



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Agenda - Final Historic Preservation Commission

---

Tuesday, February 16, 2016

3:00 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

[16-237](#) HPC Minutes from 1-19-16

Attachments: [HPC Minutes 1-19-16.pdf](#)

4. **Public Hearings/Apearances**

5. **Action Items**

[16-238](#) Review of the HPC brochures and action on approval (or further review)

Attachments: [Guide Designating Historic Sites General Info.pdf](#)

[Guide Designating Historic Sites Details.pdf](#)

[Guide Highlighting History of Appleton.pdf](#)

6. **Information Items**

[16-239](#) Discuss planning an exterior building historic restoration/repair workshop

Attachments: [Planning Restoration-Repair Workshop Memo & Attachments.pdf](#)

[16-240](#) Discuss ideas to promote Historic Preservation for the month of May 2016

7. **Adjournment**

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Any questions about items on this meeting are to be directed to the Community and Economic Development Department at 920-832-6468.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
[www.appleton.org](http://www.appleton.org)

## Meeting Minutes - Final Historic Preservation Commission

---

Tuesday, January 19, 2016

3:00 PM

Council Chambers, 6th Floor

---

1. Call meeting to order

Meeting called to order at 3:06 p.m.

2. Roll call of membership

**Present:** 3 - Duba, Peregrine and Alderperson Meltzer

**Excused:** 2 - 1st Alternate Werth and 2nd Alternate Peterson

3. Approval of minutes from previous meeting

[16-064](#)

HPC Minutes from 6-16-15

**Attachments:** [HPC Minutes 6-16-15.pdf](#)

Alderperson Meltzer moved, seconded by Duba, that the Minutes be approved.

Roll Call. Motion carried by the following vote:

**Aye:** 3 - Duba, Peregrine and Alderperson Meltzer

**Excused:** 2 - 1st Alternate Werth and 2nd Alternate Peterson

4. Public Hearings/Appearances

5. Action Items

[16-067](#)

Request to approve the nomination to the National Register of Historic Places for the Appleton Woolen Mills located at 218 E. South Island Street and Mayor Hanna send a letter of support to the State Historical Society Office by March 18, 2016, Attachment A

**Attachments:** [National Register Nomination for Woolen Mills.pdf](#)

Peregrine moved, seconded by Duba, that the Report Action Item be approved.

Roll Call. Motion carried by the following vote:

**Aye:** 3 - Duba, Peregrine and Alderperson Meltzer

**Excused:** 2 - 1st Alternate Werth and 2nd Alternate Peterson

[15-1004](#)

Review of the HPC brochures ("Designation of Local Historic Buildings, Sites and Districts" and "A Guide Highlighting the Local Designated Historic Sites and Buildings in the City of Appleton") and action on approval (or further review)

**Attachments:**     [Designation of Local Historic Bldgs, Sites & Districts 2016.pdf](#)  
                                 [Guide Highlighting Local Designated Historic Sites & Bldgs 2016.pdf](#)

Peregrine moved, seconded by Duba, that the 1st brochure, "Designation of Local Historic Buildings, Sites and Districts" be approved and the 2nd brochure, "Guide Highlighting the Local Designated Historic Sites and Buildings in the City of Appleton" be held to make revisions and brought back to the next meeting. Roll Call. Motion carried by the following vote:

**Aye:** 3 - Duba, Peregrine and Alderperson Meltzer

**Excused:** 2 - 1st Alternate Werth and 2nd Alternate Peterson

## 6. Information Items

[16-065](#)

2015 Annual Activity Report of the City of Appleton Historic Preservation Commission

**Attachments:**     [2015 Annual Activity Report of HPC.pdf](#)

This Presentation was discussed and Chair Peregrine recognized Principal Planner Don Harp for his work on this report.

[16-066](#)

2016 Historic Preservation Certificate Award Nominations

**Attachments:**     [2016 Historic Preservation Cert Award Nominations.pdf](#)

This Presentation was discussed.

## 7. Adjournment

Peregrine moved, seconded by Alderperson Meltzer, that the meeting be adjourned at 3:34 p.m. Roll Call. Motion carried by the following vote:

**Aye:** 3 - Duba, Peregrine and Alderperson Meltzer

**Excused:** 2 - 1st Alternate Werth and 2nd Alternate Peterson

## Historic Preservation Tax Credits and Grant Programs

*For businesses...*

Wisconsin's Historic Preservation Tax Credit applies to certified historic buildings. Under the program, owners of eligible buildings may receive a state income tax credit for 20% of the qualified rehabilitated expenditures.

