

CITY OF RACINE BELLE URBAN SYSTEM

Commission Approval: **XX/XX/2007**

Policies and Procedures No. 6

SUBJECT:

USE OF RACINE RAILROAD DEPOT

PURPOSE:

To establish guidelines for the use of the Racine Railroad Depot by organizations or individuals for fundraising events or meetings.

BACKGROUND:

The restored Racine Railroad Depot was dedicated on October 14, 2006. The depot is a public building open six days a week. The building is used by individuals waiting for buses to arrive. As a public building, the Depot cannot be completely closed to public use for private events or activities. Requests have been received to hold fund raising events and to hold meetings in the Depot.

POLICY:

The following guidelines will be reviewed annually to reflect the current policies of the City of Racine Transit and Parking Commission, and to reflect changes in the use of the Racine Railroad Depot.

- 2.1 All requests for use of the building shall be received in writing by the City of Racine, detailing the date and times of the event, and its purpose.
- 2.2 Fees for the use of the building and grounds shall be as follows:
 - 2.2.1 Requests for use of the building and grounds for transportation related activities shall require no fee, unless such request causes the City of Racine to incur expenses over and above normal operating costs, at which time a fee covering the incurred expenses shall be paid.
 - 2.2.2 Requests for use of the building and grounds for historic preservation related activities shall require no fee, unless such request causes the City of Racine to

incur expenses over and above normal operating costs, at which time a fee covering the incurred expenses shall be paid.

- 2.2.2 Requests for use of the building and grounds for all other purposes shall require a fee, paid in advance, for expenses involved in use of the depot for the event.
- 2.3 Event sponsors will be required to obtain a hold harmless agreement from the City Attorney's office prior to the actual event.
- 2.4 In the event that alcoholic beverages will be sold and/or disbursed and/or consumed at the event, the sponsor will be required to obtain a temporary liquor license through the City Clerk's office prior to the actual event.
- 2.5 Event sponsors will be responsible for set-up and tear-down of the equipment and furniture need for their event.
- 2.6 As a public facility, the waiting room and bathrooms will remain open to the public during the event. A portion of the waiting room, specifically the west concourse, will be made available for event sponsors to hold their event indoors.
- 2.7 The cast iron benches in the middle of the waiting room will not be moved for any reason during a sponsored event.
- 2.8 The City of Racine will be providing space and electricity only. The following meeting amenities must be provided by the requesting party, if needed: chairs, tables, utensils, electrical connections, public address system, food, drink, ice, barriers to prevent the general public from interacting with the event, and any other equipment or appliances needed for the event.
- 2.9 Parking is very limited at the site. Automobile parking is not allowed in any of the three west bus platform bays (those nearest the Depot). Violators will be ticketed upon request to the Racine Police Department. The easternmost bus bay will be made available for vehicular parking on the day of the event. Cars may park in the circular turn-around on State Street and on the south side of Liberty Street (one car deep) across from the Transit Center.
- 2.10 Delivery trucks for furniture, food and drink may use the circular turn-around on State Street and a dolly will be provided from the Depot for movement of goods to and from the Depot.
- 2.11 There is a locked, unused room in the Depot which may be used for temporary storage before and after an event. Furniture and supplies may not be stored more than 48 hours in the room. The City of Racine shall not be responsible for lost or stolen objects from the room or during the actual event.