

CITY OF LATHRUP VILLAGE

Facility Rental Policies & Application

Effective [Date]

1. Authority and Scope

These policies govern the rental and use of all City of Lathrup Village parks, recreation areas, and recreation facilities, including the Community Room, Meeting Place, Conference Room, Council Chamber (non-dais area), and outdoor park facilities. Pursuant to Chapter 46, Article XII of the Code of Ordinances (“Parks and Recreation Protection”), the Community Room and other indoor recreation facilities are included within the definition of “park” and “park area.”

Recurring instructional, programmatic, or commercial use of the Meeting Place or Dance Room may be handled under the recurring-use contract in Section 9. Recurring or partnership use of the Community Room or parks requires a written partnership or license approved as provided in Section 10. Until that document is executed, these policies control. The basement dance studio, when used on a recurring instructional basis, is treated as the Dance Room under Section 9.

All rentals are by permit only. Renters and their guests must comply with all applicable State of Michigan laws, City ordinances, and these policies. Failure to comply may result in immediate termination of the event, forfeiture of deposit and fees, and loss of future rental privileges.

The City rents its facilities as a service to the public on the terms of these policies. A candidate for public office, a political party, a campaign committee, or any other person or group engaging in political speech may reserve a facility on the same terms as any other applicant.

2. General Rental Policies (All Facilities)

2.1 The following rules apply to every indoor and outdoor facility rental:

- Rental is by permit only. The rental applicant (or designated responsible adult) must remain on-site for the entire rental period.
- Event organizers must have a printed copy of the fully executed rental agreement available for inspection by City staff or police upon request.
- Reservation holders may not transfer a rental permit to another person, group or date.
- Setup may not begin before the booked start time. All activities, including cleanup and removal of personal items, must be completed by the booked end time, except for the limited buffer time in Section 3.3. Indoor rentals may not be booked past 11:00 p.m.
- The use of any City facility is at the renter’s own risk. The City assumes no responsibility for injury or for any loss, theft, or damage to personal property.
- Renters are responsible for the conduct of all guests and for ensuring compliance with these policies and all City ordinances.
- City staff or police may monitor compliance at any time.
- The named applicant is the true user of the facility. A Lathrup Village resident may not reserve a facility as a pass-through for a non-resident individual or group in order to obtain the resident rate or to shift responsibility. The City may require a short affidavit that the event is for the applicant or the applicant’s household or organization. The City Administrator may limit the number of Community Room or Municipal Park rentals attributable to the same residential address in a calendar year if the pattern indicates use as a booking agent for others. The signer remains responsible for alcohol compliance, guest conduct, cleanup, and the security deposit.

2.2 Political and campaign use

- The City rents its facilities as a service to the public on the terms of these policies. A candidate for public office, a political party, a campaign committee, or any other person or group engaging in political speech may reserve a facility on the same terms as any other applicant.
- Staff shall process such applications under the same availability, deposit, fee, hours, occupancy, alcohol, and conduct rules that apply to other private rentals. Staff shall not deny, delay, or add conditions because of the applicant's viewpoint, party affiliation, or the content of campaign speech.
- A rental is not an endorsement by the City. The renter may not use the City seal, letterhead, or any statement that the event is sponsored or hosted by the City. City employees and officials acting in their official capacity shall not participate in the event except as required to open, monitor, or close the facility.
- Nothing in this section requires the City to rent a space that is not generally available for private rental (including the Council dais), to waive fees or deposits, or to allow use that would violate these policies or any ordinance.

3. Hours, Minimums, Capacity, Closing Time, and Buffer Time

3.1 Minimum rental — Community Room

- The Community Room is rented in a minimum block of four (4) hours unless the City Administrator approves a shorter block for a weekday daytime use or a City-related use. Other rooms and park features are rented in the increments published on the current fee schedule. Partial hours are billed as a full hour.

3.2 Occupancy

- Maximum occupancy of the Community Room is 147 persons, as established by the Fire Marshal. Occupancy of other rooms is as posted or as stated on the permit. The renter is responsible for not exceeding posted occupancy.