For more information, visit:  
<https://www.wisconsinhistory.org>

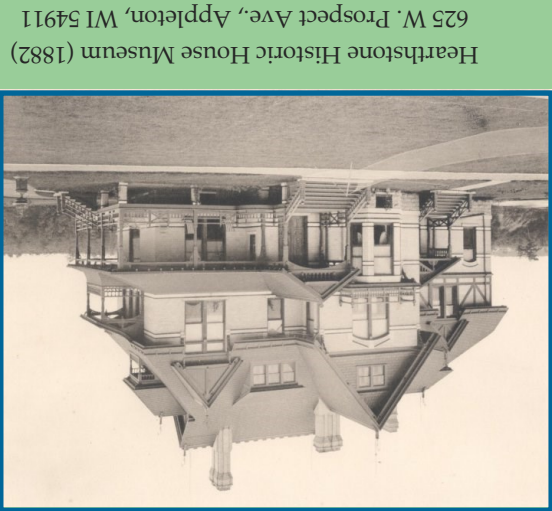
*For homeowners...*

Wisconsin's Historic Homeowner's Tax Credit is a dollar-for-dollar reduction in what you owe in Wisconsin income taxes. The amount of the credit is 25% of your costs of carrying out eligible work. If your credit is larger than the amount you owe in state income taxes, you can carry the unused balance into future tax years (up to 15 years into the future) until the credit is used up.

For more information, visit:  
<https://www.wisconsinhistory.org>

## Reconstruction and Alterations

Approval from the HPC is required for any exterior alteration, construction, reconstruction, or demolition of a designated local historic structure or site or any property within a local designated historic district that requires a building permit. Ordinary exterior maintenance and repairs (i.e. painting, refinishing nonstructural elements) may be performed without HPC approval, provided a building permit is not required.



Heartstone Historic House Museum (1882)  
625 W. Prospect Ave., Appleton, WI 54911

## Local Historic Designation

Historic designation means a site, structure, or district has been identified as having significant benefit to the historic, architectural, and cultural heritage of the city. Locally designated properties introduce a variety of benefits to the community, including the active preservation of a city's history, supporting neighborhood stabilization, possible property value improvements, presenting civic pride in notable past accomplishments, and promoting the use of local history for educational use and tourism.

Applications for historic designation in Appleton are available on-line or at the Community and Economic Development Department office on the 5th floor of City Hall. Although the applications provide detailed instructions, it is highly encouraged to discuss your interest in historic designation with Community and Economic Development personnel. While no fee accompanies the application, an application will not be accepted without the original signature of the property owner or other authorized representative of the owner.

## What is the Historic Preservation Commission?

The Historic Preservation Commission (HPC) is a local body with the power to recommend designation of historic structures, sites, and districts within the City of Appleton. HPC members have expertise in matters relating to the historical, archaeological, cultural, and architectural legacy of the earliest settlers in the Fox Valley.

### *Why preserve?*

Historic structures serve as evidence of our community's past and offer citizens direct access to their heritage. An understanding of local culture fosters a sense of community. Historic districts improve the quality of local life through their beauty as well as their architectural, educational, and historic value. In some cases, preserving historic structures is a more economical alternative to new construction. It promotes the growth of tourism and other local industries.

### *The National Register*

Created by the National Historic Preservation Act of 1966, the National Register of Historic Places (NRHP) serves as the official list of the nation's historic locations and buildings. Its purpose is to coordinate and support efforts to identify, evaluate, and protect America's historic and archaeological resources.

## Designating Appleton's Local Historic Buildings, Sites and Districts

### *“General Information”*

**City of Appleton  
Historic Preservation Commission**



For more information about the Historic Preservation Commission and the historic designation process, contact the Community and Economic Development Department.

~

Phone: 920.832.6468  
Fax: 920.832.5994

100 N. Appleton Street  
Appleton, WI 54911

[www.appleton.org](http://www.appleton.org)



## Appleton's Historic Districts

1. **315-340 W. Prospect Avenue** (1870-1942)  
315-340 W. Prospect Ave. (SRHP 8-24-01/NRHP 8-24-01)
2. **Fox River Paper Company** (1833, 1888-1893)  
101, 111, 121 E. Water St. and 405 & 415 S. Olde Oneida St. (SRHP 1-23-90/NRHP 4-19-90)
3. **College Avenue** (1857-1932)  
215 W. to 109 E. and 110 W. to 102 E. College Ave.; 121 S. Oneida St. (SRHP 1-1-89/NRHP 12-2-82)
4. **City Park**  
Roughly bound by E. Washington, N. Durkee, E. Atlantic and N. Lawe Streets (SRHP 7-19-02/NRHP 10-25-02)
5. a, b. **Appleton Lock 4** (1907-1941)  
Roughly along the Fox River at Banta Ct. and John St. (SRHP 4-10-92/NRHP 12-7-93)
6. a, b, c. **Appleton Locks 1-3** (1884-1941)  
Roughly along the Fox River from Memorial Dr. to Lawe St. (SRHP 4-10-92/NRHP 12-7-93)

*"If we wish to have a future with greater meaning, we must concern ourselves...with the total heritage of the nation and all that is worth preserving from our past as a living part of the present."*

