

MAYOR LINDA GORTON

**LEXINGTON**
 MONICA CONRAD
 DIRECTOR
 PARKS & RECREATION

REQUEST FORM: RENTAL EVENT MAINTENANCE REIMBURSEMENT

The purpose of this form is to allow Neighborhood Associations to apply for reimbursement by LFUCG for expenses incurred to procure supplemental janitorial and housekeeping services to support rental events and programs at the Center. Such services may include but are not limited to: building cleaning, emergency contract services, deep cleaning, window cleaning, carpet cleaning, and floor cleaning and/or maintenance at the Center. All vendors must have a local business license and appropriate licenses/certifications when applicable.

The maximum potential amount for reimbursement is \$5,000 total for the fiscal year (July 1-June 30). Multiple reimbursement forms can be submitted throughout the fiscal year to cmitchell@lexingtonky.gov. Necessary documentation must be included with receipts attached. Payouts will take at least 30 days. All reimbursement requests must be submitted by May 1 to receive funds from current fiscal year (July 1-June 30).

Neighborhood Center Information:

Requesting Neighborhood Park Center: _____

Summary of Expenses:

	Date of Purchase	Payable To	Purpose of Expenditure	Item(s) Purchased	Vendor	Cost of Expenditure
1						
2						
3						
4						
5						
6						
7						
8						
9						

Expenses Total: _____

I certify that these are valid business expenses:

Reimburse/Keyholder Signature: _____

Reimburse/Keyholder Name: _____

LFUCG Parks and Recreation:

Approved by: _____ Date: _____

