



AGENDA

Lake Park Town Commission
Town of Lake Park, Florida
Regular Commission Meeting
Wednesday, October 3, 2012,
Immediately Following the
CRA Board Meeting
Lake Park Town Hall
535 Park Avenue

James DuBois	—	Mayor
Kendall Rumsey	—	Vice-Mayor
Steven Hockman	—	Commissioner
Jeanine Longtin	—	Commissioner
Tim Stevens	—	Commissioner
.....		
Dale S. Sugerman, Ph.D.	—	Town Manager
Thomas J. Baird, Esq.	—	Town Attorney
Vivian Mendez Lemley, CMC	—	Town Clerk

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Town Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. *Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.*

A. **CALL TO ORDER**

B. **INVOCATION**

C. **PLEDGE OF ALLEGIANCE**

D. **ROLL CALL**

E. **ADDITIONS/DELETIONS - APPROVAL OF AGENDA**

F. **PROCLAMATION:**

1. In Honor of Former Commissioner William "Bill" Otterson

Tab 1

G. **PRESENTATION:**

2. Presentation by Nader Salour, Agent for Congress Avenue Properties Ltd., Requesting that the Town Commission Consider Modifying the Town Code, Section 78-148 (a) and (b), to Eliminate the 1,200 Foot Distance Separation Between Two Gasoline and Filling Stations

Tab

H. PUBLIC and OTHER COMMENT:

This time is provided for audience members to address items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

- I. CONSENT AGENDA:** All matters listed under this item are considered routine and action will be taken by one motion. There will be no separate discussion of these items unless a Commissioner or person so requests, in which event the item will be removed from the general order of business and considered in its normal sequence on the Agenda. Any person wishing to speak on an Agenda item is asked to complete a public comment card located on either side of the Chambers and given to the Town Clerk. Cards must be submitted before the item is discussed.

Recommended For Approval:

3. Resolution No. 30-10-12 To Amend the Town Uniform Classification System to Revise the Dock Attendant Job Description

Tab 3

4. Instructor Agreement

Tab 4

J. RESOLUTION:

5. Resolution No. 31-10-12 Recognizing Florida League of Cities Florida City Government Week October 21 – 27, 2012

Tab 5

K. DISCUSSION AND POSSIBLE ACTION:

6. Restructuring of the Facility Rental Fee Schedule

Tab 6

L. COMMISSIONER COMMENTS, TOWN ATTORNEY, TOWN MANAGER:

M. ADJOURNMENT:

Proclamations

TAB 1



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: **October 3, 2012**

Agenda Item No. *Tab 1*

Agenda Title: Proclamation in honor of former Commissioner, William "Bill" Otterson

- | | |
|--|---|
| <input type="checkbox"/> CONSENT AGENDA | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input checked="" type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> ORDINANCE ON ____ READING |
| <input type="checkbox"/> BID/RFP AWARD | <input type="checkbox"/> OTHER: |

Approved by Town Manager *DSS* Date: *9/21/12*

Karen Mahnk, Library Director *[Signature]*

Name/Title _____

Originating Department: Town Manager	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Copy of Proclamation
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone <i>[Signature]</i> OR Not applicable in this case ____ Please initial one.

Summary Explanation/Background:

The purpose of this item is to recognize Former Town Commissioner, William "Bill" Otterson posthumously for his many years of service to the Town. William "Bill" Otterson was a long-time resident of Lake Park as well as a primary builder of much of the Town's homes and was active in many Town civic events and activities. He passed away on September 13, 2012.

**PROCLAMATION
IN MEMORY OF
FORMER COMMISSIONER
WILLIAM "BILL" OTTERSON**

WHEREAS; William "Bill" Otterson was a developer, contractor and construction manager of many distinctive homes in Lake Park after working as a carpenter for many years before in cities ranging from Key West to Spokane, Washington and eventually moving to Palm Beach County in 1951; and

WHEREAS; William "Bill" Otterson participated in many Town functions over his lifetime, serving as Town Commissioner from 2001-2004 and participating in many special events such as Government Day and presentation of Library Summer Reading awards. He actively enjoyed being a role model for our Town youth and served on many local and Grand Juries; and

WHEREAS; William "Bill" Otterson was a living repository of the Town's history, was always ready and willing to share his recollections and historical photographs; and

WHEREAS; William "Bill" Otterson recognized the value of Lake Park as a well planned community accommodating the needs of the very young and the very elderly alike, having over the years served as a member, and officer including as President and Secretary of the Lake Park Business Owners' Association, Inc.; and

WHEREAS; William "Bill" Otterson has shown us that Harry Kelsey's vision for the ideal community when planned with thoughtful care can and has provided a model of success for the quality of life that people seek; and

WHEREAS; William "Bill" Otterson, as a long time resident of this community is not only a testament of his own success but also a testament to the success of our community; and

WHEREAS; William "Bill" Otterson's long life in Lake Park witnessed and participated in all of the coming of the modern age that we appreciate so much today; and

WHEREAS; William "Bill" Otterson, who served as a Town Of Lake Park Commissioner from March, 2001 – April, 2004, passed away, September 13, 2012.

NOW. THEREFORE, on the behalf of the Commission of the Town of Lake Park, I James DuBois, Mayor of the Town of Lake Park, do hereby publicly recognize and commend William "Bill" Otterson posthumously for his citizenship and contributions and express our sympathies to his family and present to them this Proclamation as an expression of our sincere gratitude and appreciation for his many years of service and contributions to this community.

IN WITNESS WHEREOF, I have hereto set my hand and caused the official Seal of the Town of Lake Park, Florida to be affixed this 3rd day of October, 2012

BY:

ATTEST

Mayor James DuBois

Vivian Mendez Lemley, Town Clerk

PRESENTATION

TAB 2



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 3, 2012


Agenda Item No. Feb 2

Agenda Title: Presentation by Nader Salour, agent for Congress Avenue Properties Ltd., requesting that the Town Commission consider modifying the Town Code, Section 78-148 (a) and (b), to eliminate the 1,200 foot distance separation between two gasoline and filling stations.

