



TOWN OF LAKE PARK FACILITY RENTAL FEE WAIVER & REDUCTION POLICY

The Town of Lake Park establishes fees for its facility rentals and special event permits through the Master Fee Schedule that is approved on an annual basis by the Town Commission. Fee waivers and reductions of facility rentals and special event permits are only for individuals, businesses and organizations that meet the criteria within this administrative policy. All requested forms and documentation must be submitted to the Special Events Department 14 calendar days prior to the event date. No additional requests for waivers or reductions will be accepted by the Town staff or the Town Commission.

Category I (Events Organized by Public Sector Organizations)

This category is for the rental of Town facilities for events specifically organized by local, county, state and federal public sector organizations such as government agencies, municipalities, schools, emergency services, healthcare agencies, etc. If applicable, this category is eligible for the following:

- The hourly or flat rate facility rental charge will be waived for the first three (3) events occurring during one calendar year.
- A reduced rate of 50% of the current hourly or flat rate facility rental fee for any additional events occurring during the same calendar year.
- All other fees (i.e. the application fee, refundable security deposit, staff fee, cleaning fee, sanitation fee, etc.) will be assessed at 100% of the current rate.
- All other requirements (i.e. alcohol, insurance, licenses, parking, permits, traffic plans, law enforcement, etc.) still apply.

Category II (Events Organized by Non-Profit Organizations)

This category is for the rental of Town facilities for events specifically organized by legally established local, county, state and federal non-profit organizations. In order to qualify for this waiver and reduction section, the organization must submit a current copy of the organization's IRS Determination Letter and a brief summary of the event's direct benefit to the residents and/or businesses in the Town of Lake Park. This category includes, but is not limited to, charities, churches, hospitals, universities, foundations and some social clubs. If applicable, this category is eligible for the following:

- The hourly or flat rate facility rental charge will be waived for the first three (3) events occurring during one calendar year.
- A reduced rate of 50% of the current hourly or flat rate facility rental fee for any additional events occurring during the same calendar year.

- All other fees (i.e. the application fee, refundable security deposit, staff fee, cleaning fee, sanitation fee, etc.) will be assessed at 100% of the current rate.
- All other requirements (i.e. alcohol, insurance, licenses, parking, permits, traffic plans, law enforcement, etc.) still apply.

Category III (Town of Lake Park Residents and Businesses)

This category is for the rental of Town facilities for events specifically organized by Town of Lake Park residents and businesses. In order to qualify for this waiver and reduction section, the resident and/or business must submit a Florida Driver's License or ID Card listing Lake Park as the city of residence or a Town of Lake Park Business Tax Receipt. The facility rental application must list the Lake Park resident and/or business owner as the applicant. If applicable, the refundable security deposit will be mailed to the applicant using the Lake Park mailing address listed on the application. If applicable, this category is eligible for the following:

- A reduced rate of 25% of the current hourly or flat rate facility rental fee for each rental during the calendar year.
- All other fees (i.e. the application fee, refundable security deposit, staff fee, cleaning fee, sanitation fee, etc.) will be assessed at 100% of the current rate.
- All other requirements (i.e. alcohol, insurance, licenses, parking, permits, traffic plans, law enforcement, etc.) still apply.

Category IV (Current Town Employees)

This category is for the rental of Town facilities for events specifically organized by current Town of Lake Park employees. If applicable, this category is eligible for the following:

- A reduced rate of 50% of the current resident hourly or flat rate facility rental charge will be waived for the first event occurring during one calendar year.
- All other fees (i.e. the application fee, refundable security deposit, cleaning fee, sanitation fee, etc.) will be assessed at 100% of the current rate.
- All other requirements (i.e. alcohol, insurance, licenses, parking, permits, traffic plans, law enforcement, etc.) still apply.