3.3 Limited buffer time

- Complimentary time outside the booked hours is limited as follows:
- Dance Room: up to 30 minutes before and after the booked time, if the room is not otherwise reserved, solely for arrival, shoe change, and departure.
- Conference Room: up to 15 minutes before and after the booked time, if the room is not otherwise reserved.
- Community Room, Meeting Place, Council Chamber, kitchen, and all outdoor parks: no complimentary buffer. Booked start and end times are firm.

3.4 Closing hour — 11:00 p.m.

- Indoor rentals may not be booked past 11:00 p.m. There is no complimentary time after 11:00 p.m. Guests must be off the premises, vehicles loaded, and music off by the booked end time. Linger in the parking lot, amplified sound from vehicles, and unloading after 11:00 p.m. are prohibited and may result in deposit forfeiture and police response.
- Parks remain subject to posted park hours (generally 8:00 a.m. to 10:00 p.m. unless otherwise posted). A park rental does not extend park hours.

4. Indoor Facilities Specific Policies

4.1 Facilities Covered

- These indoor policies apply to the Community Room, Meeting Place, Conference Room, Dance Room, kitchen when rented, Council Chamber (seating area only — the dais is not available for rental), and associated audio-visual equipment. Council Chamber may be rented only when the City Administrator determines that use will not

interfere with official City business. When rented, it is charged at the same rates and deposits as the Meeting Place.

4.2 Building Use, Lobby, and Access

- Renters and guests are limited to the specific room(s) rented, except for same-floor bathrooms and the limited lobby uses below. Guests may not wander into offices, other rooms, or staff areas.
- Renters have access to the City Hall parking lot unless otherwise directed by City personnel. Guests should be directed to designated parking.
- Bathrooms on the same floor as the rented room(s) may be used; other bathrooms are off-limits unless approved.
- Rental of the Community Room does not include exclusive use of the lobby, corridors, or exterior walks.
- Modest decorative items are allowed at the north and south Community Room entries if they preserve a 36-inch ADA clear path at every entrance and do not block the kitchen door, exits, or staff offices.
- Up to two tables may be placed on the City Administration side of the lobby if previously approved in writing on the permit.
- Photo booths, photo backdrops, high-top cocktail tables in the lobby, and similar staging outside the rented room are prohibited unless expressly written on the permit by the City Administrator.
- All decorations, personal items, and trash must be removed at the end of the rental period. Trash must be placed in the provided bins. The facility must be left in good, clean condition.

4.3 Furniture, Layout, and Floor Plans

- Rental includes use of tables and chairs located within the rented room only. Furniture may not be moved from other areas of the building into the rented space.
- The City provides a set of pre-approved floor-plan options. Renters are strongly encouraged to select one of these options. Custom layouts must be submitted in writing at least two (2) weeks prior to the event and are subject to City staff approval and modification for safety, capacity, and practicality.
- The room must be returned to its original configuration at the end of the rental period unless otherwise directed by City personnel.
- Furniture may not be rented for off-site use. Linens, dinnerware, silverware, serving dishes, glasses, and similar items are not provided except for City-sponsored events.

4.4 Decorations

- Nothing may be attached to walls, floors, ceilings, fans, or existing fixtures. Decorations are limited to tables only.
- Renters are prohibited from removing, covering, relocating, or altering any existing wall decorations, artwork, plaques, signage, or fixtures.
- No loose decorations such as confetti or glitter may be used.
- All decorations must be completely removed by the renter at the end of the event. Violations will result in deduction from the security deposit and/or additional charges.

4.5 Kitchen Use

- Kitchen rental includes access to the ice machine, dishwasher, refrigerator, stovetop/ovens, and coffee maker for the purpose of reheating, warming, and/or cooling foods only.
- Ice is not guaranteed. The City makes no representation that the ice machine will be operational.
- If the kitchen is not rented, it will remain locked. Access to the kitchen (including for ice) is prohibited unless the kitchen has been specifically rented.

