



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: January 4, 2023
Originating Department: Special Events
Agenda Title: Coastal Middle and High School Waiver Requests

Approved by Town Manager: Bambi McKibbon-Turner **Date:** 12/27/22

Cost of Item: \$150.00 **Funding Source:** Special Events Department Overtime Salaries
Account Number: 600-14000 **Finance Signature:** Jeffrey P. Duvall

Digitally signed by Jeffrey P. Duvall
DN: cn=Jeffrey P. Duvall, o=ss, email=jduvall@lakeparkflorida.gov, c=US
Date: 2022.12.27 10:36:47 -05'00'

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

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

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

Summary Explanation/Background:

On October 21, 2022 the Special Events Department received a Facility Rental Application from Coastal Middle and High School to rent the Mirror Ballroom for their prom on Thursday, March 16, 2023 from 6:00 pm – 11:00 pm. The owner of the school, Lisa Collum, has requested that the Town Commission

<u>REQUESTED CATEGORY</u>	<u>VALUE</u> <u>(monetary or other)</u>	<u>TOTAL</u>
<u>Facility Rental Refundable Security Deposit</u>	<u>\$500.00</u>	<u>\$500.00</u> <u>(Indirect Cost)</u>
<u>Staff Fee</u>	<u>\$30.00 per hour</u>	<u>\$150.00</u> <u>(Direct Cost)</u>

waive all of the associated fees with the facility rental.

Recommended Motion:

I move to waive the facility rental fees for Coasta; Middle & High School Prom.