



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** January 7, 2026

**Originating Department:** Special Events

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

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**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 2<sup>nd</sup> Mayoral Candidate Forum Facility Rental Documents

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**Please initial one:**

X 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
<b>Staff Fee</b> 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)

<p style="text-align: center;"><b>Restroom Cleaning</b></p> <p>Additional restroom cleaning for the restrooms located in Town Hall.</p>	<p style="text-align: center;">\$150.00 (Flat Rate)</p>	<p style="text-align: center;">\$150.00 (Direct Cost)</p>
<p style="text-align: center;"><b>Refundable Security Deposit</b></p> <p>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.</p>	<p style="text-align: center;">\$500.00 (Flat Rate)</p>	<p style="text-align: center;">\$500.00 (Indirect Cost)</p>
<p><b><u>TOTAL DIRECT COST REQUESTED: \$270.00</u></b></p>		

**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 2<sup>nd</sup> Mayoral Candidate Forum in Town Hall on Saturday, February 28, 2026 (1:00 PM to 3:00 PM).