




HISTORIC
FRANKLIN
TENNESSEE

ITEM # 21
BOMA 3-25-14

MEMORANDUM

February 27, 2014

TO: Board of Mayor and Aldermen

FROM: Eric Stuckey, City Administrator 
Special Events Advisory Team

SUBJECT: Main Street Festival (April 26 – 27, 2014)

Purpose

The purpose of this memo is to outline recommendations for the Main Street Festival in Downtown Franklin.

Background

The event, organized by the Heritage Foundation and consisting of more than 220 arts/crafts vendors and entertainment, brings in an estimated 130,000 visitors to Franklin each year. The festival is scheduled for April 26th – 27th. On Saturday, April 26th, the event is scheduled for 10 a.m. to 10 p.m. Most of the arts & crafts vendors will close at 6 on Saturday; a “street party” will be held on Fourth Avenue (North and South) from 7 p.m. until 10 p.m. During this time, beer will be allowed outside the beer tent but confined to Fourth Avenue. Hours for the festival on Sunday, April 27th, are from 12 Noon to 6 p.m.

Recommendations

Staff recommends approval of the event with the following conditions:

- Applicant will provide detailed map/layout to City detailing location of tents, vendors, etc. at least 15 days prior to event.
- Applicant will provide a \$1,000 damage deposit to City prior to event.
- Applicant will provide volunteers to monitor the City Hall Admin hallway throughout the event
- Church Street Parking Lot will be closed for official vehicles only.
- Applicant will use the lobby area in City Hall to allow vendors to sign-in beginning at 8 p.m. on April 27th.
- When arriving for set up, vendors must enter the area via Third Avenue South. All vehicles must be out of the area no later than 9 a.m. Vendor vehicles will not be allowed back in the area until the festival ends on Sunday, April 27th

Risk Management:

- Applicant will provide certificate of insurance with liquor liability naming the City as additional insured.
- Any accidents or injuries occurring during the event should be reported to City representatives immediately.
- Vendor vehicles will be easily identifiable with placard or flyer in windshield which contains vendor name and booth number.
- In Kids Areas on Third Ave North and Third Ave South, rides/activities must not extend all the way to Bridge Street or Church Street. There should be a buffer of at least 20 feet from where the rides end to the barricades at Third & Bridge and Third & Church.
- If there's a train in the Kids Area as part of the activities, it should not exit the event area and/or enter into traffic with passengers on board.
- Applicant will provide placard or weather-proof flyer on each tent/booth/vendor space that easily identifies the booth (corresponds to map/layout).
- Applicant will provide Emergency Evacuation Plan for Main Street Festival 15 days prior to event.



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Parks Department:

- Applicant will provide staffing for Park and Ride at Harlinsdale.
- Parking for the event participants in the cross country field will be supervised and monitored by the event organizers either with volunteers (over the age of 18) or a paid parking service. Appropriate safety gear required. Parks Department will meet with applicant onsite prior to the event to go over parking logistics.

Police Department:

- Applicant will hire at least nine (9) extra-duty Franklin Police Officers to provide security.
- Police Department Explorers and Volunteers will assist with the event at no charge to applicant.
- Applicant will have private security monitoring the Beer area.
- Only vendors located on Fourth Avenue North, Fourth Avenue South, and the Square will be allowed to set up prior to 10 p.m. on Friday, April 25th.
- Applicant has requested amplification on stages at the following locations for the permitted area:
 - Fourth Avenue North
 - Fourth Avenue South (Beer Tent)
 - City Hall (stage located off the Square in front of City Hall)

Pursuant to Franklin Municipal Code Section 11-403(3), these are the only locations at which amplified sound will be permitted during this event.

Revenue Management:

- Applicant must obtain a Beer Permit from the City's Beer Board.
- Applicant will provide a complete list of vendors to the City prior to the event.

Streets Department:

- Fourth Avenue N & S will close at 5 a.m. on Friday, April 25th
- Main Street will close at 10 p.m. on Friday, April 25th
- No parking along Fourth Avenue South (only City vehicles) throughout the event.
- No parking along Church Street from Third Avenue to Second Avenue.
- Applicant or designee will stay present at event until all vendors are gone.
- Variable Message Machines will be placed on April 21st
- Department will provide clean-up crew for after the event.

Sanitation and Environmental Services Department:

- Department will provide crew for cleanup during event.
- Department will provide and service recycling frames
- Applicant will use grease hauler for food vendors and notify Department of location of bins.
- Department will provide container for recycling cardboard on Fourth Avenue South for food vendors.
- Parking spaces next to Fourth Ave Parking Garage will be left open for Department to place dumpster boxes.

