

Lake Park Society for the Advancement of Civic Engagement

(A Nonprofit 501(c) (3) Organization)

Contact: Michael Steinhauer EMAIL: [pipestone1992@gmail.com](mailto:pipestone1992@gmail.com) PH: 608-332-5547

Commission Meeting January 7, 2026 New Business Testimony via Special Events

***Requesting waiver of fees to host (2) “2026 Lake Park Mayoral Candidate Forums” in the Mirrored Ballroom: February 7, 2026 10am and February 28, 2026 1pm. 90 minutes***

Attention: Lake Park Commission Members. Request justification of waiving all or partial fee requirements. The Society seeks to conduct these forums to:

- 1) Enhance and expand the voter turn-out for Lake Park elections. Historically the number of votes cast has been poor every year regardless of election cycles year by year. Residents are not always well informed of election dates, candidate positions, and voting processes.
  - 2) Familiarize residents with each candidate’s background and positions in a face-to-face event.
  - 3) Provide residents with ample opportunity to ask their own questions. Candidates may also respond to a pre-determined number of questions posed by the Society Steering Committee on Elections and provided to the candidates prior to each meeting.
  - 4) Partner with the town and its role to promote and encourage a large turn-out of voters. That role suggests acknowledgement of the importance of civic engagement which includes voting, and a willingness to work with any candidate successful in their election pursuit.
- The Society is deeply engaged in planning the forum, exercising a **strict** position of non-partisan conduct. Each candidate opening and closing statement, and every question posed will result in a random selection process of who shall speak first, second, and third.
  - The Society will provide public education and awareness of the dates and times being offered, and to inform participants of the elements of each session.
  - The Society will require adherence to the Lake Park Ordinance on Civility and Decorum. We will work with PBSO to assure a police presence as an added layer of response if needed.
  - The Society intends to video both meetings so people with disabilities, the elderly, and those with scheduling conflict can access the information provided.

We sincerely appreciate consideration of your sensitivity in considering our request.  
Thank you!



# FACILITY RENTAL INVOICE

NAME: Lake Park Society for the Advancement of Civic Engagement c/o Michael Steinhauer  
ADDRESS: 435 Greenbriar Drive  
Lake Park, FL 33403  
PHONE: 608-332-5547  
EVENT DATE: Saturday, February 28, 2026  
EVENT TIME: 1:00 PM TO 3:00 PM  
SET-UP TIME: 12:30 PM TO 1:00 PM  
BREAK DOWN TIME: 3:00 AM TO 3:30 PM  
EVENT TYPE: Mayoral Candidate Forum  
LOCATION: Mirror Ballroom  
# of PEOPLE: 100

EVENT DETAILS		
CODE	COST BREAKDOWN	TOTAL
→	<b>SECURITY DEPOSIT</b> <i>(non-taxable, DUE IN FULL AT INCEPTION &amp; REFUNDABLE)</i>	
DEPPV	Park Pavilions/Gazebos	
DEPMB	Mirror Ballroom	\$500.00
DEPPK	Kelsey Park Rental East/West	
→	<b>RENTAL FEES</b> <i>(7% Sales Tax applied)</i>	
RFRNT	Resident Fee \$ <input type="text"/> hrly x <input type="text"/> hrs	\$0.00
RFRNT	Non-Resident Fee \$ <input type="text"/> hrly x <input type="text"/> hrs	\$0.00
RFRNT	Flat Rate Rental Fee	
RFRNT	Flat Rate Cleaning Fee	\$150.00
RFRNT	Restroom Attendant Fee \$ 25 hrly x <input type="text"/> hrs	\$0.00
RFTAX	Sales Tax 6.5% <i>(collected first on balance payment)</i>	TAX EXEMPT
RSCUR	Personnel Fee \$ 40 hrly x <input type="text"/> 3 hrs <i>(NON-taxable)</i>	\$120.00
	<b>TOTAL RENTAL FEES:</b>	<b>\$270.00</b>
FACRENT	<b>COMBINED TOTAL:</b> <i>(security deposit + rental fees)</i>	
	PARK PAV/GAZ	
	BALLROOM	\$770.00
	KELSEY PARK	

PAYMENT DETAILS		
first PAYMENT DATE:	INSTALLMENT DATE:	BALANCES & DUE DATE:
		YOUR FINAL PAYMENT IS DUE:
\$0.00		2/13/26
\$500.00		
\$0.00		
For internal accounting purposes		
		\$0.00
		\$0.00
		\$0.00
		\$150.00
		\$0.00
TAX EXEMPT	TAX EXEMPT	TAX EXEMPT
		\$120.00
\$0.00		
PAID TODAY:	PAID TODAY:	FINAL PAYMENT DUE:
\$500.00	\$0.00	\$270.00

NOTES: Your final balance is due 14 days before the event. If paying online, your invoice/reference # is:

THANK YOU AND ENJOY YOUR EVENT!