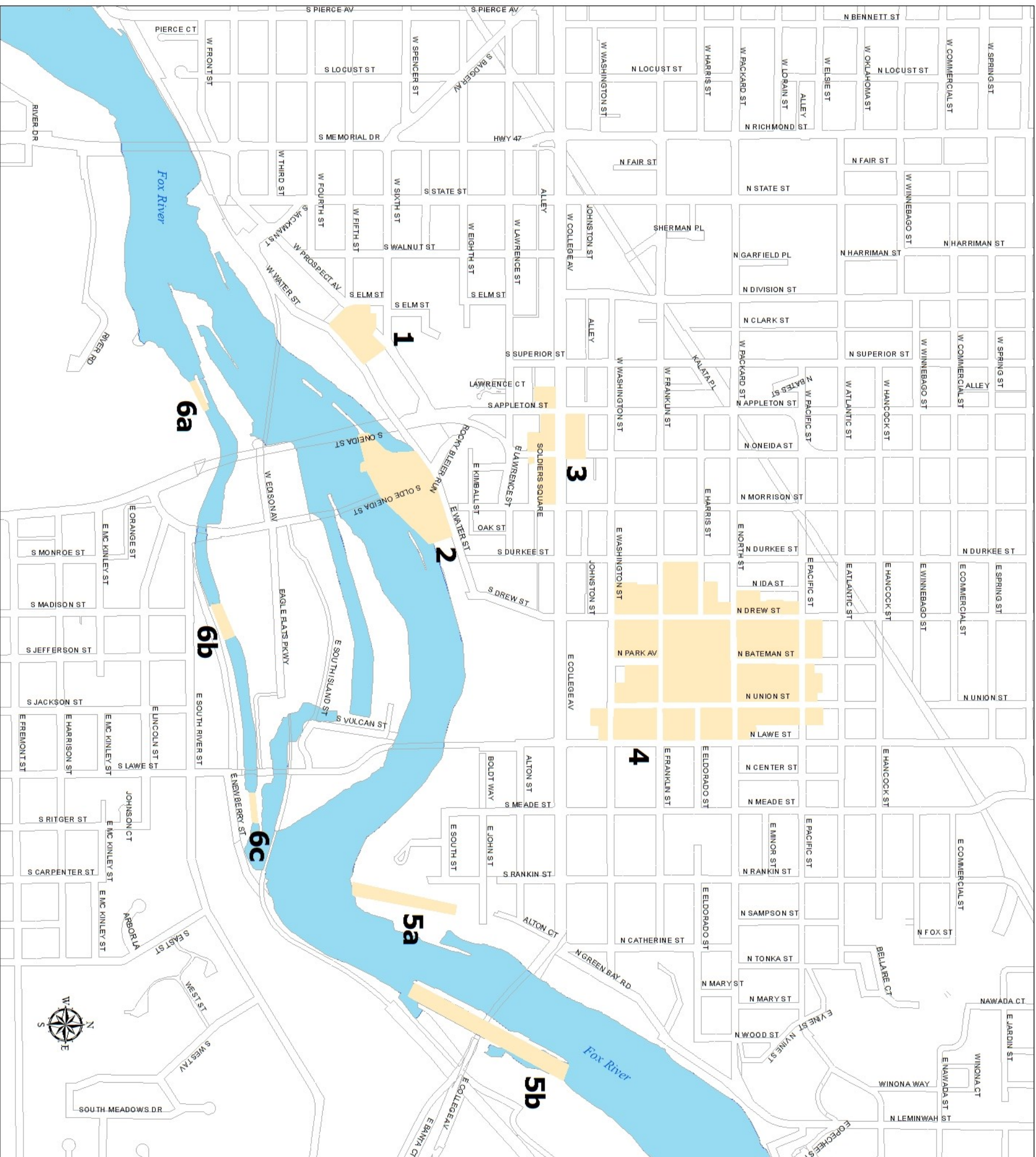
- With Heritage So Rich, 1966

For information on Appleton

## Historic Preservation,

please visit

<https://www.appleton.org/>  
or scan the QR code to the right  
with your smartphone:





## Criteria for Local Historic Designation

A local historic building or site must have some archaeological, architectural, cultural or historical significance. Any of the following criteria may be used to determine local historical eligibility:

1. Sites with subsurface or above-ground structural remains, artifacts or other natural or cultural features of past human life or activities and may yield additional information about prehistory or history.
2. Distinguishing characteristics of an architectural type or specimen inherently valuable for a study of a period, style, method of construction, or of indigenous materials or crafts-manship, or that represents a significant and distinguishable entity whose components lack individual distinction.
3. Associated with an event, or series of events, trend that made a significant contribution to the development of Appleton, the state or the nation.
4. Identified with an important person or persons that have made specific contributions to national, state or Appleton history, including but not limited to, medicine, politics, commerce, history, engineering and/or architecture.
5. Identified with an important event that exemplify or reflect the broad history of the nation, state or Appleton history.
6. Representative of the notable work of a master builder, designer or architect who influenced his age.

## Local Historic Designation DOES Require Approval From the Appleton Historic Preservation Commission for:

1. Installation or alteration of windows, doors or other architectural features where the original opening is proposed to be enlarged, reduced, or altered.
2. New construction of any improvement or additions to a local historic structure, local historic site or contributing structure.
3. Reconstructing and replicating specific exterior architectural features and detailing that no longer exist.
4. Moving a local historic structure, local historic site or contributing structure from its original location.
5. Rehabilitation efforts that return a local historic structure, local historic site or contributing structure, through repair, alterations or additions, which makes it possible for the property to be used for its historic purpose or be used for a new use while preserving those portions and features of the property which are significant to its historic, architectural, and cultural values.

