

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076
www.lathrupvillage.org | (248) 557-2600

Volunteer Request and Approval Program

1. Purpose

~~The City of Lathrup Village recognizes and appreciates the willingness of residents, community organizations, businesses, civic groups, and other individuals to volunteer their time and talents to benefit the community.~~

~~The purpose of this program is to establish a consistent process for reviewing and approving volunteer activities undertaken on City property, within the public right-of-way, or on behalf of the City. The program is intended to ensure that proposed volunteer activities are consistent with City objectives, do not interfere with City operations, meet applicable safety requirements, and appropriately address liability and risk management concerns.~~

The City of Lathrup Village recognizes and appreciates the willingness of residents, community organizations, businesses, civic groups, and other individuals to volunteer their time and talents to benefit the community.

This program establishes a consistent process for reviewing and approving volunteer-initiated activities proposed to occur on City property, within the public right-of-way, or otherwise on behalf of or for the benefit of the City. Volunteer Requests are initiated by individuals, organizations, businesses, or other community groups and are not City-sponsored activities or programs unless the City expressly determines otherwise in writing.

The purpose of the program is to ensure that proposed volunteer activities are consistent with City objectives, policies, plans, and operations; do not interfere with City services or projects; meet applicable safety requirements; and appropriately address liability and risk management concerns.

City approval of a Volunteer Request does not constitute City sponsorship, endorsement, co-sponsorship, or assumption of responsibility for the activity. Approval simply authorizes the approved volunteer activity to proceed subject to any conditions established by the City and the applicable Volunteer Agreement and Release.

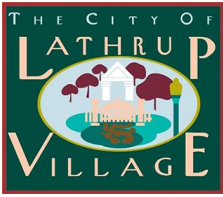
Nothing in this program shall be construed to require the City to participate in, fund, promote, advertise, supervise, maintain, or otherwise support an approved volunteer activity unless the City separately agrees to do so in writing.

2. Prior City Approval Required

No individual, group, organization, business, or other entity may undertake volunteer work on behalf of the City or perform work on City-owned property or within the public right-of-way without prior approval from the City.

Volunteer activities may include, but are not limited to:

- Landscaping, gardening, planting, or beautification projects;
- Park, trail, or public space clean-up activities;
- Tree planting or maintenance;
- Painting or other aesthetic improvements;
- Community events or activities;
- Neighborhood improvement projects;
- Installation or placement of items on City property;
- Donations of labor, materials, or services; and
- Any other activity proposed to benefit or improve City property or services.



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Approval is required even when the volunteer activity is being offered at no cost to the City.

3. Volunteer Request

Individuals or groups wishing to volunteer must submit a Volunteer Request to the City before beginning work.

The request should include, as applicable:

- Name and contact information of the individual or organization;
- Description of the proposed volunteer activity;
- Location of the proposed work;
- Proposed date and duration;
- Number of anticipated volunteers;
- Description of any equipment, tools, vehicles, or materials to be used;
- Whether the activity involves planting, pruning, removing, installing, painting, digging, construction, or other physical work;
- Whether the activity involves minors;
- Any anticipated costs or donated materials;
- Proposed funding or source of materials;
- Whether the volunteer activity involves a contractor or other third party; and
- Any other information requested by the City.

The City may request additional information when necessary to evaluate the proposal.

4. Review and Approval

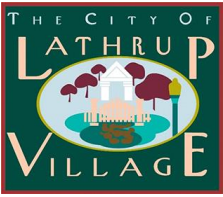
The City will review each request to determine whether the proposed activity:

1. Is consistent with City policies, plans, ordinances, and objectives;
2. Provides a public benefit;
3. Is compatible with the intended use of the property;
4. Does not interfere with City operations or planned projects;
5. Can be performed safely;
6. Does not create unreasonable liability or risk for the City;
7. Does not create an ongoing maintenance obligation that the City has not approved;
8. Does not conflict with existing contracts, grants, warranties, or other obligations of the City;
9. Complies with applicable laws, regulations, permits, and utility requirements; and
10. Is appropriate for the proposed location and circumstances.

Approval may be granted, denied, or granted subject to specific conditions.

The City may also modify the scope, location, timing, materials, methods, or other aspects of a proposed volunteer activity as a condition of approval.

5. No Implied Authority



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Approval of a volunteer request does not authorize the volunteer or organization to act as an employee, agent, representative, or contractor of the City.

Volunteers may not represent that they are acting with authority on behalf of the City unless specifically authorized to do so.

Approval of one volunteer activity does not constitute approval of future or recurring activities. A new request may be required when the scope, location, timing, or nature of the activity changes.

