



## Town of Lake Park Town Commission

### Agenda Request Form

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**Meeting Date:** May 6, 2026

**Originating Department:** Special Events

**Agenda Title:** Resolution 42-05-26 - Town Facility Rental and Special Event Fee Waiver and Reduction – Town of Lake Park Administrative Policy

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

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**Cost of Item:** \$0 **Funding Source:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:**

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Exhibit A: Resolution 42-05-26 - Facility Rental Fee Waiver & Reduction Policy

Resolution 57-08-07 Fee Waiver Reductions for Town Facilities

**Please initial one:**

\_\_\_\_\_ Yes, I have notified everyone.

X \_\_\_\_\_ Not applicable in this case

#### Summary Explanation/Background:

The Town provides that opportunity for the public to rent various Town facilities and hold special events, which enable the Town with the opportunity to promote and grow our community, improve the quality of life for our residents, build a sense of community, provide enriched cultural opportunities, boost tourism and contribute to the Town's economic and job growth.

The approved fees (by the Town Commission) for facility rentals and special events are utilized to offset costs from rentals and events and to ensure that these types of expenditures are not (entirely) supported by our community.

During the facility rental and special event permit process, the Special Events Department often receives requests from applicants to waive and reduce fees. If requests are beyond the current criteria for waivers and reduced fees, these additional requests are then considered by the Town Commission (and either approved, modified or denied).

In an effort to better manage this process and enhance the revenues received by the Town to support more of the costs related to facility rentals and special events (and not place an additional financial burden on our community), staff is requesting the Town Commission to consider a revised Facility

Rental Fee Waiver and Reduction Policy (previously requested to be completed by the Town Commission), which, if approved, is expected to revise the fee waiver and reduction request process that is currently considered by the Town Commission.

Note: Current fees are not proposed to be amended as a result of this request. Potential changes to facility rental and special event fees will be included within a request to consider changes to the Town of Lake Park Master Fee Schedule.

**Recommended Motion:**

I move to approve Resolution 42-05-26 and the Town of Lake Park's Administrative Policy regarding Town Facility Rental and Special Event Fee Waiver and Reduction.