- Professional/insured chefs are required for full food service. Renters and guests may not open cupboards or drawers to use facility-owned items.
- Deep-frying is prohibited.
- The kitchen may also be rented as a standalone line item, separate from the Community Room, for a certified or licensed food-service operator as determined by the City Administrator. Standalone kitchen rental does not include the Community Room unless both are reserved and paid.

4.6 Audio/Visual Equipment

- A digital projector, screen, wired microphone, CD/DVD player, and audio equipment are available for rent in the Community Room only.
- Event organizers must schedule an appointment with City staff at least two weeks before the event to test compatibility and connections if AV equipment is rented.
- A television is available in the Meeting Place. A reduced or no additional fee may apply; confirm current rates with staff at booking.

4.7 Music, Noise, and Capacity

- Music and noise levels must remain respectful of other building users and adjacent properties. City personnel may require volume reduction.
- Maximum occupancy of the Community Room is 147 persons, as established by the Fire Marshal. Occupancy of other rooms is determined by the Fire Department and will be stated on the rental permit.
- Children's parties are prohibited in the Community Room.

4.8 Prohibited Items and Activities (Indoor)

- Open flames and candles are prohibited.
- Smoking, vaping, electronic cigarettes, marijuana, and marijuana-infused products are prohibited in all City buildings.
- Events with tickets or admission fees are prohibited, except "suggested donation" events for non-profit organizations with prior written approval of the City Administrator.
- Commercial activity, sales of goods/services, multi-level marketing, or vendor sales are strictly prohibited unless specifically authorized in advance in writing by the City Administrator or City Council.

5. Outdoor / Park Facilities Specific Policies

5.1 Facilities Covered

These policies apply to Municipal Park (including Bandshell/grill area and Gazebo), Goldengate Park, Sarrackwood Park, Annie Lathrup Park, and any other outdoor recreation facility operated by the City.

5.2 General Outdoor Rules

- All parks are open from 8:00 a.m. to 10:00 p.m. unless otherwise posted. Setup may not begin before the booked start time; all activities, including cleanup, must be completed by the booked end time. There is no complimentary buffer on park rentals.
- Park rental is by permit only and grants exclusive use of the specifically reserved feature(s) (e.g., Bandshell area, Gazebo, pavilion).

- The Gazebo may be reserved separately, in combination with the Bandshell/grill area, or not at all. Renters of the Bandshell area do not automatically receive exclusive use of the Gazebo, and vice versa. Guests of non-rented features may continue to use them unless those features have been reserved.
- Chairs, pop-up tents, and similar items may be brought by the renter but must not damage turf, trees, or park infrastructure, must not block pathways or emergency access, and must be completely removed by the booked end time. Tents or canopies larger than 10×10 require Administrator approval.
- No bounce houses, inflatables, petting zoos, or animal rides are permitted except for City-sponsored events.
- Decorations may not be attached to pavilions, picnic shelters, gazebos, or trees. Loose decorations such as confetti and glitter are prohibited.
- Glass containers are prohibited in outdoor facilities.
- Used charcoal must be disposed of only in designated charcoal bins.
- Gas-powered generators are prohibited.

5.3 Commercial Activity and Fundraising (Outdoor)

- Engaging in commercial activity, promoting a business, fundraising, or requiring payment or donation to attend an event is prohibited unless authorized by resolution of the City Council and the Department of Parks and Recreation.

6. Alcohol Policy (All Facilities)

Alcoholic beverages are prohibited in all City buildings, parks, and facilities except as authorized under this Section and the controlling ordinance (currently Chapter 46, Article XII, § 46-176(c)).

Renters seeking to serve alcohol must submit a written request to the City Administrator at least four (4) weeks prior to the event. If the City Council adopts a specific resolution authorizing the event (with any conditions), the renter must:

- Comply with all Michigan liquor laws (no service to minors or visibly intoxicated persons);
- Submit the Alcohol Authorization Request with the rental application if alcohol will be sold, use a properly licensed caterer or bartender, and provide liquor-liability insurance naming the City as additional insured if required; and keep a printed copy of the written authorization on site for the entire event.
- Alcohol is prohibited at high school graduation or open-house events under any circumstances.

