



Town of Lake Park Town Commission

Agenda Request Form

Exhibit D

Meeting Date: February 7, 2024
Originating Department: Special Events
Agenda Title: Coastal Middle and High School Waiver Requests

Approved by Town Manager: John D'Agostino Digitally signed by John D'Agostino
DN: cn=John D'Agostino, o=Town of Lake Park,
ou=Town Manager,
email=jdagostino@lakeparkflorida.gov, c=US
Date: 2024.01.26 16:53:39 -05'00' **Date:** _____

Cost of Item: \$150.00 **Funding Source:** Special Events Department Budget
Account Number: 600-14000 **Finance Signature:** Barbara A. Gould Digitally signed by Barbara A. Gould
DN: cn=Barbara A. Gould, o=Town of Lake Park, ou=Finance Dept.,
email=bgould@lakeparkflorida.gov, c=US
Date: 2024.01.26 15:00:18 -05'00'

Advertised:
Date: _____ **Newspaper:** _____

Attachments: Coastal Middle & High School Facility Rental Application
Coastal Middle & High School Facility Rental Invoice

Please initial one:
☒ Yes I have notified everyone
☐ Not applicable in this case

Summary Explanation/Background:

On June 30, 2023 the Special Events Department received a Facility Rental Application from Coastal Middle and High School to rent the Mirror Ballroom for their prom on Thursday, April 25, 2024 from 6:00 pm – 11:00 pm. The owner of the school, Lisa Collum, has requested that the Town Commission waive the refundable security deposit and the staff fee.

<u>REQUESTED CATEGORY</u>	<u>VALUE</u> <u>(monetary or other)</u>	<u>TOTAL</u>
Facility Rental Refundable Security Deposit	\$500.00	\$500.00 (Indirect Cost)
Staff Fee	\$30.00 per hour	\$150.00 (Direct Cost)

Recommended Motion: I move to waive the facility rental fees for Coastal Middle & High School Prom.