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## Town of Lake Park Town Commission

### Agenda Request Form

**Meeting Date:** January 21, 2026

**Originating Department:** Special Events  
Facility Rental Request – Ms. Micailah Lockhart Bridal Shower - Kelsey Park Indoor Pavilion - Thursday, May 21, 2026 (3:30 PM - 6:00 PM - Setup Beginning at 11 AM)

**Agenda Title:**

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

**Cost of Item:** \$1,055.00 **Funding Source:** n/a  
**Account Number:** \_\_\_\_\_ **Finance Signature:** Barbara A. Gould

**Advertised:** \_\_\_\_\_  
**Date:** N/A **Newspaper:** N/A

**Attachments:** Micailah Lockhart Facility Rental Documents

**Please initial one:**

Yes I have notified everyone  
 Not applicable in this case

**Summary Explanation/Background:**

On Monday, November 17, 2025, the Special Events Department received a Facility Rental Application from Ms. Micailah Lockhart (231 Hawthorne Drive) to host a bridal shower in the Kelsey Park Indoor Pavilion on Thursday, May 21, 2026, from 3:30 PM – 6:00 PM (Setup to begin at 11 AM).

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 \$250.00 refundable security deposit for facility rentals held in the Indoor Pavilion. 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.	\$250.00 (Flat Rate)	\$250.00 (Indirect Cost)
<b>Facility Rental Fee</b> The resident rate to host an event in the Indoor Pavilion is \$75.00 per hour.	Resident Rate of \$75.00 Per Hour for 7 Hours	\$525.00 (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 7 Hours	\$280.00 (Direct Cost)
<b>TOTAL COST REQUESTED TO BE WAIVED: \$1,055.00</b>		
<b>Direct Cost: \$280.00</b>		<b>Indirect Cost: \$775.00</b>

At this time, the Town does not have budgeted funds to approve the request from Micailah Lockhart. 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 Ms. Micailah Lockhart to host a bridal shower in the Kelsey Park Indoor Pavilion on Thursday, May 21, 2026 (3:30 PM - 6:00 PM - Setup to begin at 11 AM).