisocoor may so he may consider the affect on your armyt status. Also, please heep him informed or any changes in your uses or address.

Council on Finance and Administration of the United Hathodist Church, a/k/a the United Hathodist Church and Its Affiliated Organisetions

You should advise each of your affiliated raligious orgenizations of the provisions of this raling, including the requirements for filing Federal tax returns.

Rach year, within 45 days after the close of your emoust accounting period, please send the following to the Director, Internal Revenue Sarvice Center, 11501 Repeavelt Botlaward, Philadelphia, Pennsylvania 1915, Attentions Ros. Remarks.

- A statement describing any charges during the year in the purposes, character, or sethed of operation of your affiliated religious organizations.
- Lists of the names, smiling addresses, inniming Postal No Godes and employer identification unders, of your affiliated religious organisations that during the years
 - a. changed names or addresses; b. mark deleted from your roster; or c. were added to the roster.
- For offiliated religious organizations to be added attach;
 - A statement that the information upon which your present group enoughton letter is based appliant
 - b. A statement that each has given you written authorization to sell its upon to the roster;
 - o. a list of those to which the Service previously issued exemption rulings or determination letters; and
 - d. a statement that man of the affiliated religious expaniestion are private foundations as defined in section 30%(s) of the Gods.

- order

Composit on Finance and Administration of the United Mathedist Church, a/k/e the United Mathedist Church and Its Affiliated Organizations

A. If applicable, a statement that your group exception restant dis not change storing the year.

This ruling supersedes our fuling letter of Movember 20, 1945. In addition, this ruling letter superiedes our structure to indicate the superiedes our structure to the individual determination or ruling letters lessed to the individual determination or ruling letters lessed to your effiliated charches and other affiliated raingless urganisation.

Please to sure to enter your amployer identification with the Internal Revenue Service.

This rolling is not applicable to your affiliated foreign raligious organizations.

The key District Director, Internal Revenue Service, Chicago, Illinois, which is your key district for exampt organization mathers, will be foundated a copy of this latter. Places keep this ruling in your personnel records,

Thank you for your cooperation.

Sincately years,

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