Water Management Department:

- Taps will be placed on hydrants at:
 - Fourth & Main
 - Third Ave N at Square
 - Third Ave S at City Hall



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Building & Neighborhood Services:

- Special Event Electrical Permit will be required.

Fire Department:

- Applicant shall maintain 18 feet of clear width down the center of Main Street for the duration of the event.
- Alleys & fire hydrants must be kept clear and unobstructed
- Fire lane in alleys shall be maintained.
- Any vehicles or objects obstructing Fire Department or emergency access will be towed or removed.
- Applicant shall ensure that all vehicles, except authorized emergency vehicles, shall be moved out of the street closure area no later than one hour prior to the scheduled starting time.
- Tents over 400 square feet will require a tent permit.
- Vendors must have "ABC" extinguisher in their tent.
- All food vendors/booths will need to have working "Class K" fire extinguishers.
- Any automatic fire extinguishing systems used for cooking purposes must be certified and inspected
- LP Fuel Tanks should be located outside of tents and secured at the conclusion of the day.
- Applicant shall require all tents to be in place no later than midnight prior to the event for inspection purposes. All tents shall be secured with weights to prevent movement in wind conditions.
- Applicant will ensure EMS is on-site throughout the event.

OFFICE USE ONLY:
Permit No:



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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 guarantee that your request will be granted.

Please check all that apply:

street closure parade

other special event beer served (*separate permit required*)

Please supply the following information. For additional space, use separate sheets of paper and attach to the application.

1) Location requested (if Temporary Street Closure only, list major roads to be closed):

Aspen Grove Park _____ Liberty Park _____ Eastern Flank BattleField Park
Fieldstone Farms _____ Pinkerton Park
Jim Warren Park _____ Harlinsdale Farm Other: Main St. from 1st to 5th

2) Name/purpose of event: Franklin Main Street Festival

3) Date or dates of event: April 26-27, 2014

4) Time of Event: 10 a.m. to 10 p.m. Saturday, April 26; Noon to 6 p.m. Sunday, April 27

5) Time of Street Closure (if applicable): 5am Apr 25 for sections of 4th Ave N & S, 10pm Apr 25 for all
Set-Up Date/Time: 10 p.m. April 25 **Tear-down Date/Time:** 8 p.m. April 27

*Note: Two (2) hours will be added before set-up time and two hours (2) will be added after tear-down to allow time for clean-up. Event is responsible for payment of Franklin Police Officers during this time. Read Additional Requirements section for more information.

6) Name of Applicant and Organization Requesting Permit:
Downtown Franklin Association/Heritage Foundation of Franklin & Williamson Co.

a) Address: 134 Second Ave. N., P.O. Box 807, Franklin TN 37064

b) Phone: 615-591-8500x17 **c) Cell:** 615-545-9172 **d) Fax:** 615-591-8502

e) E-mail address: nwilliams@historicfranklin.com

7) Person in charge on day of event: Nancy Williams

Cell: 615-545-9172 **E-mail address:** nwilliams@historicfranklin.com

*Would like to close sections of 4th Ave S and 4th Ave N between the alleys and Main Street at 5am Friday, April 25, to load in food vendors and beer tent, then close Main Street at 1st & 5th at 10pm
Revised January 2011



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8) Name and Cell Number of at least two others available on day of event:

Name: Kristy Williams Cell: 306-3610 E-mail address: kwilliams@historicfranklin.com

Name: Mary Pearce Cell: 300-7218 E-mail address: mpearce@historicfranklin.com

9) DETAILED description of event (use additional sheets):

Free admission street festival with 220 arts/crafts booths, 3 stages, 30 food vendors, kids' area at 3rd Ave S and beer garden on 4th Avenue

10) **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. Attachment A*

11) An estimated number of participants and an estimated number of attendees expected to attend during the course of the event:

130,000

12) 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. Attachment B

13) Is your organization based in Williamson County? Circle Yes or No
(if no, please state where: _____)

14) Is your organization authorized to do business in Tennessee? Circle Yes or No

15) 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. Attachment C

16) Will you charge an admission/participation fee (including vendors)? If yes, please specify how much per person/vendor. Free admission, \$1,200 for food vendors, \$3000 - \$20,000 for sponsors, \$300 arts/crafts vendors

17) Will any charity, gratuity, or offers be solicited or accepted during the event? Circle Yes or No.

