

CITY OF RICHLAND CENTER



APPLICATION FOR SPECIAL CONSIDERATION FOR (MARK ONE):

☒ Rental Fee Waiver ☒ Rental Fee Discount

Applications for fee waivers and/or discounts must be reviewed by the Park Board. The Park Board meets on the second Monday of each month. Request applications must be received by the Wednesday before a meeting to be considered. Submit questions and return your application **WITH A COVER LETTER** to Park & Recreation Department, 450 S. Main Street, Richland Center, WI 53581 or via email at jodi.mieden@richlandcenterwi.gov.

Name of Group:	Community Thanksgiving Dinner				
Address:	St. John's Church, 479 S. Park Street, Richland Center, WI 53581				
Contact Name/Phone/Email:	Lara Carpenter, Clare Bruckner, Patty Libansky				
Circle Type of Group:	<input checked="" type="checkbox"/> 501(c)3	<input type="checkbox"/> Government Agency	<input type="checkbox"/> Other- Specify: ELCA Women		
Circle one of these:	<input checked="" type="checkbox"/> Rental Fee Discount		<input checked="" type="checkbox"/> Rental Fee Waiver		
Description of event or purpose for which City of Richland Center facilities will be used:	Cooking and distribution/pick-up site for the Community Thanksgiving Dinner				
Desired date(s)/Times:	Wednesday- gym/kitchen 8am-5pm, Thursday- gym/kitchen until 4pm				
Desired Facility:	Community Center Gym/Kitchen				
COMMUNITY BENEFITS					
How many Richland Center residents will benefit from your event? How will they benefit?	550 meals will be served to the residents of Richland Center this year, up 60 from last year. A free will offering would be accepted. Delivery service is provided by volunteers. All items are donated for the meal, prepared by volunteers.				
NEED:					
Why is it necessary to hold this event at a City facility?	The event has been held at St. John's Church for as long as they have been doing it. The amount of roasters needed to cook food has surpassed their facility as they use all levels of the church. They have outgrown their space with the increase in meals each year. The gym/kitchen would provide volunteers one level to work on and much more space to work in, as well as ample parking for pick-ups.				
If request is for a Fee Waiver: Explain why paying the fee would be a hardship.	All funds for the meal are donated and any leftovers are donated to needy groups in the community.				
Are you willing to provide commensurate services in lieu of the rental fee? If so, what type?	Lara Carpenter provides weekly Chair Yoga classes for the seniors at no cost.				
I declare under the penalties of perjury that this application for special consideration has been examined by me and to the best of my knowledge and belief is true, correct and complete.					
Signature:	Lara Carpenter, Clare Bruckner, Patty Libansky				
Date of application:	9/10/25				
STAFF USE ONLY					
Est. total value of waiver (\$):	\$390.00	Park Board Review date:	9/22/25	Approved date:	