- | | |
|---|---|
| <input type="checkbox"/> CONSENT AGENDA | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input checked="" type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> ORDINANCE ON ____ READING |
| <input type="checkbox"/> BID/RFP AWARD | <input type="checkbox"/> OTHER: |

Approved by Town Manager  Date: 9/18/12

Nadia Di Tommaso / Community Development Director
Name/Title

Originating Department: Community Development	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: →Email request dated 09/10/12 →Code Section 78-148 →Environmental letter dated 09/06/12
Advertised: N/A Date: _____ Paper: _____ <input type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u></u> Please initial one.

Summary Explanation/Background:

Mr. Nader Salour is the agent for Congress Avenue Properties Ltd., a commercial property owner in the Town of Lake Park. Mr. Salour met with staff and asked to appear before the Town Commission to request consideration to have the Town Commission modify section 78-148 (a) and (b) of the Town Code (attached) such that if amended, the required 1,200 foot distance separation between two gasoline/oil filling stations, would no longer apply. Mr. Salour provided an Environment letter dated 09/06/2012 to justify his request (attached).

Recommended Motion: It is recommended that Mr. Salour be allowed to present his case. The Town Commission can then make a determination as to whether any action should be taken and if so, can direct staff on how to proceed.

Nadia DiTommaso

From: Nader Salour [Salour@cypressrealtyfl.com]
Sent: Monday, September 10, 2012 12:22 PM
To: Nadia DiTommaso
Subject: Congress Av.

Nadia,

As a follow up to our meeting of last week, please accept this email as our request to be placed on your next available town council agenda to discuss the removal of the 1200 feet limit on adjacent gas stations. Please include the information previously provided by our environmental consultant in your staff report. Thank you for your cooperation.
Nader Salour.

Sec. 78-148. - Gasoline and filling stations—Prohibited near certain uses.

(a)

Prohibition. No gasoline and oil filling station and no service station shall be erected within 1,200 feet of any church, hospital, school or other similar institution, or within 1,200 feet of location of another gasoline and oil filling station or service station located within the town.

> proposed
for deletion

(b)

Method of measurement. The method of measurement that shall apply in such cases shall be by measurement of the air-line distance made or taken from the nearest boundary of the lot or premises where such existing station is located to such building or structure used as a church, hospital, school or other similar institution or to the boundary of the lot or premises where another station is to be erected. Nothing in this section shall prohibit the operation of existing gasoline or reconstruction of any presently existing gasoline and oil filling stations or service stations.

> proposed
for deletion

(c)

Exception. This section shall not apply to any automobile service station and permitted ancillary uses located in the C-3 zoning district.



Ardaman & Associates, Inc.

Geotechnical, Environmental and
Materials Consultants

AAI File No. 12-2179
September 6, 2012

Community

SEP 07 2012

Development
(via email)

Congress Avenue Properties
4500 PGA Boulevard, Suite 207
Palm Beach Gardens, Florida 33418

Attention: Nader Salour

**ENVIRONMENTAL ISSUES
PARCEL 34.03D SERVICE STATION PROJECT
LAKE PARK, FLORIDA**

The captioned project consists of the construction of a service station for distribution of vehicular fluids and other goods on the east side of Congress Avenue, north of the future extension of Park Avenue, in Lake Park, Florida. The location of this service station will be less than 1,200 feet from the location of the existing Murphy USA #7362 station which is located on the west side of Congress Avenue.

It is our understanding that Lake Park has a stipulation that no gasoline dispensing station can be established within 1,200 feet of an existing one. It is believed that this restriction was made in consideration to the concentration of potential sources of contamination in a small area of the town. This restriction was apparently set more than 40 years ago. It is apparent that it has not been uniformly applied (if at all), since some stations in Lake Park are closer than 1,200 feet apart.

Contamination in service stations is mainly caused by leakage from aging, single wall underground steel tanks and distribution lines which tend to corrode. Gasoline products tend to remain at the top of the groundwater table and move in the direction of groundwater flow. Certain products persist and may reach hundreds of feet from the source pending the velocity of groundwater flow.

We note that drastic changes took place in the 1990's in regards to the use of underground storage tanks because of concerns with regards to the deterioration of surficial aquifers due to contamination from petroleum products. Thus, Chapter 62-761, Florida Administrative Code called for the replacement of all single wall underground steel tanks pending their age, so that very old tanks would be replaced by 1998 and newer tanks by 2009. New technology has permitted the replacement of such tanks with double-walled fiberglass tanks. These are basically a regular storage tank inside a larger, empty tank, with the space between the walls serving as containers of any spill from the interior container where the fluid is stored. Sensors are installed to detect leaks as soon as possible. Distribution lines are similarly protected.

New service stations such as the nearby Murphy USA #7362 and the proposed service station are constructed with double wall appurtenances and sensors. Stations are inspected regularly by the Florida Department of Environmental Protection to check for violations in operating procedures.

Because of the implementation of effective protective measures there is little risk of the development of a substantial spill. The likelihood of spills at two stations at the same time is of course minimal. We note that techniques for the remediation of spills is basically standardized by now, with the installation of recovery wells and the treatment of the contaminated water by volatilizing the products of concern, as well as by filtering the recovered groundwater through charcoal beds. Thus, there is no fear of developing a large plume. The nearest drinking water wellfield is located approximately 1,700 feet west of the site but the site is not within the published zone of influence of these wells.

In brief, present regulations have resulted in the safe, monitored operation of protected storage and distribution appurtenances so that there is no danger of the development of a significant, combined plume from stations less than 1,200 feet apart. It is evident that the 1,200 feet separation rule is obsolete and can be safely eliminated.

Please do not hesitate to contact us if you have any questions concerning this report.

ARDAMAN & ASSOCIATES, INC.



Roberto E. Balbis, P.E.
Principal Engineer

Attachment: Murphy FDEP Annual Tank Inspection dated December 1, 2011

Consent Agenda

TAB 3



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 3, 2012

Agenda Item No. *Tab 3*

Agenda Title: Resolution to Amend the Town Uniform Classification System to Revise the Dock Attendant Job Description

- CONSENT AGENDA
- PRESENTATION/PROCLAMATION
- PUBLIC HEARING
- BID/RFP AWARD
- DISCUSSION/POSSIBLE ACTION
- RESOLUTION
- ORDINANCE ON ____ READING
- OTHER:

Approved by Town Manager *[Signature]* Date: *9/18/12*

Name/Title *Donna M. Gibson - Turner*
HR DIRECTOR

Originating Department: <p style="text-align: center;">Marina</p>	Costs: \$ -0- Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Resolution, Revised Dock Attendant Job Description, and Current Dock Attendant Job Description
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <u>BMT</u> Please initial one.