Violation: Any event observed serving or consuming alcohol without prior written authorization will be immediately terminated. No refund of rental fees or deposit will be issued, and the renter may be barred from future rentals.

Authorization is discretionary and may include conditions (security, service cutoff time, no glass outdoors).

7. Fees, Deposits, and Payment

7.1 Security Deposits (Due in Full at Time of Application)

A refundable security deposit is required for all rentals and is due in full at the time the application is submitted. The preferred method is cash unless the City Administrator authorizes another form. There are no revolving or rolling security deposits for the Community Room or parks unless a written City partnership approved by the City Administrator expressly provides otherwise.

- Community Room — \$300
- Park facilities (any outdoor park rental) — \$100
- Meeting Place, Conference Room, Council Chamber, Dance Room, or other indoor rooms — \$75 each

Deposits will be returned by check and mailed to the applicant within approximately four (4) weeks after the event, provided the facility was vacated by the end time, there is no damage, the facility is left clean, and all policies were followed. The City may deduct actual costs of cleaning, repair, or replacement from the deposit and may bill the renter for any excess.

7.2 Rental Fees

Rental rates are established by the City's Fee Schedule (as amended from time to time). Current rates will be provided at the time of application. Remaining balance (if any) is due no later than 4:30 pm two (2) weeks prior to the event date.

7.3 Late Payment of Balance

If the remaining balance is not paid in full at least two (2) weeks prior to the event, the City may, at its sole discretion: (a) cancel the reservation and retain the deposit, or (b) assess a late fee and require payment before the event may proceed. Acceptance of late payment in any particular case does not waive this policy.

8. Cancellation and Refund Policy

- Cancellations made within two (2) business days of booking will receive a full deposit refund less a \$25 processing fee.
- Cancellations made more than thirty (30) days before the event: 50 % of the deposit is refundable less a \$25 processing fee; any paid rental fees will be refunded.
- Cancellations made less than (30) days before the event: the deposit is forfeited. If the City is unable to re-rent the facility for the same date and time, the renter remains responsible for the full rental fee balance.
- The City reserves the right to cancel any reservation for operational, safety, or emergency reasons. In such cases a full refund of deposit and fees will be returned by check and mailed to the applicant within approximately four (4) weeks.

9. Recurring Rentals — Meeting Place and Dance Room

Recurring use of the Meeting Place or Dance Room may be documented on a simple recurring-use contract rather than a series of one-off permits. Recurring use of the Community Room or parks is not offered on a revolving-deposit basis except under a City partnership (Section 10).

10. Partnerships

A person or organization seeking reduced rates, waived deposits, recurring Community Room or park use, or other treatment not available to the general public must submit a written partnership proposal to the City Clerk for routing to the City Administrator. The Clerk may publish a short partnership application. Approval rests with the City Administrator (and with Council if an ordinance, exclusive use, or fee waiver so requires). A partnership does not excuse occupancy, alcohol, hours, or safety rules.

11. Application Process

To reserve a facility:

- Contact City staff to check availability.
- Submit a completed Facility Rental Application together with the full security deposit.
- If alcohol is requested, submit the separate Alcohol Authorization Request at least four (4) weeks prior to the event for City Council consideration.

- Pay any remaining rental balance no later than two (2) weeks before the event.
- If AV equipment is rented, schedule the required equipment test appointment.
- Select a pre-approved floor plan or submit a custom layout for approval at least two (2) weeks prior.

The rental is not confirmed until the City has accepted the application, received the deposit, and issued a signed permit.