- \* To make your property eligible for possible historic grant funds administered by the City of Appleton pursuant to the Neighborhood Program.
- \* To maintain Appleton's quality of life and increase the economic viability of the City's tourism economy.

## Local Historic Designation DOES NOT Require Approval From the Appleton Historic Preservation Commission for:

1. Painting, staining or cleaning of exterior surfaces.
2. Repairs intended to prolong or replace deteriorated, decayed or damaged existing original exterior features or part thereof such as the kind and texture of exterior building materials, trim, gable cornices, columns and other decorative architectural features provided where possible, original materials or like materials are used and provided the work does not require the issuance of a building permit.
3. Repairs intended to prolong or replace deteriorated, decayed or damaged existing original exterior windows and doors provided where possible, original materials or like materials are used and the original opening will not be enlarged, reduced or altered and provided the work does not require the issuance of a building permit.
4. Landscaping, groundskeeping, or similar exterior activities.

- \* Designation can help to stabilize property values by maintaining the neighborhood's character, and it benefits property owners by protecting them from inappropriate changes made by other owners that might destroy the special qualities of the neighborhood.
- \* To protect your property from future demolition.

## What are Local Historic Buildings and Sites?

Local register properties are buildings, sites, objects, districts or structures that are tangible links to the past which contribute to the inherent character and heritage of the community. Buildings that meet certain architectural standards such as the Trettin House, Henry Schuetter House and John Hart Whorton House, as well as economic history sites like the Lutz Ice Company Artesian Well and the Vulcan Street Hydroelectric Central Station replica building are identified in Appleton. In addition, neighborhoods can be designated historic districts.

## How Do I Apply?

Applications for historic designation in Appleton are available on-line or at the Community and Economic Development Department office on the 5th floor of City Hall. Although the applications provide detailed instructions, it is highly encouraged to discuss your interest in historic designation with Community and Economic Development personnel. While no fee accompanies the application, an application will not be accepted without the original signature of the property owner or other authorized representative of the owner.

For more information about the Historic Preservation Commission and the historic designation process, contact the Community and Economic Development Department.

~

Phone: 920.832.6468  
Fax: 920.832.5994

100 N. Appleton Street  
Appleton, WI 54911

For additional information, please visit  
<https://www.appleton.org/>  
or scan the QR code below with your smartphone:



## Designating Appleton's Local Historic Buildings and Sites

### “Specific Details”

**City of Appleton  
Historic Preservation Commission**







Trettin House - 523 Eighth Street

This structure is a two-family home that was constructed in 1918 and is an example of the Prairie style. The house was designed by architect Edward Wettengel Sr. It was designated as a local historic structure in 2005.

1



Henry Schuetter House - 330 Sixth Street

This structure is a single-family home that was constructed in 1890 and is an example of the Queen Anne style. The house was designed by local architect G.A. Tenbusch. It was designated as a local historic structure in 2004.