## Town of Lake Park Facility Rental Application

Date of Event: Saturday, February 28, 2026  
Time of Event: 1:00 PM to 3:30 PM  
Set-up Time: 12:30 PM to 1:00 PM  
Breakdown Time: 3:00 PM to 3:30 PM

### Rental Facility

Town Hall: ☒ Mirror Ballroom  
W. Ilex Park: ☐ Picnic Pavilion  
Kelsey Park (West): ☐ Entire Park (Requires Special Events Permit) ☐ Gazebo  
Kelsey Park (East): ☐ Entire Park (Requires Special Events Permit) ☐ Indoor Pavilion  
Kelsey Park (East): ☐ Picnic Pavilions (North, South, Playground)

### Purpose of Rental:

Election Candidate Forum

### Requests:

☐ Alcoholic Beverages ☐ Bounce House  
☐ Special Events Permit Required

### Contact Information:

Name: Michael Steinhauer  
Organization: IPSociety For The Advancement of Civic Engagement  
Address: 435 Cereenbriar Drive  
Lake Park, FL 33403  
Home: ( ) - Cell: (608) 332-5547  
Work: ( ) - E-mail: pipestone1992@gmail.com

I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND EVERYTHING IN THE  
FACILITY RENTAL POLICY AGREEMENT.

Renter: X [Signature] Date 12/19/25

Lake Park Staff: X [Signature] Date 12/19/25



## Facility Usage Agreement

This agreement, made the 19<sup>th</sup> day of December, 2025, by and between THE TOWN OF LAKE PARK, a Florida municipal corporation (Town) and Michael Steinhauer (Renter).

**Premises:** Town leases to Renter and Renter leases from Town the Mirror Ballroom (Facility Name)

**Term:** The hours of rental are from 12:30 PM until 3:30 PM on Saturday, 2/28/26 (Day/Date).

**Security Deposit:** Event organizer shall deposit with Town the sum of \$ 500.00 as security for the full and faithful performance by event organizer of all of event organizers obligations hereunder. The deposit shall be made at the time the reservation for the premise is made with Town. No interest shall be paid upon the security deposit nor shall Town be required to maintain said deposit in a segregated account. The security deposit shall not be considered prepaid rent. In the event that the event organizer shall default in the full and faithful performance of any of the terms hereof, then Town may, without notice, either retain the security deposit as liquidated damages, or Town may retain the same and apply it toward actual damages sustained by Town by reason of the default of the event organizer. If the event organizer fully and faithfully complies with all of the terms hereof, the security deposit or any balance thereof shall be returned to the event organizer within one month of the event.

**Rental Rate:** Event Organizer shall pay Town the rental sum of \$ ~~500.00~~ 270.00, fourteen (14) business days prior to the event. Any payment made to the Town after the 14 days must be paid in cash only.

**Leases and Assignments:** Event Organizer shall not have the right to assign this agreement to any other person or entity.

**Rules and Regulations:** The rules and regulations included hereto shall be incorporated into and made a part of this agreement.

**Indemnification:** Renter shall, during the term of this agreement, fully protect, indemnify and hold Town harmless from any and all claims, demands, actions, suits, judgments, liabilities, losses, costs and expenses (including reasonable attorney's fees and expenses) of every kind and character arising, or alleged to arise, out of or in connection with any injury to, or the death of, any person or any damage to or loss of any property in any manner growing out of or connected with, or alleged to grow out of or to be connected with, any act, omission, event, condition or casualty in connection with the business or profession conducted on the premises or the use or occupancy of the premises by Renter, his employees, agents, licensees or invitees, or causes by or resulting from, or alleged to be caused by or to result from, the negligence of other conduct of Renter, his employees, agents, licensees or invitees.

**General Provisions:**

Captions: The captions or titles to the various sections of this agreement are for convenience and ease of reference only and do not define, limit, augment or describe the scope, content or intent of this agreement or of any parts thereof.

Joint and Several Obligations: If event organizer consists of more than one person or entity, the obligation of all such persons is joint and several.