Summary Explanation/Background: Currently, there exists in the Town of Lake Park Uniform Classification System a position entitled Dock Attendant. The purpose of this item is to revise this job description to more accurately reflect the current duties and requirements of this position.

Copies of the current job description and the amended job description are attached.

Recommended Motion: Adoption of Resolution

RESOLUTION No. 30-10-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA, AMENDING THE TOWN UNIFORM CLASSIFICATION SYSTEM TO REVISE THE JOB DESCRIPTION FOR THE POSITION OF DOCK ATTENDANT; PROVIDING FOR THE PUBLICATION OF AN UPDATED UNIFORM CLASSIFICATION SYSTEM; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Lake Park is a duly constituted municipality organized and existing under the laws of the State of Florida and Chapter 166, Fla. Stat; and

WHEREAS, the Uniform Classification System is based upon similarity of duties performed and responsibilities assumed, so that the same qualifications are reasonably required for the same schedule of pay, and are equally applied to all positions in the same class; and

WHEREAS, it is necessary to provide an updated listing of certain current titles and classifications within the Town service,

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, AS FOLLOWS:

Section 1. The foregoing recitals are hereby incorporated as if fully set forth herein.

Section 2. The Uniform Classification System is amended to revise the job description for the position of Dock Attendant. A copy of the revised job description is attached hereto and incorporated herein as set forth in Exhibit A.

Section 3. This Resolution shall become effective immediately upon adoption.

DOCK ATTENDANT

JOB CODE: 610
DEPARTMENT: MARINA

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Dock Master and/or Harbor Marina Director, performs required marina related work in the operation of the Lake Park Harbor Marina. Performs minor repair work and maintenance related tasks on Marina property, assists in providing safe and pleasant conditions for Marina visitors, and ensures that dockage and boat ramp fees are collected and accounted for on a daily basis. Work is reviewed through observation for the achievement of desired results. Performs other work as requested. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such duties are a logical assignment to the Dock Attendant position.

1. Operate the Marina Dock Master software program for vessel reservations, point of sale transactions, billing, contracts, arrivals, departures, and daily reconciliation of revenues.
2. Collect boat ramp and dockage fees, issue docking permits and parking permits for the boat ramp operations, and maintain related records.
3. Check boat arrivals daily for inventory purposes and to ensure that they are secure and in proper condition; assist docking boats on a daily basis.
4. Clean up litter around Marina and parking lot area; check dock area for unsafe conditions and report any to Dock Master and/or the Harbor Marina Director.
5. Assist the Dock Master and/or Harbor Marina Director in general maintenance tasks including but not limited to pressure washing facilities, dispensing fuel, trash removal, minor equipment repair, cleaning restrooms, and other assigned duties.
6. Enforce Marina rules and regulations and report infractions to the Dock Master and/or Harbor Marina Director.

7. Assist the Dock Master and/or Harbor Marina Director in the general operation of the Marina office including such tasks as, programming fuel and dockage rates, filling out work orders, stocking supplies for the cleaning service, and checking restrooms.
8. Operate a boat for clean-up of litter and debris throughout the Marina harbor and for other assigned maintenance tasks as needed.
9. Maintain ship store and boat ramp office and reorder any merchandise, bait or supplies as needed.

REQUIREMENTS:

A. Education and Experience

High School diploma or equivalent supplemented by (1) year of experience in operating and berthing boats. Valid Florida driver's license also required.

B. Knowledge, Skills and Abilities

- Knowledge of computers including Microsoft outlook
- Knowledge of marina facilities, security and safety precautions
- Knowledge of motor boat operation, docking and casting off
- Knowledge of the rules and regulations of docking facilities
- Ability to maintain simple records
- Ability to perform general maintenance and repair tasks
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships with other employees and the public
- Must be able to swim

PHYSICAL REQUIREMENTS:

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending stooping, working in confined spaces and lifting or carrying moderately heavy (20 – 50 pound) items, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both.

ENVIRONMENTAL REQUIREMENTS:

Tasks may require frequent exposure to adverse environmental conditions.

SENSORY REQUIREMENTS:

Tasks require color, sound, odor and form perception and discrimination.

BLOODBORNE PATHPGENS:

Category II-Moderate to Minimal Risk Exposure

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

DOCK ATTENDANT

JOB CODE: 610
PAY GRADE:
DEPARTMENT: MARINA

CHARACTERISTICS OF THE CLASS:

Under the general supervision of the Dock Master and/or Harbor Marina Director, performs general maintenance work in the operation of the Marina. Performs minor repair work and custodial tasks on Marina property, and assists in ensuring safe and pleasant conditions for Marina visitors. Work is reviewed through observation for the achievement of desired results. Performs other work as requested. This is a non-exempt position.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of anyone position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the Dock Attendant position.

1. Operate the Marina Dock Master software program for vessel reservations and point of sale transactions.
2. Collect ramp and dockage fees, issue docking permits and maintain related records.
3. Check boats daily to ensure they are secure and in proper condition; assist docking boats.
4. Clean up litter around Marina and parking lot area; check dock area for unsafe conditions and report any to Dock Master and/or Harbor Marina Director.
5. Paint Marina property and assist the Dock Master and/or Harbor Marina Director in general maintenance tasks.
6. Enforce Marina rules and regulations and report infractions to the Dock Master and/or Harbor Marina Director.
7. Assist the Dock Master and/or Harbor Marina Director in the general operation of the Marina office.

REQUIREMENTS:

A. Education and Experience:

High school diploma or equivalent supplemented by one (1) year of experience in operating and berthing boats. Valid Florida driver's license required.

