

# Revised Outdoor Rental Policies and Procedures

## DRAFT

### Purpose

The outdoor spaces currently available for use within the City of Lathrup Village provide ample opportunities for community use. This document will establish written policies and procedures for both rental and community use of these outdoor spaces.

### Definitions

For the purpose of the following policies and procedures, groups and spaces will be defined as follows:

Resident- any person whose primary residence is within the City of Lathrup Village limits, as listed on their driver's license or state ID

Non-Resident- any person whose primary residence is not within the City of Lathrup Village limits, as listed on their driver's license or state ID

Non-Profit Group- any registered 501(c)(3) organization

Lathrup Village Community Group- any not-for-profit organization, established with an expressed intent and/or programming that directly benefits Lathrup Village residents

Lathrup Village Business- any for-profit organization located within the city limits of Lathrup Village

Other Community Group- any not-for-profit organization that does not meet the requirements of a Lathrup Village Community Group

Other Business- any for-profit organization that does not meet the requirements of a Lathrup Village Business

### PARKS AND OUTDOOR SPACES

Municipal Park- located directly behind the City Hall building at 27400 Southfield Road. Rental of the park includes exclusive use of the picnic shelter/pavilion, the picnic shelter grill, the gazebo, the greenspace directly in front of the gazebo and access to parking in the northern lot of the City Hall building. Renters do not have access to restrooms within City Hall or use of the southern parking lot unless they have also rented the community room within City Hall. There is a playground and children's garden on-site as well which can be used but which remain open to the public. Rental does not include the Annie Lathrup Park (immediately to the north) unless that space is reserved via permit separately.

Annie Lathrup Park- located directly to the north of the City Hall building at 27400 Southfield Road and directly behind Anne Lathrup School. The park itself may not be rented but permits will be issued for use of the soccer field or roller hockey rinks.

Sarrackwood/Saratoga Park- located at the intersection of Saratoga and Woodworth. Rental of the park includes use of any picnic tables on site (though they may not be moved). There is a playground on-site which may be used but which remains open to the public. Street parking is available but park users may not impede access of residents to or from their homes. There are no restrooms available on-site.

Goldengate Park- located at the intersection of Rainbow Drive and W. 11 Mile Road. Rental of the park includes use of any picnic tables on site (though they may not be moved), one or more (but not all) of the permanent grills and permitted use of the greenspace in front of and behind the playground. There is a playground on-site which is available for use but which remains open to the public. Street parking is available but park users may not impede access of residents to or from their homes. There are no restrooms available on-site.

Dorothy Warren Park- located at the intersection of Rainbow Drive and Morningside Plaza. The park is not currently available to be rented or reserved through permit. It is open to public use in accordance with park policies. Restrooms and trash receptacles are not available on-site so any materials brought in must be carried out.

#### INDOOR SPACES

Community Room- largest room on the main floor of the City of Lathrup Village City Hall, rental of which includes access to parking on either side of City Hall, use of the main floor bathrooms. Additional rental options for the use of the kitchen, bar and audio-visual equipment (limited to wired microphone, projector, cd/dvd player and built-in audio. Must provide your own connections, wireless microphone or stands if needed. Suitable for banquets, baby showers, wedding showers, graduation parties/open houses, repasts, large meetings, adult birthday parties, dances, classes/events using paint. Suitable for food. Alcohol allowed with appropriate permit and/or waiver. Not suitable for children's parties. Minimum of 25 participants to book. Max of 150.

Kitchen- kitchen within the community room, rental of which includes access to ice machine, dishwasher, refrigerator, stove top/ovens and coffee maker for the purpose of reheating, warming and/or cooling foods only. No cooking. The kitchen may not be rented stand-alone.

Start time- the time at which event organizers and participants may enter the building. This includes the time to set-up.

End time- the time at which all event organizers and participants must be out of the building. This includes the time to tear down and clean up.

PARK AMENITIES

	Municipal	Lathrup	Sarrackwood	Warren	Goldengate
Gazebo	•				
Pavilion	•				
Restrooms					
Picnic Table	•		•		•
Trash Bins	•	•	•		•
Playground	•	•	•		•
Charcoal Grill	•				•
Parking on site	•	•			•
Street Parking			•	•	
Electricity	•				

RATES

Appropriate Documentation establishing a group or business’ rates could include, but is not limited to: a copy of 501(c)(3) documentation, federal tax-exempt number, copy of group’s mission statement, documentation of official mailing address, roster of group’s current members mailing addresses, documentation of community service projects/hours or any combination of the above.

Outdoor Space Rental Rates

Deposits

A \$100 refundable deposit is required for all event rentals, due at the time of application. Deposits will be returned within four weeks after the event if there has been no damage to the facilities and all rules, regulations and policies were followed. There is no deposit required for recurring permits of Annie Lathrup Park.

Municipal Park

Two (2) Hour Minimum required for ALL rentals

CATEGORY	HOURLY RATE
Resident	\$ 50 per hour
Non-Profit Group	\$ 50 per hour
Lathrup Village Community Group	\$ 60 per hour
Lathrup Village Business	\$ 60 per hour
Non-Resident	\$100 per hour
Other Community Group	\$100 per hour
Other Business	\$100 per hour

### Annie Lathrup Park

There is no fee associated with obtaining a permit for use of the soccer fields or roller hockey rinks for a singular event.

