



**City of Waukesha**  
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<b>Committee:</b> None	<b>Date:</b> <a href="#">Click here to enter a date.</a>
<b>Common Council Item Number:</b> 23-8143	<b>Date:</b> 11/21/2023
<b>Submitted By:</b> Brian Running	<b>City Administrator Approval:</b> <a href="#">Click here to enter text.</a>
<b>Finance Department Review:</b> <a href="#">Click here to enter text.</a>	<b>City Attorney's Office Review:</b> <b>BER</b>
<b>Subject:</b> License agreement for Salvation Army to use City Hall Annex for annual toy distribution.	

**Details:**  
The Salvation Army does an annual event called the Toy Shop where they collect and distribute toys to their clients with children. The former Northview School building had been used for this event, but it is no longer available for use. The City Hall Annex is a suitable location for the event, and the Salvation Army used it for this event in 2022. There were no issues with the event in 2022. The proposed agreement is identical to last year's, and requires indemnification of the City and proof of adequate liability insurance. The agreement is a license, not a lease, and allows only the event for a set period from its execution until December 31.

**Options & Alternatives:**  
The City could decline the use of the Annex. The Salvation Army has no alternatives at this time.

**Financial Remarks:**  
There is no financial impact to the City.

**Executive Recommendation:**  
Approve the license agreement and allow the Salvation Army to conduct its Toy Shop event in the City Hall Annex.