*Approved 10/7/09
pursuant to
Resolution 47-10-09.*

B. Knowledge, Skills and Abilities:

- Knowledge of computers
- Knowledge of marina facilities, security and safety precautions
- Knowledge of motor boat operation, docking and casting off
- Knowledge of the rules and regulations of docking facilities
- Ability to maintain simple records
- Ability to perform general maintenance and repair tasks
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain effective working relationships with other employees and the public
- Must be able to swim

PHYSICAL REQUIREMENTS:

Tasks involve the regular, and at times sustained, performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting or carrying moderately heavy (20 – 50 pound) items, or diesel-powered machinery or shop equipment requiring the manipulation of multiple controls, fine adjustments or both.

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SENSORY REQUIREMENTS:

Tasks require color, sound, odor and form perception and discrimination.

BLOODBORNE PATHOGENS:

Category II-Moderate to Minimal Risk Exposure.

It is the policy of the Town of Lake Park to prohibit discrimination on the basis of race, color, religion, gender, national origin, age, political affiliation, physical or mental disability (where the disabled persons are able to perform the work they are seeking with reasonable accommodation), marital status, familial status, or sexual orientation, or any other form of unlawful discrimination, except when such condition is a bona fide occupational qualification. Such employment practices include, but are not limited to, the recruitment, hiring, compensation, assignment, training, promotion, demotion, discipline or dismissal of employees.

TAB 4



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 3, 2012

Agenda Item No. *Tab 4*

Agenda Title: Instructor Agreement

- | | |
|--|---|
| <input checked="" type="checkbox"/> CONSENT AGENDA | <input type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> ORDINANCE ON _____ READING |
| <input type="checkbox"/> BID/RFP AWARD | <input type="checkbox"/> OTHER: |

Approved by Town Manager *[Signature]* **Date:** *9/19/12*

Kathleen Carroll/Recreation Director
Name/Title

Originating Department: Parks and Recreation	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Town of Lake Park Instructor Agreement
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case <i>AC</i> Please initial one.

Summary Explanation/Background: In order to formalize our negotiations with class instructors and to provide consistency within these programs, the Recreation Department has developed an Instructor Agreement which will be implemented for all instructional class teachers.

Recommended Motion: Accept the Instructor Agreement for use by the Recreation Department for all instructors conducting classes in our Lake Park facilities.



TOWN OF LAKE PARK
Department of Parks and Recreation
INSTRUCTOR AGREEMENT

THIS INSTRUCTOR AGREEMENT (Agreement) is made and entered into this ____ day of _____, 20____, by and between the Town of Lake Park (Town) and _____ ("Instructor"), doing business as _____ (name of corporation, partnership, of fictitious name).

WHEREAS, the Town operates a Recreation Department which coordinates recreational activities in the Town and the use of Town facilities for such activities; and

WHEREAS, in order to facilitate a recreational opportunity in the Town's residents and visitors, the Town has determined that it is appropriate to enter into this Agreement ; and

WHEREAS, the Town desires to contract with Instructor to provide instruction and supervision of the activities described herein; and

WHEREAS, the Town and Instructor desire to clarify and define the terms upon which the Instructor will be permitted to provide instruction and services for the activities herein described.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, the Town and Instructor hereby agree as follows:

1. **Services.** Instructor shall furnish the instructional services and supervision of activities ("Services") at such location or locations and times as described in Exhibit "A", which is attached hereto and incorporated herein. Instructor agrees to perform these Services in a careful and responsible manner with due regard for the safety of participants and any spectators, and with respect to the Town's facilities which Town agrees to make available for said Services.. Any materials, tools and equipment for the activity shall be supplied by either the Town or Instructor as set forth in Exhibit "A". Instructor shall have control over the method, manner and means by which he/she prepares and conducts the Services. Instructor shall comply with the Instructor Information and Guidelines established by the Town attached hereto as Exhibit "B" ("Guidelines"). The Town reserves the right to modify the Guidelines from time to time in its sole and absolute discretion.
2. **Term.** The term of this Agreement shall be for _____
3. **Termination.** The Town shall have the right to terminate this Agreement for convenience when the Town determines that it is in the best interest of the public or the Town the Town. Should the Town elect to terminate the Agreement, it shall provide Instructor with 30 days prior written notice. The Town shall be liable to Instructor only for the payment for Services performed prior to the effective date of such termination. Instructor shall have the right to terminate this Agreement for convenience by giving the Town 30 days prior written notice.
4. **Compensation/Registration.** Instructor shall be paid in accordance with the terms set forth in Exhibit "A". The Town's Department of Parks and Recreation shall register all participants for the activity provided herein and collect and record all fees due from participants. The fees charged for this activity are set forth in Exhibit "A". If Instructor's compensation is a percentage of the fees collected by the Town, the Town shall pay the percentage as set forth in Exhibit "A" If compensation is an hourly fee, the Town shall pay the hourly fee set forth on Exhibit "A" to Instructor after the Instructor's submission of an invoice and the Town review of same and confirmation of the hours worked. The Town shall pay Instructor within 30 days of its confirmation of the confirmation of the hours worked . The Instructor shall submit to the Town's designated Program Coordinator a program or class roster for payment two weeks prior to the completion of the Services. If the program or class is scheduled to meet for two weeks or less, then Instructor shall submit the program or class roster for payment at the completion of the Services.

5. **Town's Obligations.** The Town shall (a) maintain it's facilities and the equipment and supplies which it has agreed to provide by the Town in proper working order; (b) conduct registration, collect activity fess and process class transfers or refunds for all registrants of classes or programs ; (c) provide class/program rosters to the Instructor; and (d) publicize the class or program through the applicable publications of the Parks and Recreation Department.

6. **Independent Contractor.** It is specifically understood that Instructor is an independent Contractor and not an employee of the Town. Town and Instructor agree that this Agreement is not a contract of employment and that no relationship of employer/employee or principal/agent is or shall be created hereby nor shall hereafter exist by reason of the performance of the Services herein provided. The Town shall provide an IRS Form 1099 to Instructor if payments within one calendar year exceed \$600.00. Instructor acknowledges, agrees, and understands that the Town is not required to, nor will it pay FICA or Social Security or any other benefits and will not be withholding taxes from Instructors payments for the Services.