FACILITY RENTAL APPLICATION

City of Lathrup Village | 27400 Southfield Road, Lathrup Village, MI 48076

Applicant Information

Name of Applicant : _____

Name of Organization (If applicable) : _____

Contact Person (if different): _____

Mailing Address: _____

City / State / ZIP: _____

Phone: _____ Email: _____

Is the applicant a Lathrup Village resident or business? ☐ Yes ☐ No

Is this event for the applicant / applicant's household or organization (not a pass-through for another person or group)? ☐
Yes ☐ No

Event Information

Type / Description of Event: _____

Date of Event: _____ Day of Week: _____

Booked Hours: From _____ a.m./p.m. To _____ a.m./p.m. (include setup & cleanup)

Expected Attendance: _____ (Community Room maximum 147)

Will alcohol be present? ☐ Yes (complete separate Alcohol Authorization Request) ☐ No

Facility(ies) Requested (check all that apply)

☐ Community Room ☐ Kitchen with Community Room ☐ Kitchen standalone (certified/licensed operator)

☐ Meeting Place ☐ Conference Room ☐ Dance Room

☐ Council Chamber (non-dais; Administrator approval required) ☐ Audio/Visual Equipment (Community Room)

☐ Municipal Park – Bandshell / Grill Area ☐ Municipal Park – Gazebo

☐ Goldengate Park ☐ Sarrackwood Park

☐ Annie Lathrup Park ☐ Other: _____

Fees & Deposit

Security Deposit (due in full with this application):

☐ Community Room — \$300 ☐ Park facility — \$100 ☐ Other indoor room — \$75

Deposit Amount Enclosed: \$_____ Method: ☐ Cash ☐ Check

Rental Fee (per current Fee Schedule): \$_____ Hours Requested: _____

Other Fees (AV, kitchen, etc.): \$_____

Total Estimated Fees (excluding deposit): \$ _____

Balance Due Date (2 weeks prior to event): _____

Acknowledgments

By signing below, I/we acknowledge that:

- I/we have received and read the Facility Rental Policies and agree to comply with all terms.
- I/we are the true user of the facility and are not reserving it as a pass-through for another person or group.
- Community Room occupancy shall not exceed 147 persons. Indoor events will end no later than 11:00 p.m.
- I/we will complete and sign the Deposit Acknowledgment, the Damage/Cleanup/Hold Harmless Agreement, and (if applicable) the Alcohol Authorization Request.
- The rental is not confirmed until the City accepts this application, receives the full deposit, and issues a signed permit.
- Access to the room for setup may not begin before the booked start time; all activities and cleanup must be completed and the room vacated by the booked end time.

Applicant Signature

Signature: _____ Date: _____

Print Name: _____

FOR CITY USE ONLY

Date Received: _____ Received by: _____ Deposit Receipt #: _____

☐ Approved Permit #: _____ ☐ Denied Reason: _____

Staff Signature: _____ Date: _____

DEPOSIT ACKNOWLEDGMENT AND AGREEMENT

City of Lathrup Village Facility Rental

I/we understand and agree to the following regarding the security deposit:

- A security deposit is required for every facility rental and is due in full at the time the application is submitted.
- Current deposit amounts: Community Room — \$300; any Park facility — \$100; Meeting Place, Conference Room, Council Chamber, Dance Room — \$100; or other indoor room -- \$75. There is no revolving deposit for the Community Room or parks unless a written partnership approved by the City Administrator provides otherwise.
- The deposit is separate from rental fees.
- Deposits will be returned by check and mailed to the applicant within approximately four (4) weeks after the event if: (a) The facility was vacated by the event end time, (b) there is no damage to the facility or its contents, (c) the facility is left clean and in the condition required by the policies, and (d) all rules, regulations, and policies were followed.
- The City may deduct from the deposit the actual cost of any necessary cleaning, repair, or replacement. If costs exceed the deposit, I/we agree to pay the difference within thirty (30) days of invoice.
- Failure to comply with the Facility Rental Policies may result in forfeiture of the entire deposit in addition to other remedies available to the City.

Rental Information

Facility(ies) Rented: _____

Date of Event: _____ Booked Hours: _____ to _____

Deposit Amount Paid: \$_____ Method: _____

Received by (City Staff): _____ Date: _____

Renter / Applicant Acknowledgment

Signature: _____ Date: _____

Print Name: _____

Additional Responsible Party (if any)

Signature: _____ Date: _____

Print Name: _____

This Deposit Acknowledgment is part of the Facility Rental Agreement. A signed copy must be retained with the permit.

