



# Town of Lake Park Town Commission **Exhibit N**

## Agenda Request Form

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**Meeting Date:** January 21, 2026

**Originating Department:** Special Events  
Facility Rental Request - Coastal Middle & High School Prom - Town Hall - Friday, April 17, 2026 (7:00 PM - 11:00 PM – Setup Beginning at 4 PM)

**Agenda Title:** \_\_\_\_\_

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

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**Cost of Item:** \$890.00 **Funding Source:** N/A

**Account Number:** \_\_\_\_\_ **Finance Signature:** Barbara A. Gould

**Advertised:**

**Date:** N/A **Newspaper:** N/A

**Attachments:** Coastal Middle & High School Facility Rental Documents

\_\_\_\_\_

**Please initial one:**

X Yes I have notified everyone

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

### **Summary Explanation/Background:**

On Tuesday, January 6, 2026, the Special Events Department received a Facility Rental Application from Alysha Cosby-Mosley on behalf of Coastal Middle & High School (730 5<sup>th</sup> Street) to host their annual Prom in the Town Hall Mirror Ballroom on Friday, April 17, 2026, from 7:00 PM – 11:00 PM. (Setup to begin at 4 PM).

As a local school, in accordance with the Town’s Facility Rental Policy, Coastal Middle & High School is eligible to receive three (3) free facility rentals per year. Additionally, the event organizer has requested the Town Commission to approve the following facility rental requests, which may not be granted administratively:

REQUESTED CATEGORY	VALUE (monetary or other)	TOTAL
<b>Refundable Security Deposit</b> The Town requires a \$500.00 refundable security deposit fee for any special event held in the Mirror Ballroom. This will only become a direct cost if the Town has to use funds to cover any damages done to the rental facility during the event.	\$500.00 (Flat Rate)	\$500.00 (Indirect Cost)

<b>Staff Fee</b> One employee from the Public Works Department will be needed onsite during the event.	One employee at \$40.00 Per Hour for 6 Hours	\$240.00 (Direct Cost)
<b>Restroom Cleaning</b> Post-event cleaning for the restrooms located in Town Hall.	\$150.00 (Flat Rate)	\$150.00 (Direct Cost)
<b>TOTAL COST REQUESTED TO BE WAIVED: \$890.00</b>  <b>Direct Cost: \$390.00    Indirect Cost: \$500.00</b>		

At this time, the Town does not have budgeted funds to approve the request from Coastal Middle & High School. If approved by the Town Commission, the waived funding would be taken from the Sponsored Event Expense within the Special Events Department budget. This funding was previously approved to support other special event expenditures.

**Recommended Motion:**

The Town Commission is requested to provide consideration and direction on the proposed facility rental request from Coastal Middle & High School to host their annual Prom in the Town Hall Mirror Ballroom on Friday, April 17, 2026, from 7:00 PM – 11:00 PM. (Setup to begin at 4 PM).