7. **Indemnity.** Instructor shall indemnify, defend and hold harmless the Town, its elected and appointed officials, agents, employees and volunteers from and against any and all claims, liabilities, losses and/or causes or action which may arise from any negligent act or omission of Instructor during the performance of the Services hereunder.

8. **General Provislons.**

a. Instructor shall obtain any necessary business tax receipts, licenses, and/or certifications necessary to provide the Services in the Town and shall comply with all applicable Federal, State, County and Town Laws, codes and regulations in connection with the performance of the Services. Instructor shall be responsible for all damages to persons or property that may occur as a result of Instructor's fault or negligence.

b. Instructor shall take proper safety and health precautions to protect participants, the Town, the public and the property of others.

c. Notices required hereunder shall be given by written notice sent by certified U.S. mail, return receipt requested, if to the Town, to the Director of Parks and Recreation, 535 Park Avenue, Lake Park, FL 33403, and if to Instructor, to the address set forth in Exhibit "A".

d. No modification, amendment or alteration of the terms and conditions contained herein shall be effective unless contained in a written document executed with the same formality and of equal dignity herewith.

e. Instructor may not subcontract, transfer or assign any rights, responsibilities or obligations hereunder without the Town's prior written approval.

f. Exhibits A and B which are attached hereto and are hereby incorporated into and made part of this Agreement .

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the day and year written above.

TOWN OF LAKE PARK

INSTRUCTOR

By: _____
Kathleen Carroll, Parks & Recreation Director

X _____
Print Name: _____



INSTRUCTOR AGREEMENT EXHIBIT "A"

Instructor Name: _____ Class: _____
Address: _____
Street City/State Zip Code
Work Phone: () _____ - _____ Cell Phone : () _____ - _____ Home: () _____ - _____
Email: _____ Social Security/Federal tax I.D. Number: _____

Description of Services: _____

Class Location: _____
Term: Start Date _____ End Date _____

Class Schedule:

Days of the Week	Time
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____
_____	_____ to _____

Program Coordinator: _____

Registration/Material Fees:

Residents: \$ _____ Non Residents \$ _____ Materials: \$ _____

Materials, Tools and Equipment:

Supplied by Town: _____

Supplied by Instructor: _____

If Applicable, minimum/maximum registration will be _____ and _____ participants respectively.

Compensation: (Select One)

_____ A flat fee of \$ _____ per hour.

_____ Percent (_____ %) of the total registration fees collected.



INSTRUCTOR AGREEMENT EXHIBIT "B"

The purpose of this Exhibit B is to inform Instructors of the policies and procedures for the use of Town facilities

I. Registration/Fees

Registration for classes, activities or programs is accepted at the Department of Parks and Recreation. All registration for classes, activities and programs will take place at the Lake Park Town Hall 535 Park Avenue, between the hours of 8:30 a.m.- 4 p.m. Monday through Friday, (561) 881-3338.

1. Lake Park residents may register one week prior to non-residents and shall pay a resident registration fee established by the Town . Exception: Registration is open for Town-wide athletics and one day drop-in programs.
2. Registration fees for non-residents which have been established by the Town will be more than the fee for Town residents to defray the costs the Town's Department of Parks and Recreation incurs by making facilities, equipment and services available to participants who do not reside in the Town and who are not subject to the payment of property taxes to the Town for its operation of its facilities es, and the provision of equipment and services.
3. Proof of residency is required.
4. All registration and registration fees are to be paid at Town Hall in person. Payment is required at the time of registration by check, cash, credit card or money order.
5. Registration is on a first come, first serve basis. When a program, class, or activity's capacity is reached, a potential participant shall be placed on a waiting list . If enough interest is shown and the facilities are available, an attempt to form another program or class will be made.
6. Staff responsible for program registration will maintain waiting lists and contact persons on the list if space becomes available.
7. The Department of Parks and Recreation reserves the right to cancel any classes, activities or programs due to insufficient registration. Those participants who have registered for an activity, program or classes which is cancelled by the Town will receive a full refund.
8. There will be no registration after the class, activity, or program start date without approval from the Supervisor responsible for the program.

II. Refunds

If a person wishes to cancel enrollment in a class, activity, or program, a \$5.00 Administrative fee will be charged. Refund requests shall be made in writing prior to the start of the class, activity or program. REFUND REQUEST MUST INCLUDE THE REGISTRATION RECEIPT. There will be no refund issued after the first activity, program or class has been held. A refund check will take approximately 2-3 weeks to process. If a program, activity or class is cancelled, a full refund will be given. The Parks and Recreation Director has the discretion to alter this policy based on special circumstances.

III. Instructor Responsibilities

1. All classes, activities or programs will begin promptly at the designated time each day/week. Scheduled classes, activities or programs shall begin on time and end on time. . If extra time is needed, the Instructor is responsible for notifying the Parks and Recreation Director in advance of the beginning of the class, activity or program.
2. Programs, activities and classes are subject to cancellation by the Town, in its sole discretion due to inclement weather, injury or illness or other factors as determined by the Town. Every effort to reschedule activities, classes, or programs will be made. In the event an Instructor needs to cancel a class, activity, or program, he/she shall contact the Town's Parks and Recreation Director and provide as much advanced notice as possible.
3. Instructors are responsible for knowing the Town and School District's holiday schedules. Programs, activities and classes will not be held on these days. Instructors shall coordinate notices of same with the Parks and Recreation Director.
4. If the registration for a class, activity or program is below the set minimum number of participants, the class, activity, or program shall be subject to cancellation by the Parks and Recreation Director.
5. Any changes to programs, activities, or classes, or the registration fees, curriculum, or other details shall be subject to the approval of the Parks and Recreation Director.
6. NO FEES SHALL BE COLLECTED BY THE INSTRUCTOR. Registration fees shall be paid at the Town's Finance Department, located in Town Hall at 535 Park Avenue, Lake Park.
7. The Instructor's shall immediately notify the Director of the Department of Parks and Recreation or any participant injury or accident, or of any damage to Town property or equipment. Instructor shall complete an "Accident Report Form for Non-Employees" (Form). If the injury required first aid, the Instructor shall so note the aid rendered, and by whom . The Form shall be submitted to the Department of Parks and Recreation and the Department of Human Resources no later than three business days of the accident.
8. Instructors are contracted to perform the specific duties for which they were hired. They do not have the authority to make decisions/changes/exceptions to any rules or policies established by the Town or the Town's Director of Parks and Recreation. If an Instructor has any concerns or questions regarding the established rules or policies, these questions or policies shall be provided in writing and directed to the Parks and Recreation Director for clarification.