2

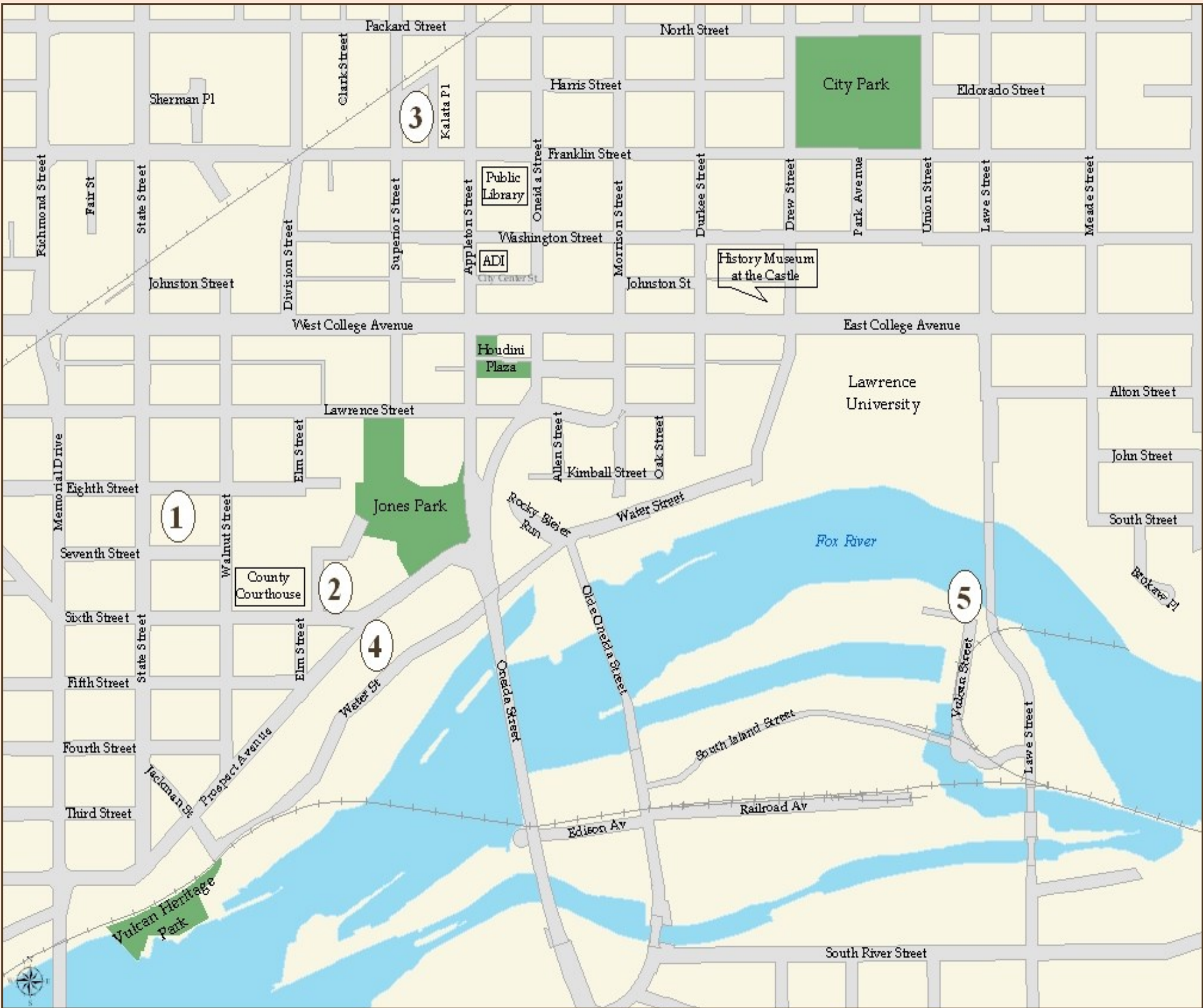


Union Springs Park  
Lutz Ice Company Artesian Well Site  
323 Kalata Place

This is the site of the artesian well which supplied water from 500 feet underground to the Lutz Ice Company at a rate of 100 gallons per minute.

This park was designated as a local historic site in 1997.

3



John Hart Whorton House  
315 Prospect Avenue

This structure is a single-family home that was constructed in 1870 and is an example of the High Victorian Italianate Villa style. John Hart Whorton was instrumental in the organization of the Fox River Paper Company. The house was designated as a local historic structure in 2000.

4



Vulcan Street  
Plant Replica

On November 25, 1882, the Vulcan Street Hydroelectric Central Station began operation. The Vulcan Street Plant represents an early use of hydro-power to generate electricity and perhaps one of the earliest examples of a hydroelectric plant that sold electricity commercially and provided incandescent lighting service to the public. The replica was designated as a local historic structure in 2007.

5



## History of Appleton

### Continued

Appleton traditionally has had a commitment to vocational education. The Vocational School was established in 1912, and the first facility in the United States to be built exclusively for this purpose was erected here in 1917. When the State of Wisconsin was divided into vocational, technical and adult education districts in 1965, the local program was expanded and the Fox Valley Technical College was established. Area business has been responsible for Appleton's economic prosperity and progressive attitude. The paper industry, beginning with the building of the first paper mill in the city in 1853, has been at the forefront of the development of Appleton. In order to provide electricity to this industry, the Vulcan Street Hydroelectric Central Station began operation on November 25, 1882 in Appleton. The Vulcan Street Plant represents an early use of hydropower to generate electricity and perhaps one of the earliest examples of a hydroelectric plant that sold electricity commercially and provided incandescent lighting service to the public. Not too long afterward, in August of 1886, Appleton was the site for another national first, the operation of a commercially successful electric streetcar company. Electric lights replaced gas lamps on College Avenue in 1912.

Our community also made history when Alfred Galpin put together his own telephone in 1877, connecting his bank and his residence. Later, a druggist installed several phones in his store, linking them with those in other offices. The Wisconsin Telephone Company purchased this exchange in 1881. Retail trade has also contributed to the area's progress. Because stores have always been concentrated on College Avenue, businessesmen actively cooperate with city government in downtown redevelopment. A major convention center, the Paper Valley Hotel, was opened in 1982 and a shopping complex, The Avenue, commenced operations in March of 1987.

Cultural growth was encouraged early in Appleton. Central to that development has been public library service. Beginning in a reading room above a grocery store on College Avenue, the Appleton Public Library has developed over the years into a gathering place that offers opportunities for the entire community to "Learn, Know, Gather and Grow". Today it is located at 225 North Oneida Street. In addition to materials, the library offers free computer access, notary service, meeting rooms for non-profits, study rooms and serves as a WIFI hotspot.

The Fox Cities Performing Arts Center attracts performing artists from all over the world. The \$45 million center features the 2,100-seat Thrivent Financial Hall and the smaller, multi-purpose Kimberly-Clark Theater. Its 5,000 square foot stage is the second-largest in Wisconsin. It opened in 2002 and has contributed significantly to revitalization of the downtown, as the centerpiece of an arts and entertainment district. The Fox Cities Building for the Arts was created in 2013 and is located in a 25,000 square foot building on College Avenue in downtown Appleton to reflect the diversity of programs and services being offered. The Trout Museum of Art is an important component complemented by the new Regional Artist Gallery and visual arts education programs. In addition, the building is home to several independent performing arts organizations.