DAMAGE, CLEANUP, RELEASE AND HOLD HARMLESS AGREEMENT

City of Lathrup Village Facility Rental

Damage and Cleanup

I/we agree to pay the City of Lathrup Village the actual costs of any damage to City property, and/or any cleaning required beyond ordinary use, caused by me/us, my/our guests, invitees, or contractors in connection with the rental. Such costs may exceed the security deposit; any excess will be invoiced and is due within thirty (30) days.

I/we agree to leave the facility in a clean and orderly condition, to remove all decorations and personal property by the booked end time, and to place all trash in the provided receptacles.

Release and Hold Harmless

In consideration of the City of Lathrup Village permitting the use of its facilities, I/we, on behalf of myself/ourselves and all participants, guests, and invitees, hereby release, waive, discharge, and covenant not to sue the City of Lathrup Village, its elected and appointed officials, employees, agents, and volunteers from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury (including death) that may be sustained while using the facilities or while on City property in connection with this rental, whether caused by the negligence of the City or otherwise, to the fullest extent permitted by law.

I/we further agree to indemnify, defend, and hold harmless the City of Lathrup Village and its officials, employees, agents, and volunteers from and against any and all claims, damages, losses, and expenses (including reasonable attorney fees) arising out of or resulting from the use of the facilities by me/us or my/our guests, invitees, or contractors.

I/we understand that the use of City facilities is at my/our own risk and that the City assumes no responsibility for injury or for loss, theft, or damage to personal property.

I/we have read this Agreement, understand its terms, and sign it voluntarily.

Facility(ies): _____ Event Date: _____

Renter / Applicant

Signature: _____ Date: _____

Print Name: _____

Additional Responsible Party (if any)

Signature: _____ Date: _____

Print Name: _____

This page must be signed and returned with the Facility Rental Application. It forms part of the binding rental agreement.

ALCOHOL AUTHORIZATION REQUEST

Request for City Council Resolution

Pursuant to Chapter 46, Article XII, § 46-176(c) of the Code of Ordinances

Alcoholic beverages are strictly prohibited in all City of Lathrup Village buildings, parks, and facilities unless expressly authorized by a resolution of the City Council. This form is the required written request to the City Administrator for placement on a City Council agenda.

Requestor Information

Name of Applicant / Organization: _____

Address: _____

Phone: _____ Email: _____

Facility Requested: _____ Event Date: _____

Booked Hours: _____ to _____ Expected Attendance: _____

Type of Event: _____

Alcohol Details

Describe the type of alcohol to be served and the manner of service (e.g., hosted bar, cash bar, limited beer/wine only):

Will alcohol be sold? ☐ Yes ☐ No

Will a licensed caterer or bartender be used? ☐ Yes ☐ No

If yes, name of licensed provider: _____

Insurance: Attach certificate of liquor liability insurance naming the City of Lathrup Village as additional insured (if required by the City).

Acknowledgments

By signing below, I/we acknowledge and agree that:

- This request must be submitted to the City Administrator at least four (4) weeks prior to the event.
- I/we must comply with all Michigan liquor laws, including no service to minors or visibly intoxicated persons.
- A printed copy of the adopted Council resolution must be kept on site and available for inspection throughout the event.
- Alcohol is prohibited at high school graduation or open-house events; such requests will not be considered.
- If alcohol is observed being served or consumed without a prior City Council resolution, the event will be immediately terminated, all fees and deposit forfeited, and future rental privileges may be revoked.
- Approval is discretionary and may include conditions imposed by the City Council.

Applicant / Authorized Representative

Signature: _____ Date: _____

Print Name: _____

FOR CITY USE ONLY

Date Received by City Administrator: _____ Received by: _____

Council Meeting Date: _____ Resolution No. (if approved): _____

☐ Approved with conditions: _____

☐ Denied Reason: _____

Staff Signature: _____ Date: _____