



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: March 1, 2023

Originating Department: Special Events

Agenda Title: Andrew's Place Learning Center Facility Rental Waiver Request

Approved by ^{ACTINIA} Town Manager: *Barbara McElhiney* Date: 2/23/2023

Cost of Item: _____ Funding Source: _____

Account Number: _____ Finance Signature: _____

Advertised:

Date: _____ Newspaper: _____

Attachments: Andrew's Place Learning Center Facility Rental Application and Invoice/Receipt – February 21, 2023
Andrew's Place Learning Center Facility Rental Application and Invoice/Receipt – February 22-23, 2023

Please initial one:

X Yes I have notified everyone
____ Not applicable in this case

Summary Explanation/Background:

On February 17, 2023 the Special Events Department received a facility rental request from Ms. Alexandra Vlachakis, owner of Andrew's Place Learning Center to rent the Indoor Pavilion to host several programs for individuals with intellectual and developmental disabilities. After speaking with Ms. Vlachakis, it was noted that Andrew's Place Learning Center did not qualify for the waiver/reductions for rental of Town facilities that was previously approved by the Town Commission.

Town staff proceeded with providing Ms. Vlachakis with an invoice for the resident rental rate for renting the Indoor Pavilion for Tuesday, February 21, 2023. Because the rental occurred during regular business hours, staff did not charge Ms. Vlachakis the normal personnel fee. The final invoice totaled \$651.25 and was paid on February 17, 2023.

On February 21, 2023, Ms. Vlachakis requested to rent the Indoor Pavilion again for the next two days. Town staff proceeded with providing Ms. Vlachakis with an invoice for the resident rental rate for renting the Indoor Pavilion for Wednesday, February 22 and Thursday, February 23, 2023. Because the rental occurred during regular business hours, staff did not charge Ms. Vlachakis the normal personnel fee. Also, staff did not charge Ms. Vlachakis with an additional security deposit fee. The final invoice totaled \$802.50 and was paid on February 22, 2023.

At this time, Ms. Vlachakis requests that the Town of Lake Park refund the total payment of \$1,453.75 based on the fact that Andrew's Place Learning Center will be receiving their non-profit status on March 15, 2023. The non-profit status would qualify Andrew's Place Learning Center for three (3) free rentals occurring in one calendar year. Ms. Vlachakis is here tonight to address the Town Commission and answer any questions.

BACKGROUND INFORMATION ABOUT ANDREW'S PLACE LEARNING CENTER

- Andrew's Place offers a comprehensive program to support adults over 18 years old with mild to moderate cognitive developmental disabilities.
- Our focus is on skill-building, socialization, and recreation, all provided in a structured and supportive environment.
- We recognize each participant's unique abilities and tailor our adult programs and activities to fit their individual goals and abilities.
- Our goal is to empower and promote independence by reinforcing daily living skills, ongoing job training, and opportunities for supported employment in the community for those who are interested and able.
- We aim to create a welcoming and inclusive atmosphere where all participants can thrive and reach their full potential.
- Andrew's Place offers services for people with unique abilities, regardless of race, religion or background.

REQUESTED CATEGORY	VALUE (MONETARY OR OTHER)	TOTAL
Indoor Pavilion Refundable Security Deposit For Tuesday, February 21, 2023	\$250.00	\$250.00 (This is an Indirect Cost, however fees can occur if there are damages to the facility.)
Indoor Pavilion Rental Fee For Tuesday, February 21, 2023	\$90.00 Per Hour (Resident Rate)	\$315.00 (Indirect Cost)
Indoor Pavilion Rental Set Up and Breakdown Fee For Tuesday, February 21, 2023	\$60.00 Per Hour	\$60.00 (Indirect Cost)
Indoor Pavilion Sales Tax For Tuesday, February 21, 2023	7% of Rental Rate	\$26.25 (Indirect Cost)
Indoor Pavilion Rental Fee For Wednesday, February 22 and Thursday, February 23, 2023	\$90.00 Per Hour (Resident Rate)	\$630.00 (Indirect Cost)
Indoor Pavilion Rental Set Up and Breakdown Fee For Wednesday, February 22 and Thursday, February 23, 2023	\$60.00 Per Hour	\$120.00 (Indirect Cost)
Indoor Pavilion Sales Tax For Wednesday, February 22 and Thursday, February 23, 2023	7% of Rental Rate	\$52.50 (Indirect Cost)

Recommended Motion:

At the Town Commission's discretion based on the information given above.