The preservation of Appleton's history has been the work of the Outagamie County Historical Society. Its museum contains artifacts of Appleton's famous native son, escape artist Harry Houdini and author Edna Ferber, who grew up in Appleton. The museum showcases Appleton's heritage as a progressive, industrious community in Wisconsin's Fox River Valley. The residents of our community are proud of Appleton's past and present, and they manifest a great confidence in its future and a dedication to its ongoing betterment.

## History of Appleton

Appleton shares its history with Lawrence University, for the two grew simultaneously. The close relationship established in the early years continues to exist.

Fur traders seeking to do business with Fox River Valley Indians were the first settlers in Appleton. Hippolyte Grignon built the White Heron in 1835 to house his family and serve as an inn and trading post.

With the financial backing of Amos Lawrence, the Lawrence Institute was chartered in 1847. Samuel Appleton donated \$10,000 to the newly founded college library, and in appreciation, his name was given to the community.

Appleton was incorporated first as a village in 1853 (John F. Johnston, the first resident, village president) and later as a city in 1857 (Amos Story, Mayor).

Lawrence University's 84 acre campus lies east of the city's attractive, lively downtown. Students and faculty members supply the community with an endless array of music, drama and sports activities.

For more information about the Historic Preservation Commission, contact the Community and Economic Development Department.

Phone: 920.832.6468  
Fax: 920.832.5994

100 N. Appleton Street  
Appleton, WI 54911

For additional information, please visit <https://www.appleton.org/> or scan the QR code below with your smartphone:



## A Guide to the History of the City of Appleton

**City of Appleton**  
**Historic Preservation Commission**







216 E. North Street—Edna Ferber House

1



Fox Cities Performing Arts Center

2

3

MAP TO BE INSERTED



Vulcan Street Plant Replica

4

5

6



## REPORT TO APPLETON HISTORIC PRESERVATION COMMISSION

**Historic Preservation Commission Meeting Date:** February 16, 2016

**Item:** Discuss planning an exterior building historic restoration/repair workshop

**Planning Staff:** Don Harp, Principal Planner

### **GENERAL INFORMATION**

---

On January 19, 2016, the Historic Preservation Commission discussed the idea of planning a workshop to promote resources available to individuals who are contemplating exterior building restoration/repair projects.

Prior to the February 16, 2016 meeting, the Commission requested staff to provide them with the pertinent documents from the 2012 Architecture of Color Workshop. Attached to this memo are the following documents:

- The workshop agenda
- The workshop summary
- Attendance sheet
- Pictures of workshop displays
- Press release
- Meeting room contract

If you have any questions, please feel free to contact me.



# THE ARCHITECTURE OF COLOR

Presented by the

**Appleton Historic Preservation Commission**

FIRST METHODIST CHURCH, APPLETON, WI  
12 APRIL 2011

## Guest Panelists:

Eric Bauman, Architect, Boldt Construction  
Steve Olson, Paint Chemistry, Hallman-Lindsay Paints  
Paul Welhouse, Welhouse Construction Services  
Carl Keyes, Omni Paint & Glass  
Tom Millar, Marvin Windows

## Workshop focus:

Even as time passes, what is deemed a "historic" property changes. Nevertheless, the history of dwelling construction in the United States represents a visual record of both the building technologies of the time and the aesthetic values pursued by those for whom (or by whom) these houses were built. Each of the various historical styles, including original and "neo," had about them various constituent elements which defined a particular exterior appearance. In addition to architectural forms and particular construction materials used, the specific protective finishes applied to the selected materials reflected just as much the "spirit of the age" as did the building design. The matching of color with historic architectural style is an integral part of our common domestic housing landscape. For people who enjoy a home that could be classified as "historic," and who wish to either preserve its original exterior finish or to return an altered structure to its original time period aesthetic, this workshop will provide both an overall context for decisions regarding appropriate exterior finishes along with practical "how-to" advice.

## Time periods:

The four selected time periods that will be discussed are: 1840-1900; 1900-1945; 1945-1980; 1980-2011. House types that typified each of these areas will be identified and briefly discussed (e.g., Queen Anne, Craftsman, Colonial, Ranch, "Neo-Victorian," etc.)

### Workshop format:

After introductions of the panelists, each will be given ten minutes to explain how their particular expertise bears upon the focus of the workshop. Following these individual presentations, a fifteen minute general audience question and answer period will be allowed. Upon its conclusion, the workshop will enter upon a "free" time, where the panelists will interact directly with the workshop attendees at their period-grouped table seating to answer case-specific questions and provide individual advice. Attendees are free to leave at any time following the formal presentation time.

Each person attending will receive a pocket folder containing information regarding the Appleton Historic Preservation Commission, a list of resources, HPC nomination papers, a definitional guide/meeting agenda, and a collection of promotional materials contributed by the presenters.

Display tables containing various promotional and educational materials will be available for browsing by participants, including a table containing information about the Appleton Historic Preservation Commission.



**The Architecture of Color  
Tuesday, April 5, 2011  
Workshop 6:30 p.m.**

Appleton Historic Preservation Commission is hosting this workshop to help and encourage homeowners to nominate their home for the annual Stewardship and Historic Preservation/Restoration awards. The main focus for our first workshop is on paint, selecting the appropriate color for the style of the home and if necessary removing lead paint.