6. Volunteer Agreement and Release

Before beginning an approved activity, the City may require each volunteer, organization, or other responsible party to execute a Volunteer Agreement and Release acceptable to the City.

The agreement may include provisions addressing:

- Assumption of risk;
- Release and waiver of claims against the City;
- Indemnification and defense of the City;
- Insurance requirements;
- Responsibility for damage to City property;
- Compliance with applicable laws and City requirements;
- Responsibility for the conduct and supervision of volunteers;
- Responsibility for minors participating in the activity;
- Use of equipment and vehicles;
- Safety requirements; and
- Restoration or cleanup following the activity.

The City may require proof of insurance or additional insured status when appropriate based upon the nature and risk of the proposed activity.

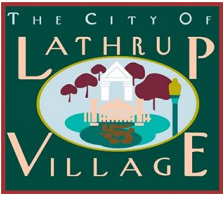
7. Safety and Work Requirements

All approved volunteer activities must be performed in a safe and workmanlike manner and in accordance with all applicable laws, regulations, ordinances, permits, and City requirements.

Volunteers may not:

- Enter restricted areas without authorization;
- Operate City-owned equipment unless specifically authorized;
- Perform electrical, plumbing, structural, excavation, or other specialized work without specific City approval;
- Remove, alter, or damage City infrastructure or property;
- Perform work that requires a permit without obtaining the required permit;
- Conduct activities that create an unreasonable hazard to the public; or
- Undertake any activity beyond the scope approved by the City.

The City may immediately suspend or terminate any volunteer activity if it determines that the activity presents a safety concern, creates liability for the City, conflicts with City operations, or otherwise fails to comply with the approved scope.



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8. City Property and Materials

Volunteers may not install, remove, alter, paint, landscape, plant, construct, or otherwise modify City property without specific approval.

Any donated materials, equipment, plants, trees, furnishings, structures, or other items proposed for use on City property must be approved by the City before they are purchased, delivered, or installed.

The City reserves the right to reject donated materials or improvements that do not meet City standards or that would create an unreasonable maintenance, replacement, or financial obligation.

9. Ongoing Maintenance

Unless specifically agreed to in writing by the City, approval of a volunteer project does not obligate the City to provide ongoing maintenance, repair, replacement, watering, pruning, removal, or other services related to the volunteer project.

The City may require the volunteer or sponsoring organization to assume responsibility for specified maintenance activities as a condition of approval.

10. City Discretion

The City retains sole discretion to approve, deny, modify, suspend, or terminate a proposed volunteer activity.

Approval may be withdrawn if circumstances change, if the volunteer activity is not being performed as approved, or if the City determines that continuation of the activity is no longer in the City's best interest.

Nothing in this program creates a right or entitlement to conduct volunteer activities on City property.

11. Emergency and Routine Community Activities

The City may establish standing approvals or simplified procedures for recurring activities that have been reviewed and determined to present minimal risk.

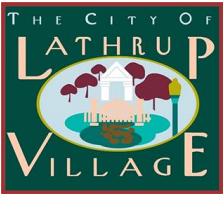
The City may also waive or modify portions of this process when appropriate for emergency response, disaster recovery, or other circumstances in which immediate action is necessary to protect public health, safety, or property.

12. Program Administration

The City Administrator, or their designee, shall administer the Volunteer Request and Approval Program and may establish administrative procedures, forms, approval requirements, and standard volunteer agreements necessary to implement the program.

Certain projects may require approval from the City Council or another City board, commission, or committee based upon the nature, scope, cost, location, or policy implications of the proposed activity.

13. Appeal of Denial



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If the City Administrator or their designee denies a Volunteer Request, the applicant may appeal the denial to the City Council.

The appeal must be submitted in writing to the City Clerk within 30 calendar days of the denial date and must state the basis for the appeal and any additional information the applicant wants the City Council to consider.

Upon receipt of a timely appeal, the City Administrator shall place the matter on a future City Council agenda for consideration. The City Council may request additional information from the applicant, City staff, or other appropriate parties before making its determination.

Following consideration of the appeal, the City Council may:

- Uphold the denial;
- Approve the proposed volunteer activity;
- Approve the activity subject to specified conditions; or
- Remand the request to the City Administrator or their designee for further consideration.

The City Council's determination shall constitute the final administrative decision of the City regarding the Volunteer Request.

Filing an appeal does not authorize the applicant or any volunteer to begin or continue the proposed activity. No volunteer activity may commence unless and until written approval has been provided by the City Administrator, their designee, or the City Council through the appeal process.

14. Effective Date

This program shall become effective upon approval by the City and shall apply to all volunteer activities conducted on behalf of, or on property owned by, the City following its effective date.