



## PUBLICATION RENTAL BOX (CITY HALL) PERMIT INFORMATION

OFFICE OF THE CITY CLERK LICENSE DIVISION  
200 E. WELLS ST. ROOM 105, MILWAUKEE, WI 53202  
(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV  
WWW.MILWAUKEE.GOV

### **DEFINITION:**

The Milwaukee Code of Ordinances allows the issuance of a permit to distribute publications via a rental box at City Hall under specific circumstances. Upon application, a permit may be issued to a “person, group, organization or other association “ to distribute “newspapers, newsletters, magazines or other publications which are published daily, weekly, biweekly, monthly or on other similar regular schedules.”

### **APPLICATION:**

An application form for each rental box must be submitted on the form provided by the City Clerk’s office. PLEASE COMPLETE ALL SPACES. Submit a second form and fee for the use of a second box for the same publication. No more than two spaces will be allotted for the same publication.

After completion of an application provided by the City Clerk’s Office and payment of the fee, the City Clerk will review the application and if appropriate, issue the permit and designate a box in the rotunda of City Hall for distribution of the publication.

**[!]** Incomplete applications and applications received without the required fee will be returned.

### **LICENSE FEE:**

\$35 for a 2-year period beginning February 1 in even-numbered years. Checks should be made payable to : City of Milwaukee. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

**Fee must be submitted with application.** Checks should be made payable to the City of Milwaukee.

### **PARTIAL REFUND:**

No refund is provided for this permit.

ORDINANCES REGULATING DISTRIBUTION OF PUBLICATIONS AT THE CITY HALL COMPLEX ARE  
LOCATED IN SECTION 84-49 OF THE MILWAUKEE CODE OF ORDINANCES,  
AND MAY BE VIEWED ONLINE AT [www.milwaukee.gov/ordinances](http://www.milwaukee.gov/ordinances)



## PUBLICATION RENTAL BOX IN CITY HALL COMPLEX APPLICATION

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(414) 286-2238 E-MAIL ADDRESS: LICENSE@MILWAUKEE.GOV

- Publication Rental Boxes are defined by Sec. 84-49 of the Milwaukee Code of Ordinances as “newspapers, newsletters, magazines or other publications, which are published daily, weekly, biweekly, monthly or on other similar regular schedules” and distributed in the city hall complex.
- A rental box may be issued to a person, group, organization or other association. (Exemption: Newspaper vending box special privilege permit holders.)
- Limit of 2 rental boxes per publication.
- Failure to comply with the requirements of Sec. 84-49 may result in the revocation of your rental box.

\$35 per rental box must accompany this application. Make check payable to: City of Milwaukee. Credit cards are also accepted online and in-person; cash is accepted from applicants filing in person only. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction.

Application is hereby made to place a publication as described in accordance with for the license period beginning February 1, 2010 and ending January 31, 2012.

Applicant's Full Name (Last, First & Middle Initial)		Home Phone Number: (     )     -	
Home Address (include city, state and zip code):			
Business Name:			
Business Address (include city, state and zip code):			
Name of Publication:		Number of Rental Boxes: (maximum of two) <input type="checkbox"/> 1 Box <input type="checkbox"/> 2 Boxes	
Distribution Manager (Last, First & Middle Initial): (If different from Applicant) This person is responsible for maintenance of the publication at City Hall.			
Address:		Phone Number: (     )     -	
City:		State:	Zip Code:
_____		_____	
Authorized Signature		Title	

**Licensee must inform the License Division within 5 days of any changes including discontinuation of use of the rental box or change of address, phone number or business location.**

Office Use Only:    Initials: \_\_\_\_\_ Filed: \_\_\_\_\_ Fee \_\_\_\_\_ License #: \_\_\_\_\_ Issued: \_\_\_\_\_

APPLICATION APPROVED \_\_\_\_\_, City Clerk