Displays and handouts including resource information will be available. The workshop is free and open to the public

**The First United Methodist Church of Appleton  
345 East Franklin Street  
Fellowship Hall  
(On site free parking)**

Purpose of the workshop is to have a panel of qualified representatives in the areas of architecture, paint specialists and home repairs/improvements available to help home owners with their questions and concerns.

**Guest Panelists:**

Steve Olson, Technical Director, Hallman-Lindsay Paints  
Paul Welhouse, Welhouse Construction Services  
Sandy Knutson, Lead-Safe instructor, City of Oshkosh Health Services  
Tom Miller, Window And Door Central, Marvin Windows  
Eric Bauman, Architect, Boldt Corporation  
Robert McKenny, FVTC instructor, taught Architectural House styles  
Eric Maixner, Service Banker, North Shore Bank

Steve Olson will be discussing historic paint colors, the pigments used to make them and the evolution of architectural coatings. Sandy Knutson will discuss lead-safe renovation.

The workshop will begin with the panelists explaining how their particular expertise bears upon the focus of the workshop. Following these individual presentations there will be a general question and answer period. Upon its conclusion, the workshop will enter upon a "free" time, where the panelists will interact directly with the attendees.

Tables will be grouped representing a range of four time period house styles (1840-1900; 1900-1945; 1945-1980; 1980-2011) this will enable the attendees to receive case-specific help pertaining to their home from the panelists.

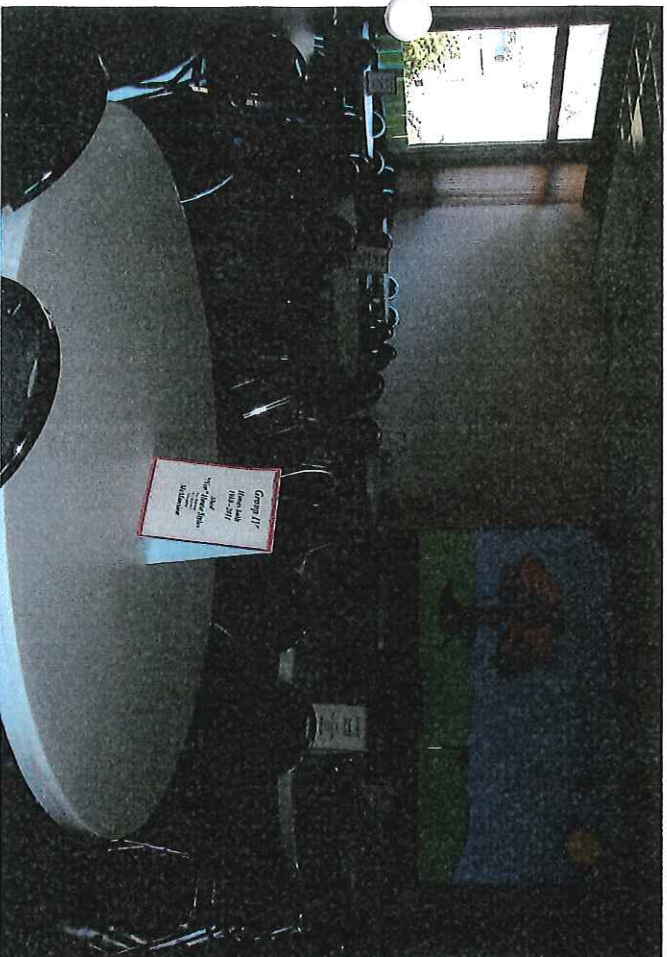
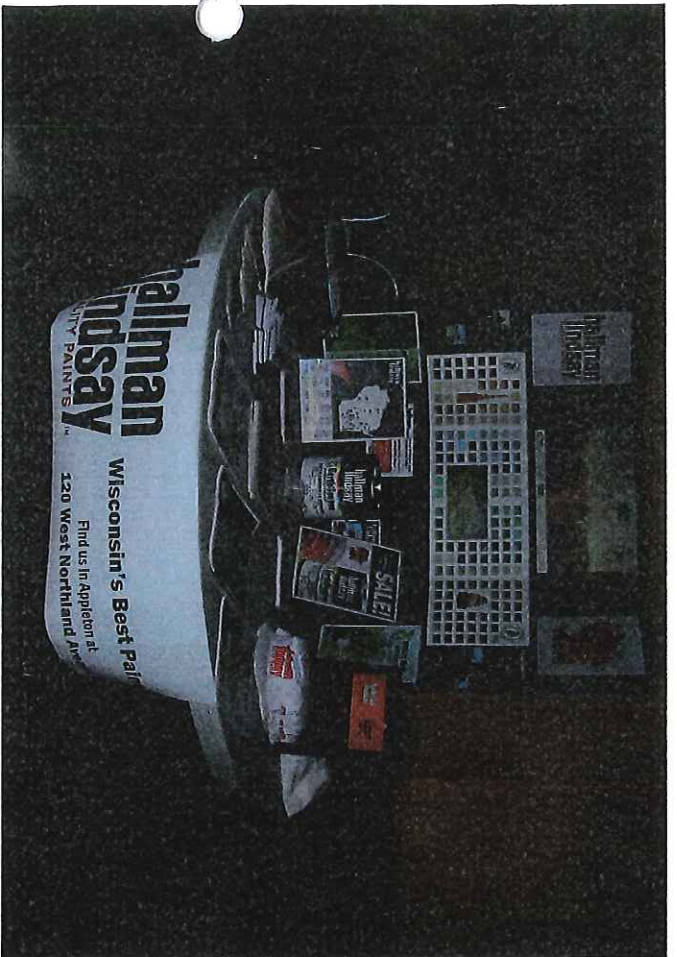
HPC committee contacts are Michael Meyer and Nancy Peterson, Community Development 920-830-6468.

