



730 Washington Ave. • Room 304 • Racine, WI 53403 • 262-636-9166 • Fax: 262-636-9545

February 28, 2008

Mayor Gary Becker  
Members of the Common Council  
730 Washington Avenue  
Racine, WI. 53403

Dear Mayor Becker and Members of the Common Council:

I would like to meet with the Transit and Parking Commission to discuss proposed changes to Belle Urban System, Policy No. 6, Use of Racine Railroad Depot.

Sincerely,

Michael J. Glasheen, P.E.  
Transit Planner

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. *Said fee may be waived by the Transit and Parking Commission at its discretion.*
- 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.~~ *There is a free parking lot at the end of Liberty Street south of the Depot. All vehicles shall use this parking lot for event parking.*
- 2.10 Delivery trucks for furniture, food and drink may use the circular turn-around on State Street *or the circular turn-around at the end of Liberty 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