



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 7, 2026

Originating Department: Special Events

Agenda Title: Facility Rental Requests - Lake Park Society for the Advancement of Civic Engagement – 2nd Mayoral Candidate Forum – Town Hall - Saturday, February 28, 2026 (1:00 PM to 3:00 PM)

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$270.00 **Funding Source:** General Fund Revenues
Account Number: _____ **Finance Signature:** Barbara A. Gould

Advertised: _____
Date: N/A **Newspaper:** N/A

Attachments: Lake Park Society for the Advancement of Civic Engagement 2nd Mayoral Candidate Forum Facility Rental Documents

Please initial one:

Yes I have notified everyone

Not applicable in this case

Summary Explanation/Background:

On Friday, December 19, 2025, the Special Events Department received a Facility Rental Application from Michael Steinhauer, on behalf of the Lake Park Society for the Advancement of Civic Engagement. The organization is proposing a Mayoral Candidate Forum to be held in the Town Hall Mirror Ballroom on Saturday, February 28, 2026, from 1:00 PM – 3:00 PM. This will be the second forum scheduled ahead of the Town's mayoral election that will be held on Tuesday, March 10, 2026.

As a non-profit, the organization receives three (3) free facility rentals per year. However, they are still responsible for the refundable security deposit, staff fee and restroom cleaning fee.

At this time, the event organizers would like the Town to approve the following facility rental requests, which cannot be granted administratively:

REQUESTED CATEGORY	VALUE (monetary or other)	TOTAL
Staff Fee One (1) employee from the Public Works Department will be needed onsite during the event.	One employee at \$40.00 Per Hour for 3 Hours	\$120.00 (Direct Cost)

Restroom Cleaning Additional restroom cleaning for the restrooms located in Town Hall.	\$150.00 (Flat Rate)	\$150.00 (Direct Cost)
Refundable Security Deposit The Town requires a \$500.00 refundable security deposit fee for any special event held in the Mirror Ballroom. This will only become a direct cost if the Town has to use funds to cover any damages done to the rental facility during the event.	\$500.00 (Flat Rate)	\$500.00 (Indirect Cost)
<u>TOTAL DIRECT COST REQUESTED: \$270.00</u>		

Recommended Motion:

The Town Commission is requested to provide consideration and direction on the proposed facility rental requests from the Lake Park Society for the Advancement for Civic Engagement for a 2nd Mayoral Candidate Forum in Town Hall on Saturday, February 28, 2026 (1:00 PM to 3:00 PM).