IV. Facility/Equipment Use

1. The use of tobacco products, alcohol and profanity is prohibited at all Town facilities .
2. At the conclusion of a program, activity, or class, the Instructor is responsible for ensuring that the area of the Town facility used is safe and clean.
3. Instructors shall not be permitted to use Town telephones or equipment without the prior approval of the Director of the Parks and Recreation Director.

Resolution

TAB 5



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 3, 2012

Agenda Item No. Tab 5

Agenda Title: Florida City Government Week

- Consent Agenda, Presentation/Proclamation, Public Hearing, Bid/RFP Award, Discussion/Possible Action, Resolution, Ordinance on Reading, Other.

Approved by Town Manager [Signature] Date: 9/19/12

Name/Title Kathleen Carroll, Director of Parks and Recreation

Table with 3 columns: Originating Department (Recreation), Costs (\$0.00), Attachments (Resolution, Florida League of Cities email), Advertised (Not Required), and notification details.

Summary Explanation/Background:

The Florida League of Cities recognizes the benefits provided by municipal governments to the citizens of the State of Florida each year by sponsoring the Florida City Government Week annually in October...

Recommended Motion:

Adopt the Resolution recognizing City Government Week, October 21 – 27, 2012.

RESOLUTION NO. 31-10-12

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA RECOGNIZING CITY GOVERNMENT WEEK, OCTOBER 21-27, 2012 AND ENCOURAGING ALL CITIZENS TO SUPPORT THE CELEBRATION AND CORRESPONDING ACTIVITIES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, municipal government is the government closest to most citizens, and the one with the most direct daily impact upon its residents; and

WHEREAS, municipal government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, municipal government officials and employees share the responsibility to pass along their understanding of public services and their benefits; and

WHEREAS, *Florida City Government Week* is a very important time to recognize the important role played by municipal government in our lives; and

WHEREAS, this week offers an important opportunity to spread the word to all the citizens of Florida that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, *Florida City Government Week* offers an important opportunity to convey to all the citizens of Florida that they can shape and influence government through their civic involvement.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAKE PARK, FLORIDA AS FOLLOWS:

Section 1. The foregoing recitals are adopted as true and correct findings of the Town Commission.

Section 2. That the Town of Lake Park does encourage all citizens, municipal government officials, and employees to do everything possible to ensure that this week is recognized and celebrated accordingly.

Section 3. That the Town of Lake Park does encourage educational partnerships between municipal government and schools.

Section 4. That the Town of Lake Park does support and encourage all municipal governments to actively promote and sponsor *Florida City Government Week*.

Section 5. This Resolution shall take effect upon adoption.



301 South Bronough Street, Suite 300 ♦ Post Office Box 1757 ♦ Tallahassee, FL 32302-1757
(850) 222-9684 ♦ Fax (850) 222-3806 ♦ Web site: www.flcities.com

TO: City Managers & City Clerks (*Please share with your public information officer or whomever coordinates this program for your city*)
FROM: Sharon G. Berrian, Associate Director, Membership Development
DATE: July 31, 2012
RE: Celebrate Florida City Government Week (FCGW)– **October 21-27, 2012**

(See the bottom of this memo if you would like FCGW buttons and/or bumper stickers.)

This year's *Florida City Government Week* is **October 21-27, 2012** and the Florida League of Cities wants to encourage every city to take an active part in promoting their city through civic education and volunteerism. This is a great opportunity to speak to schools and civic groups, host an open house at city hall, or reach out to civic clubs and community organizations to explain city structure and function or helping others learn by serving charitable organizations in your community.

Florida City Government Week is part of an ongoing effort sponsored by the Florida League of Cities (FLC) to raise public awareness about the services that cities perform and to educate the public on how city government works. Cities are encouraged to involve their local schools, businesses, media and civic clubs in planning City Government Week activities.

Cities provide a higher level of service than most governments, and generally receive a higher approval rate than any other level of government, and yet, many residents are unaware of how city services impact their lives. Through *Florida City Government Week*, the League hopes to heighten the public's awareness of city government's role in enhancing the quality of life in communities.

This packet includes several ideas for celebrating the week. Because we recognize the tough state of the economy, most of these ideas are no to low cost to the city. We have also enclosed Media and PR Tips, a sample press release, a sample letter-to-the-editor, a sample resolution and evaluation form for your use.

PLEASE ALSO NOTE THAT WE HAVE A SMALL AMOUNT OF BUTTONS AND BUMPER STICKERS AVAILABLE FOR YOUR USE. THESE ITEMS WILL BE MADE AVAILABLE UPON REQUEST, UNTIL OUR LIMITED SUPPLY IS EXHAUSTED.

Please email your requests for buttons and bumper stickers and send your adopted FCGW resolution to Gail Dennard at the League (gdennard@flcities.com). Thank you.

CITIES CELEBRATE FLORIDA CITY GOVERNMENT WEEK

Here are some low cost ways to celebrate the week, some of which can be ongoing activities:

