



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: May 1, 2024

Originating Department: Special Events

Agenda Title: Coastal Middle and High School Graduation Waiver Requests

Approved by Town Manager: Bambi McKibbon-Turner Digitally signed by Bambi McKibbon-Turner
DN: cn=Bambi McKibbon-Turner, o=Town of Lake Park,
ou=Assistant Town Manager/Human Resources Director,
email=btturner@lakeparkflorida.gov, c=US
Date: 2024.04.26 09:05:31 -04'00'

Cost of Item: \$365.00 **Funding Source:** Special Events Department Budget

Account Number: 600-14000 **Finance Signature:** Barbara A. Gould Digitally signed by Barbara A. Gould
DN: cn=Barbara A. Gould, o=Town of Lake Park, ou=Finance Dept,
email=bgould@lakeparkflorida.gov, c=US
Date: 2024.04.25 10:00:03 -04'00'

Advertised: _____
Date: _____ **Newspaper:** _____

Attachments: Coastal Middle and High School Facility Rental Application
Coastal Middle and High School Facility Rental Invoice

Please initial one:
 X Yes I have notified everyone
_____ Not applicable in this case

Summary Explanation/Background:

On January 13, 2024 the Special Events Department received a Facility Rental Application from Coastal Middle and High School to rent the Town Hall Mirror Ballroom for their graduation on Saturday, May 18, 2024 from 3:00 PM – 11:00 PM. Coastal Middle and High School has requested that we waive the refundable security deposit, staff fee and cleaning fee.

<u>REQUESTED CATEGORY</u>	<u>VALUE</u> <u>(monetary or other)</u>	<u>TOTAL</u>
Facility Rental Refundable Security Deposit	\$500.00	\$500.00 (Indirect Cost)
Staff Fee	\$30.00 per hour	\$240.00 (Direct Cost)
Cleaning Fee	\$125.00	\$125.00 (Direct Cost)

Recommended Motion: At the Town Commission’s discretion based on the information provided.