[illegible]















*"...meeting community needs...enhancing quality of life."*

## **HISTORIC PRESERVATION COMMISSION**

### **April Program Notice The Architecture of Color**

**6:30 P.M., April 5, 2011  
The First United Methodist Church – Fellowship Hall  
345 East Franklin Street  
Appleton, WI 54911**

#### **NOTICE**

It is possible that a majority of the City of Appleton Historic Preservation Commission members will be present at The First United Methodist Church located at 345 East Franklin Street, at 6:30 p.m. on April 5, 2010, for the purpose of attending a workshop hosted by the Appleton Historic Preservation Commission. The workshop will focus on architectural style of residential buildings, choosing appropriate paint scheme for that style and exterior remodeling techniques. Although a majority of Commission members may be present, a meeting will not be convened to exercise the responsibilities, authority, power, or duties delegated or vested in the Commission. No formal action will be taken. The public is welcome to attend the workshop.

APPLICATION FOR USE OF FACILITIES  
FIRST UNITED METHODIST CHURCH  
325 E Franklin Street - Appleton, WI 54911

Name of Group Historic Preservation Commission

Purpose of Group Protection of Bldgs & sites of historical & architectural significance Program begins

Date(s) Requested April 12, 2011 Tuesday at 6:30 pm

Beginning Time 5:30 pm Closing Time 9:00 pm

Number of Persons Expected 75

Facilities Requested: Room(s) which ever is appropriate & Betsey has made an assignment

Furnishings needed (tables, chairs, etc.)

Easels (4), tables 8 ft long (4), tables round that are already set, chairs - already set, over-head screen, microphone & podium

Fees for use Not applicable

Must be paid at the church office no later than the date of event

Room is not reserved until this form is returned and approved. It is your responsibility to call the church office close to the date you will be using the room to find out if you need to check out keys.

*"I have read the policy guidelines for use of the church facilities, and I agree to abide by them and will assume responsibility for the group."*

Signed Karen E. Harkness

Title Director of Community Development

Address 100 W. Appleton St.

Phone 832 - 6468

Additional Comments \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_ Notified by \_\_\_\_\_

Date Payment Received & Amount \_\_\_\_\_



**FEE SCHEDULE: Must be paid at the church office no later than the day of the event.**

Classrooms:	\$ 25.00 for each session - per room
Fellowship Hall:	\$ 75.00 for each session
Reception Lounge:	\$ 65.00 for each session
Kitchen:	\$ 65.00 for each session
Chapel:	\$125.00 for each session
Sanctuary:	\$250.00 for each session
Brides Room:	\$ 25.00
Candles:	\$ 15.00 total if front and pew candelabras are used
Custodial Service:	\$ 80.00 per session/per custodian if custodial service and/or clean-up is required. If more than four hours of custodial service is needed, there will be an additional fee of \$40.00 for each two hour period worked beyond the initial four hours. If more than the projected custodial time is required, the user will be billed for additional custodial time.

*We ARE FREE.*

If outside groups or organizations wish to use church facilities for longer periods of time (i.e. once per week or monthly) such requests must be made to the church office for approval by the Board of Trustees and the Pastors. Fees for these situations will be determined accordingly.

**CHURCH PROPERTY:** No Church property or equipment is to leave the church building.

**NO ALCOHOL:** No alcoholic beverages are allowed on church property.

**NO SMOKING:** No smoking is allowed inside the building in any area.

**TELEPHONE USE:** The church telephone is to be used for emergencies only.

**CLOSING TIME:** All activities are to be concluded and persons out of the building by 11:00 p.m.

**KEYS:** If keys are necessary to open rooms, they must be picked up at the church office during office hours and returned to the office by the following day. (See below for rooms unlocked by custodian.)

**MISCELLANEOUS:** All doors in the building including the kitchen, sanctuary and chapel will be locked when not in use. Sanctuary and chapel doors to the main corridor will be open weekdays 8:00 a.m. to 4:30 p.m.

Prior to leaving for the day, the custodian will unlock rooms scheduled for use that evening. The group using the room will be responsible for re-locking it immediately after use where doors are self-locking or where keys have been issued. Outside doors and windows must be locked and checked before leaving.

The use of hand held candles is prohibited in the entire building.

**EXCEPTIONS TO ABOVE POLICY GUIDELINES**

Requests for exceptions to above policy guidelines may be presented to the church office secretary who will obtain and communicate to the requester, the decision of the Chairperson of the Board of Trustees and one of the Pastors.

Board of Trustees  
January 18, 2005