- Set up exhibits at local shopping malls or other public places with information on your city government and its services.
- ^{ask historical society to coordinate or encourage adjustments?} Sponsor a heritage day focusing on the history of the city and its government. This could be coordinated with a local historic group and include community workshops/speakers on selected historical city government events, buildings, parks, facilities and people.
- Involve businesses, sorority and fraternal organizations. Offer to send a speaker to their meetings to discuss current city issues or volunteer your time! Enlist their help in celebrating Florida City Government Week.
- ^{ask library} Contact your local library; advise them of the week's activities. Ask if you can make available at their information desk details on celebrating Florida City Government Week.
- ^{ask Baptist or other church + contact with city} Work with senior citizens groups to find innovative ways to involve seniors in city government. Encourage seniors to volunteer their time with the city.
- Send speakers to senior citizen-related activities/events to tell them about the special week.
- Sponsor an essay contest for city residents. Instead of using cash as a prize, the winner's prize could be acting as "Mayor/City Commissioner for a day" or "City Manager for a day" or "Volunteer your time to a special cause on their behalf."
- ^{LPEE, 1st Elementary} Sponsor a poster contest for area children related to a particular city government issue, e.g., recycling, water conservation, fire or police services, recreation and parks, transportation, planning, etc. This idea could also focus on careers in city government. Or, host a competition to seek the best solution to a city government problem. Instead of a monetary award, winners could receive a certificate, an article in your local paper and recognition of students and teachers at city council meetings. ^{Recognition at Comm. Mtg.}
- Offer tours of city hall and other city facilities. Stagger tours to allow for small group interaction with city staff or city volunteers. For school groups, limit the focus of the tour to one aspect of city government, work with teachers to prepare students in advance and plan follow-up activities.
- ^{ask Mayor to help?} Coordinate ongoing or new partnership programs with schools to stage something special during the week--student "mock" city council meetings (election of a Junior "student-based" city council) or "mock" code enforcement hearings, shadowing of city officials and staff, guest speakers from city government addressing school groups, city government career day, recognition of students and teachers at a city council meeting, volunteer or beautification projects at city sites, dedication of (or special events staged at) recreational facilities shared by cities and schools, recycling or environmental-related student activities, etc.
- Get acquainted with local school personnel and encourage opportunities for integrating city government into the school curriculum (*the League has lesson plans on its website-see the link below*). Another idea— key city government terms and definitions could be supplied for use in English classes (many can be found in the teacher handbook; math classes could address the city budget or could be exposed to the computer technology used in all aspects of city government today; and, of course, there could be more

integration of the local government curriculum into all the social studies classes (government, civics, history, geography, economics).

- Share the League's model booklet with teachers—*My City: I'm Part of It, I'm Proud of it*, containing lessons and activities about city government. Share it with your local schools. (Also available on the Internet, <http://www.floridaleagueofcities.com>)
- Use the League's ABC booklet, an educational supplement for elementary teachers, grades 2-5. Share it with your local schools. (Also available on the League's website)
- It's easy to develop a teachers' packet from your city that could be placed on your website, instead of incurring costly printing and mailing costs. Here are some ideas: offer a list of available speakers from city government; a list of resource materials available on city government; information on any special educational programs or services provided by your city (such as internships, mentor programs, volunteer opportunities etc.); and a "fact sheet" on the city government. This material could also include the city budget, organizational chart, copies of council meeting agendas, etc.
- Encourage schools to study the significance of your city's name, history, flag and/or logo design.
- Create an "adopt-a-school" program. Various departments of city government could "adopt" a school, or department within the school, to share information and plan speaking engagements to students that would enhance learning about a particular aspect of city government.
- Encourage a school City Government Club or Youth Council to study community issues that involve municipal services, volunteer opportunities and citizen participation in decision-making. Visit the League's Resource page on the Website for ideas on developing a Youth Council.
- Working in coordination with a middle or high school, create an advisory committee of students to study a particular city government issue of importance to teenagers (for example, recreation or volunteerism) and prepare a formal report with recommendations to council. Or, include student representation on an existing citizen committee, commission or board studying an issue of consequence to teens. Make a formal announcement of these appointments during Florida City Government Week.

**Discussion
And
Possible
Action**

TAB 6



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 3, 2012

Agenda Item No. *Table*

Agenda Title: Restructuring of the Facility Rental Fee Schedule

- | | |
|--|--|
| <input type="checkbox"/> CONSENT AGENDA | <input checked="" type="checkbox"/> DISCUSSION/POSSIBLE ACTION |
| <input type="checkbox"/> PRESENTATION/PROCLAMATION | <input type="checkbox"/> RESOLUTION |
| <input type="checkbox"/> PUBLIC HEARING | <input type="checkbox"/> ORDINANCE ON ____ READING |
| <input type="checkbox"/> BID/RFP AWARD | <input type="checkbox"/> OTHER: |

Approved by Town Manager *[Signature]* **Date:** *9/19/12*

Kathleen Carroll/ Recreation Director
Name/Title

Originating Department: Parks & Recreation	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Proposed facility rental fee schedule Existing fee schedule Fee schedule for the Mary McDonald-Wilson Center, Gaines Park, WPB
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ OR Not applicable in this case _____ Please initial one.

Summary Explanation/Background:

In an effort to streamline, simplify and make our rental fees consistent for all our Lake Park facilities, the Recreation Department recommends the attached restructuring of the existing schedule of fees to create better customer service by offering consistency, uniformity and clarity. A copy of the Mary V. McDonald-Wilson Center fee schedule is attached as information.

Recommended Motion: Approval of the restructuring of current facility rental fees.



Department of Parks and Recreation

TOWN OF LAKE PARK * DEPARTMENT OF PARKS AND RECREATION
 311 Seventh Street * Lake Park, FL 33403 * 561-881-3338 (Phone) 561-881-3340

ATHLETIC FIELD RENTAL FORM

Date: _____

Name: _____

Organization: _____

Field: _____ Rental Date(s): _____ Rental Time: _____

___ MON ___ TUES ___ WED ___ THURS ___ FRI ___ SAT ___ SUN

FEES:

001-2209 \$100.00 DEPOSIT – (Non-Refundable if Canceled) \$ _____

RFRNT **FIELD RENTAL** ___ Hours X \$ ___ = \$ _____
 (Plus 6% Tax)

RFTAX **TAX 6% ON RENTAL FEE ONLY** \$ _____

001-347.925 **LIGHT** ___ Hours X \$ ___ = \$ _____

RCOTH **FIELD PREP** \$ _____

RCOTH **PERSONNEL** \$ _____

TOTAL: \$ _____

PAID TODAY: \$ _____

BALANCE DUE: \$ _____

FEES	MULTI PURPOSE FIELD	BALLFIELD
Field Rental	\$35 Per Hour \$45 Per 90 Min.	\$35 Per Hour
Light Fee	\$45 Per Hour \$60 Per 90 Min.	\$45 Per Hour
Staff Fee	Inclusive	N/A
Field Prep	Inclusive	\$60

Cancellation/ Reimbursements Policy

Cancellations: *A \$5.00 Administrative fee will be charged for cancellation up to one week prior to the date of the event.