For recurring events, such as sport team practices, there will be a fee of \$5 per event listed on the permit for any users.

### Sarrackwood/Saratoga Park

CATEGORY	HOURLY RATE
Resident	\$ 20 per hour
Non-Profit Group	\$ 20 per hour
Lathrup Village Community Group	\$ 30 per hour
Lathrup Village Business	\$ 30 per hour
Non-Resident	\$100 per hour
Other Community Group	\$100 per hour
Other Business	\$100 per hour

### Goldengate Park

CATEGORY	HOURLY RATE
Resident	\$ 30 per hour
Non-Profit Group	\$ 30 per hour
Lathrup Village Community Group	\$ 40 per hour
Lathrup Village Business	\$ 40 per hour
Non-Resident	\$100 per hour
Other Community Group	\$100 per hour
Other Business	\$100 per hour

### Community Service Credits

Groups or individuals may pay all or a portion of their total rental fee in qualified community service. Qualified projects must directly benefit the City of Lathrup Village Parks & Recreation Department in its mission to serve the people of Lathrup Village. A list of available projects and their Community Service Credits will be available on the City of Lathrup Village web site.

Projects must be approved in advance by the recreation coordinator to use credits towards facility rentals. A maximum of \$1,000 in Community Service Credits can be earned per year. They cannot be transferred except when an individual has earned them and wants to transfer them to a group or business of which they are a member.

### Cancellations

Events cancelled between the time of booking and up to 3 weeks before the date of the event will be refunded their full deposit, less a \$20.00 processing fee. Events cancelled for any reason within 3 weeks of the date of event forfeit their entire deposit. Events booked at the parks should be considered, "rain or shine," as there are no refunds for cancellations due to weather conditions the day of the event.

### General Rental Policies

- Park rental is by permit only.
- The rental applicant must remain on site for the duration of the rental period.
- Event organizers must have a printed copy of their rental permit to display to Police Department if requested.
- Reservation holders may not transfer a park permit.
- The use of any park is at your own risk. The City does not assume responsibility for injury or for any loss, theft or damage to personal items.
- Reservation holders must comply with State of Michigan laws and City of Lathrup Village ordinances.
- Individuals or groups who fail to comply with these policies or who are responsible for damage to a facility may lose their deposit and their ability to rent City of Lathrup Village facilities in the future.

Observe all posted and written park rules.

### Outdoor Facility Policies

- Setup may not begin before 8:00 am. All activities, including cleanup, must be completed by 9:00 pm.
- Vehicles may not be driven on the grass or park walkways at any time, including setup and cleanup.
- Parking is limited to designated areas for each park.
- The City will not provide any setup or cleanup assistance for events. Any furniture or materials (including tables and chairs) must be provided by the event organizer and are not available for rent through the City of Lathrup Village.
- Electricity is only available at the Gazebo at Municipal Park. There is a \$10 per hour fee, to be paid in advance, to use electricity at Municipal Park.
- None of the parks have restrooms. Events lasting more than 4 hours are required to arrange and pay for their own portable toilets. A list of vendors serving this area is available. All other rentals may opt to provide their own portable toilets. Portable toilets must be delivered and removed the same day as the event. Portable toilets should be positioned to be out of direct view of neighboring homes and may not be placed within 100 feet of neighboring homes. The City of Lathrup Village assumes no responsibility for portable toilets brought on to city property for use by private rentals.

Renters of Municipal Park wishing to use the bathrooms located within City Hall must also rent the Community Room for the same time period.

- Music levels must stay under 65 decibels at all times. For comparison purposes, that's about as loud as a vacuum cleaner. Music should be considered background to your event and quiet enough for people to speak over. You should not be able to hear the music outside of the park.
- Area must be thoroughly cleaned after use. All trash must be bagged and placed in bins. Trash that does not fit neatly in the bins provided must be taken off-site by the renters. Trash may not be left sitting next to bins. Used charcoal must be disposed of in designated charcoal bins.

### Prohibited Items and Events

- Bounce houses, inflatables, petting zoos, and animal rides are prohibited at all parks except for City of Lathrup Village sponsored events. The City and the Police Department reserve the right to prohibit any activity considered to be a public nuisance or danger to park users.
- Decorations are not to be attached to the pavilion/picnic shelter or gazebo at Municipal Park in any way. Loose decorations such as confetti and glitter are prohibited at all parks. Remnants of spent water balloons must be thoroughly removed. Steel or wood pins/stakes are not allowed to be placed in the ground at any park site due to underground wiring and irrigation systems. Open flames and candles are prohibited.
- Commercial activity, the promotion of any business or commercial venture, fundraising, or a requiring anyone to pay or make a donation to attend the event is prohibited.
- Deep-frying is prohibited.
- Fireworks of any kind, including sparklers, are prohibited.
- No glass containers allowed (bottles, etc.).
- Smoking of any kind, vaping/electronic cigarettes, marijuana and marijuana infused products and alcohol are prohibited. Events with alcohol will be immediately terminated and deposits will not be returned.