18) Is this event a fundraiser? Circle Yes or No. If yes, what organization will be benefactor of event? What percentage of funds will they receive? Downtown Franklin Association/Heritage Foundation

19) Will parking in the area of the event need to be restricted or prohibited? Circle Yes or No.



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- 20) Will any sound amplification equipment be used during the event? Circle Yes or No. If no, please skip to Question #22.
- 21) For what purpose will sound amplification be used (i.e. announcements, entertainment, etc.)?
Sound amplification is on the three stages only.
- 22) What type of sound amplification will be provided (DJ, Band, etc.)? Please list all that apply.
Sound amplification is only to be used for festival announcements, Approved and scheduled bands, dance groups and other approved entertainment, and emergency notifications if necessary.
- 23) During what time period is sound amplification requested? 10 a.m. to 10 p.m. Sat; Noon to 6 p.m Sun.
- 24) If for entertainment, give details of entertainment being provided (i.e. number of musicians, type of music, amp wattage, etc.). **There are three stages continuously scheduled. Each uses 50 amps. The largest group is the Williamson County Community Band with 70 members.**
- 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. List to be provided
- 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. City of Franklin Solid Waste
- 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.
Deposit on file for the year
\$1000 deposit on file



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- 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:
-
- Yes—3 locations – 4th & Main, 3rd Ave N & 3rd Ave S at Public Square
-
- 31) Will alcohol, beer, and/or wine be given away or sold? Circle Yes or No. If yes, a permit from the relevant board is required. *Please read Additional Requirements section of this application for more information.*
- 32) 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.*
- 33) Attach Good Neighbor Letter and Mailing List used. *Please read Additional Requirements section of this application for more information. We will be using Downtown Franklin Assoc. & Downtown Neighborhood Association email for notification, as well as all local media. This event is widely publicized.*

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."

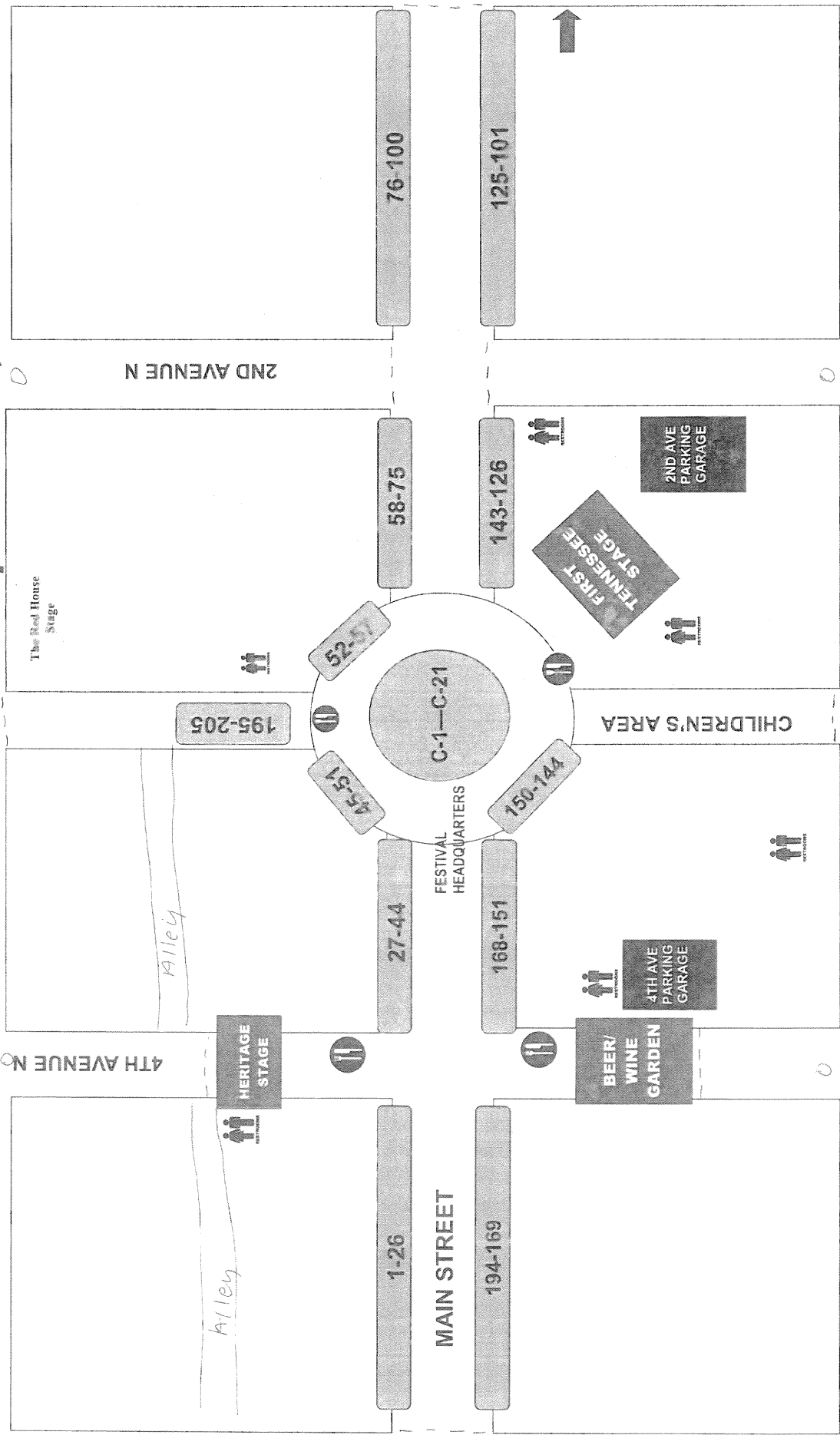
The City of Franklin does not discriminate based on race, color or national origin in federal or state sponsored programs, pursuant to Title VI of the Civil Rights Acts of 1964 (42 U.S.C. 2000d). For more information or to file a complaint against the City of Franklin under Title VI of the 1964 Civil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