*Less than One week from event date is eligible for 50% of permit fees.

Weather: *Causing a State of Emergency is eligible for 100% reimbursement or may be rescheduled.

*Inclement weather will not be eligible for a refund, however, a substitute date will be granted dependent upon availability.



TOWN OF LAKE PARK

535 Park Avenue
 Lake Park, FL 33403
 561-881-3338

FACILITY RENTAL FEE SCHEDULE 2012

FACILITY	DEPOSIT	RENTAL FEE PER HOUR		
		Resident	Non-Resident	
MIRROR BALLROOM <i>Capacity 100</i>	\$500	\$100/hour	\$130/hour	
EVERGREEN HOUSE <i>Capacity 20 indoors/65 outdoors</i>	\$200	\$75/hour	\$100/hour	
HARBOR MARINA <i>Capacity 50</i>	\$200	\$90/hour	\$120/hour	
LAKE SHORE PARK INDOOR PAVILION <i>Capacity 40</i>	\$200	\$90/hour	\$120/hour	
LAKE SHORE PARK SOUTH PAVILION 2 picnic tables (Sunrise to Sunset) <i>Capacity 25</i>	\$100	\$50 (flat)	\$70	
LAKE SHORE PARK NORTH PAVILION OR WEST ILEX PARK PAVILION 1 picnic table (Sunrise to Sunset) <i>Capacity 15 each</i>	\$100	\$35 (flat)	\$60	
BLAKELY COMMONS GAZEBO <i>Capacity 40</i>	\$100	\$75/hour	\$100/hour	
KELSEY PARK				
	<i>Entire</i>	\$500	\$200/hour	\$250/hour
	<i>Half</i>	\$250	\$100/hour	\$150/hour

OTHER FEES

SET UP & BREAKDOWN \$30/hour
METERED PARKING \$1.00/hour

Note: Host may pay for parking for their guests in advance and receive a parking pass for convenience only and does not reserve a parking space.



FACILITY RENTAL FEE SCHEDULE

FACILITY	DEPOSIT (Non-Refundable if Canceled or Date Change)	RENTAL (Plus 6% Tax)	ADDITIONAL PER HOUR (Plus 6% Tax)	CLEANING	PERSONNEL	ADDITIONAL PERSONNEL PER HOUR	TABLES & CHAIRS INCLUDED
Mirror Ballroom (6 Hours) 100 Capacity	\$500	\$360 Resident or Non-Resident	\$60	\$25	\$105	\$17.50	Yes
Evergreen House (6 Hours) 20 Capacity- Indoors Up to 65 guests including outdoor patio.	\$250	\$200 (Up to 20 Guests) and \$10/ Per Guest (20-65 Guests)	\$70 (Includes Facility Rental and Personnel Fee)	N/A	\$85	N/A	Not Included.
Lake Park Harbor Marina Meeting Room (6 hours) 50 Capacity NOTE: Rental Inquiries for this facility contact the Marina at 561-881-3353.	\$200	\$300	\$50	N/A	\$80	\$15 Additional Fee: \$100 If Alcohol Served.	Yes
Lake Shore Park Indoor Pavillion (4 Hours) 40 Capacity	\$200	\$180/Resident \$200/Non-Resident	\$45	\$25	N/A	N/A	Yes
Lake Shore Park Picnic Pavillion North or South (6 Hours) 25 Capacity	\$100	\$50 Resident or Non-Resident	N/A	N/A	N/A	N/A	Picnic Tables : North- 1 South- 2
W. Ilex Park (6 Hours) 25 Capacity	\$100	\$50	N/A	N/A	N/A	N/A	Picnic Table - 1
Kelsey Park Gazebo (4 Hours) 40 Capacity - Ceremonies only	\$50	\$22.50/Resident \$25.00/Non-Resident	\$4.50/Resident \$5/Non-Resident	N/A	N/A	N/A	NA

Other Fees

Parking (Metered) - \$1 per hour

Host may prepay for their guests in advance and receive a parking pass for convenience. A pass does not "reserve" or guarantee a parking space. All parking is available to the public on a first-come, first-serve basis. Metered Parking applies at Lake Shore and Kelsey Parks and the Marina.

Special Events Permit - \$75-Commercial, \$25-Not for Profit - Application Fee

Apply directly with Community Development. A Special Events Permit is required when the event is going beyond the limits of the facilities capacity and rental site with the inclusion of substantial infrastructure and possible disturbance to public property. Example: Use of chairs, tables and tents extending into the public park area.

PBSO Alcohol Permit - \$42 per hour (3 hour minimum)

Apply directly with PBC Sheriff's Office. Rate is \$42/Hour with a 3 hour minimum at the end of the event. A Sheriff's Deputy is required in order to hold an event with any type of alcoholic beverages. If alcohol is being catered, the renter is required to provide the Town with a Certificate of Insurance from the caterer listing their liquor liability insurance coverage and adding the Town as additional insured.

Mary V. McDonald-Wilson Center at Gaines Park

1505 N. Australian Avenue • West Palm Beach, FL

For additional rental information and reservations, call (561) 804-4960



Rental Rates per hour

Facility	Resident	Non-resident
Addie Greene Hall (Fri, Sat, Sun)	\$200	\$250
Addie Greene Hall (Mon - Thurs)	\$150	\$200
West Hall (Fri, Sat, Sun)	\$120	\$150
West Hall (Mon- Thurs)	\$90	\$120
East Hall (Fri, Sat, Sun)	\$120	\$150
East Hall (Mon- Thurs)	\$90	\$120
Prep Pantry (included in hall rental)	\$25	\$40
Dance Floor	\$100	\$100
Grand, West & East Hall Damage Deposit	\$350	\$350
Ineria Hudnell Meeting Room	\$35	\$50
Ineria Hudnell Meeting Room A	\$20	\$35
Ineria Hudnell Meeting Room B	\$20	\$35
Conference Room	\$15	\$20
Meeting & Conference Room	\$100	\$100
Damage Deposit		

Room rates include staff and one hour set-up/break down of event.

Mary V. McDonald-Wilson Center Floor Plan