Situs: The agreement shall be constructed and interpreted according to the laws of the State of Florida.

In witness whereof, the parties have executed this Agreement, as evidence of their agreement to the information set out therein.

**I, THE UNDERSIGNED, HAVE READ AND UNDERSTAND EVERYTHING IN THIS RENTAL AGREEMENT POLICY.**

**EVENT ORGANIZER:** Michael Steinhauer  
(PRINT)

  
(SIGNATURE)

**DATE:** 12, 19, 25

Date of this notice: 05-28-2024

Employer Identification Number:  
99-3225157

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us at:  
1-800-829-4933

LAKE PARK SOCIETY FOR THE  
ADVANCEMENT OF CIVIC ENGAGEMENT  
429 GREENBRIAR DR  
WEST PALM BCH, FL 33403

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 99-3225157. This EIN will identify your entity, accounts, tax returns, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Taxpayers request an EIN for business and tax purposes. Some taxpayers receive CP575 notices when another person has stolen their identity and are operating using their information. If you did **not** apply for this EIN, please contact us at the phone number or address listed on the top of this notice.

When filing tax documents, making payments, or replying to any related correspondence, it is very important that you use your EIN and complete name and address exactly as shown above. Any variation may cause a delay in processing, result in incorrect information in your account, or even cause you to be assigned more than one EIN. If the information is not correct as shown above, please make the correction using the attached tear-off stub and return it to us.

When you submitted your application for an EIN, you checked the box indicating you are a non-profit organization. Assigning an EIN does not grant tax-exempt status to non-profit organizations. Publication 557, Tax-Exempt Status for Your organization, has details on the application process, as well as information on returns you may need to file. To apply for recognition of tax-exempt status, organizations must complete an application on one of the following forms: Form 1023, Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1023-EZ, Streamlined Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code; Form 1024, Application for Recognition Under Section 501(a); or Form 1024-A, Application for Recognition of Exemption Under Section 501(c)(4) of the Internal Revenue Code.

Nearly all organizations claiming tax-exempt status must file a Form 990-series annual information return (Form 990, 990-EZ, or 990-PF) or notice (Form 990-N) beginning with the year they legally form, even if they have not yet applied for or received recognition of tax-exempt status.

If you become tax-exempt, you will lose tax-exempt status if you fail to file a required return or notice for three consecutive years, unless a filing exception applies to you (search [www.irs.gov](http://www.irs.gov) for Annual Exempt Organization Return: Who Must File). We start calculating this three-year period from the tax year we assigned the EIN to you. If that first tax year isn't a full twelve months, you're still responsible for submitting a return for that year. If you didn't legally form in the same tax year in which you obtained your EIN, contact us at the phone number or address listed at the top of this letter. For the most current information on your filing requirements and other important information, visit [www.irs.gov/charities](http://www.irs.gov/charities).

### IMPORTANT REMINDERS:

- \* Keep a copy of this notice in your permanent records. This notice is issued only one time and the IRS will not be able to generate a duplicate copy for you. You may give a copy of this document to anyone asking for proof of your EIN.
- \* Use this EIN and your name exactly as they appear at the top of this notice on all your federal tax forms.
- \* Refer to this EIN on your tax-related correspondence and documents.
- \* Provide future officers of your organization with a copy of this notice.

Your name control associated with this EIN is LAKE. You will need to provide this information along with your EIN, if you file your returns electronically.

Safeguard your EIN by referring to Publication 4557, Safeguarding Taxpayer Data: A Guide for Your Business.

You can get any of the forms or publications mentioned in this letter by visiting our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions about your EIN, you can contact us at the phone number or address listed at the top of this notice. If you write, please tear off the stub at the bottom of this notice and include it with your letter.

Thank you for your cooperation.

Keep this part for your records.

CP 575 E (Rev. 7-2007)

Return this part with any correspondence so we may identify your account. Please correct any errors in your name or address.

CP 575 E

99999999999999

Your Telephone Number      Best Time to Call  
(       )                      -

DATE OF THIS NOTICE: 05-28-2024  
EMPLOYER IDENTIFICATION NUMBER: 99-3225157  
FORM: SS-4 NOBOD

INTERNAL REVENUE SERVICE  
CINCINNATI OH 45999-0023

A barcode consisting of vertical bars of varying heights, used for document tracking or identification.

LAKE PARK SOCIETY FOR THE  
ADVANCEMENT OF CIVIC ENGAGEMENT  
429 GREENBRIAR DR  
WEST PALM BCH, FL 33403