MAIN STREET FESTIVAL April 26-27, 2014

BRIDGE STREET



5TH AVENUE SOUTH / 5 POINTS

1ST AVENUE S

2ND AVENUE N

4TH AVENUE N

MAIN STREET

CHURCH STREET

The Red House Stage

HERITAGE STAGE

BEER/WINE GARDEN

4TH AVE PARKING GARAGE

FIRST TENNESSEE STAGE

2ND AVE PARKING GARAGE

FESTIVAL HEADQUARTERS

C-1—C-21

CHILDREN'S AREA

Alley

Alley



The Heritage Foundation
Board Member List & Staff List
Year 2013-2014

| | | Mailing Address | Telephone | | | Fax | e-mail | Spouse | 1st/2nd Term Ends |
|--------|------------------|--|-----------|----------|----------|-----------|---|---------------|----------------------|
| | | | Home | Work | Cell | | | | |
| Brian | Beathard | 704 Fair Street Franklin, TN 37064 | 656-4661 | | 752-8628 | 800-513-0 | brianbeathard@comcast.net | Lisa | 2015/2018 |
| Julian | Bibb III | 918 Fair Street Franklin, TN 37064 | 794-5076 | 782-2227 | | 791-8481 | julian.bibb@stites.com | Jayne | 2015/2018 |
| Jody | Bowman | 1149 Lewisburg Pike Franklin, TN 37064 | 794-0244 | 236-8307 | 476-0052 | | joseph.bowman@franklinsvenergy.com | Gilda | 2011/2014 |
| Angela | Calhoun | 1005 Scramblers Knob Franklin, TN 37069 | 794-5090 | | 642-2890 | | angcalhoun@mindspring.com | Porter | 2014/2017 |
| Sean | Carroll | 1419 Clairmonte Circle Franklin, TN 37064 | 790-5909 | 415-7595 | 936-4544 | | seanpcarroll@gmail.com | Stacey | NG |
| Bryan | Echols | 5016 Jackson Lane Brentwood, TN 37027 | 661-8921 | | 400-3123 | | jbechols@comcast.net; bechols@dickinson-wright.com | Laura | 2014/2017 |
| Matt | Gonring | 300 Innovative Drive Franklin, TN 37067 | | 861-5521 | | | matt.gonring@jackson.com | | 2015/2018 |
| Connie | Haley | 5205 Stillhouse Hollow Rd., Franklin 37064 | 791-5640 | | 476-2557 | 591-1702 | connietaylor8@gmail.com | Carl | 2012/2015 |
| Kelly | Harwood | 3706 Estes Road Nashville, TN 37215 | 383-0052 | 472-1134 | 260-0170 | | kellyharwood@comcast.net | | 2014/2017 |
| Angela | Humphreys Cashia | 3200 Del Rio Pike Franklin, TN 37069 | 595-1885 | | | | ahumpnreys@bassberry.com | Joe Cashia | 2014/2017 |
| Ann | Johnson | c/o300 Mallory Station Rd#C6, Franklin 37067 | 715-1800 | 771-6602 | 500-1234 | 771-6686 | aj@wastetechservices.com | | 2012/2015 |
| Rudy | Jordan | 231 Second Ave. South Franklin, TN 37064 | 790-1400 | 791-4508 | 479-5920 | | rudydohouse@mindspring.com | | 2015/2018 |
| Andy | Marshall | 94 East Main Street Franklin, TN 37064 | 595-9255 | 794-5527 | 478-6445 | | andy@puckettsgrocery.com | Jan | 2015/2018 |
| Jason | McMurray | 603 Band Drive Franklin, TN 37064 | 595-6986 | 695-5328 | 812-1800 | | j.mcmurray@lipmanbrothers.com | Jill | 2014/2017 |
| Robert | Moore | 2406 Goose Creek Bypass, Franklin 37064 | 794-4155 | 791-4447 | 289-0231 | 791-4463 | rmcompany@aol.com | | 2010/2013 |
| Bill | Powell | 5395 Old Highway 96 Franklin, TN 37064 | 790-1940 | 390-4162 | 390-4162 | 790-0633 | billpowell2@msn.com | Dale | 2012/2015 |
| Fred | Reynolds | 510 South Margin Street Franklin, TN 37064 | 790-8101 | | 390-5982 | | wfr@rockcity-gc.com | Linda | 2013/2016 |
| Bob | Roethemeyer | 418 Main Street Franklin, TN 37064 | | 791-9121 | 521-6789 | | AvecMoifranklin@gmail.com | | DFA |
| Cyril | Stewart | 3319 West End Ste 200 Nashville, TN 37203 | 297-9148 | 322-4833 | 207-5959 | 343-8388 | cyril.stewart@vanderbilt.edu | Fran | 2011/2014 |
| Joe | Walker | First Tennessee 231 Public Square Franklin, TN 37064 | 498-4999 | 790-5100 | | | jwalker@ffb.com | | 2014/2017 |

