



# Town of Lake Park Town Commission

## Agenda Request Form

**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:**  
X 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.