Executive Committee/Officers:

| | |
|-------------------------|--------------------------------|
| Cyril Stewart | President |
| Jody Bowman | VP of Finance |
| Fred Reynolds | VP of Preservation |
| Bob Roethemeyer | VP of Main Street |
| Angela Cashia Humphreys | VP of Events & Fundraising |
| Connie Haley | VP of Membership & Development |
| Angela Calhoun | Secretary |
| Andy Marshall | VP of the Franklin Theatre |
| Sean Carroll | President of Next Gen. |

HF Staff:

| | | | | | |
|-----------------|--------------------------------|--|----------|---------|--------------------------------------|
| Mary Pearce | Executive Director | mpearce@historicfranklin.com | 591-8500 | Ext. 15 | 410 Watercress Drive, 37064 |
| Nancy Williams | Main Street Program Director | nwilliams@historicfranklin.com | 581-8500 | Ext. 17 | 221 Third Avenue South, 37064 |
| Kristy Williams | Membership & Development | kwilliams@historicfranklin.com | 591-8500 | Ext. 18 | 4910 Maymanor Circle., N'ville 37205 |
| Wendy Dunavant | Accounting | wdunavant@historicfranklin.com | 591-8500 | Ext. 13 | 134 Harlinsdale Ct., 37069 |
| Terrey Barnhill | Heritage Bail & Annual Meeting | tbarnhill@historicfranklin.com | 591-8500 | Ext. 20 | 1228 Buckingham Cr., 37064 |
| Rick Warwick | Historian | rwarwick@historicfranklin.com | 591-8500 | Ext. 14 | 3169 McMillan Rd., 37064 |
| Rene Evans | Office Assistant | revans@historicfranklin.com | 591-8500 | Ext. 11 | 5054 Saddleview Dr., 37067 |

Theatre Staff:

| | | | | | |
|----------------|--------------------|--|----------|--|------------------------|
| Dan Hayes | Director | dan@franklintheatre.com | 351-4832 | | |
| Joseph Logdson | Technical Director | joseph@franklintheatre.com | 473-3634 | | 420 Roberts St., 37064 |

Internal Revenue Service

Department of the Treasury

P. O. Box 2508
Cincinnati, OH 45201

Date: March 19, 2001

Person to Contact:
Richard Owens 31-00913
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 9:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
23-7042596

Heritage Foundation of Franklin and Williamson
County Tennessee
% Mary Shearer Pearce
PO Box 723
Franklin, TN 37065

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in April 1970, granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in section 509(a)(2).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Heritage Foundation of Franklin and Williamson County Tennessee
23-7042596

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

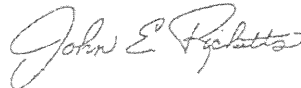
The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services