### External Procedures for Booking a Singular Event

- A) Interested parties may contact the Recreation Coordinator or designated rental assistant (staff) via phone or email to initially inquire about the availability of a date.
- B) To hold a date all of the following items are required:
  - a. The appropriate deposit must be made using cash, certified check, money order or credit card (subject to additional fees). Deposits must be made in-person at the office during normal business hours.

- b. An Application for Singular Event must be completed. The application will be made available online. However, applicants must also present their driver's license or state ID in-person for staff to make a copy. If the applicant is requesting discounted resident rates, they must fill out the application themselves and their ID must indicate a Lathrup Village address. Groups must present appropriate documentation to qualify for discounted rates. For groups/businesses, the person filling out the application will be considered the "owner" of the event. Staff will only allow changes to the event details, including room set up, from the "owner" of the event(s) as listed on the application.
  - c. An Application for Singular Event will be considered complete only when it includes applicant information, copy of ID, waivers, acknowledgement and agreement of rules and cancellation policies.
  - d. Applicants will receive a receipt for their deposit as well as a copy of their application (including rules and the date at which their balance is due).
- C) Within three weeks of the event date, the applicant must pay the remainder of their balance. This obligation exists and is not dependent upon the city sending out reminders about payment due dates. Events that are not paid in full by three weeks out, will be considered cancelled and deposits will not be returned.

Any deviation from these procedures, by any office, must be documented in writing.

#### Internal Procedures for Booking a Singular Event

- A) When contacted via phone or email by interested parties regarding the availability of a date, the Recreation Coordinator or designated rental assistant (staff) will consult both the shared calendars and the written master book at the time of the inquiry. Any event not yet documented in those outlets will not be considered booked. The Recreation Coordinator or designated rental assistant should let inquiring parties know that any particular date is available "at the moment" but make no guarantees or promises that it will be held or otherwise available until the event is officially booked.
- B) To hold a date all of the following items are required:
  - a. The staff will charge the appropriate deposit based on the individual or group's status and current rental rates and will collect deposits via cash, certified check, money order or credit card (subject to additional fees). Deposits must be made in-person at the office during normal business hours.
  - b. The staff will collect an Application for Singular Event from all applicants. The application will be made available online and staff can print the application from online. A copy of the applicant's driver's license or state ID must also be made. If the applicant is requesting discounted resident rates, they must fill out the application themselves and their ID must indicate a Lathrup Village address. Groups must present appropriate documentation to qualify for discounted rates.

For groups/businesses, the person filling out the application will be considered the “owner” of the event. Staff will only allow changes to the event details, including room set up, from the “owner” of the event(s) as listed on the application

- c. An Application for Singular Event will be considered complete only when it includes applicant information, copy of ID, waivers, and acknowledgement and agreement of rules and cancellation policies.
  - d. Applicants will be given a receipt for their deposit as well as a copy of their application (including rules and the date at which their balance is due).
  - e. When all above requirements are met, staff will list the event on the shared calendar for the appropriate room and list the event in the master rental book in pencil. The listings should include the applicants name, the venue, the date and time.
- C) On a monthly basis, staff will review what events have outstanding balances. If it can be automated, staff will provide reminders of upcoming balance due dates. Events that are not paid in full by three weeks out, will be considered cancelled and deposits will not be returned. Staff will make every effort to contact the event organizer via phone or email before an event is removed from the calendar.

Any deviation from these procedures, by any office, must be documented in writing.

#### External Procedures for Booking Recurring or Multiple Events

- A) Interested parties may contact the Recreation Coordinator or designated rental assistant (staff) via phone or email to initially inquire about the availability of one or more dates. All applicants (individuals, groups and businesses) are limited to one event at Municipal Park per application per quarter of the fiscal year. Other parks may be similarly limited based demand.
- B) To hold each date all of the following items are required:
  - a. The appropriate deposit must be made using cash, certified check, money order or credit card (subject to additional fees). Deposits must be made in-person at the office during normal business hours. One deposit will suffice for up to 4 events in a calendar year, unless there is damage to the facilities or rules/policies were not properly followed in which case the deposit will not be returned and future events will not be covered by the initial deposit.
  - b. An Application for Multiple Dates/Events must be completed. The application will be made available online Applicants must also present their driver’s license or state ID for staff to make a copy. If the applicant is requesting discounted resident rates, they must fill out the application themselves and their ID must indicate a Lathrup Village address. Groups must present appropriate documentation to qualify for discounted rates. For groups/businesses, the person filling out the application will be considered the “owner” of the event.



Staff will only allow changes to the event details, including room set up, from the “owner” of the event(s) as listed on the application.

- c. An Application for Multiple Dates/Events will be considered complete only when it includes applicant information, copy of ID or appropriate documentation of group/business status, waivers, and acknowledgement and agreement of rules and cancellation policies.
  - d. Applicants will receive a receipt for their deposit as well as a copy of their application (including rules and the date at which their balance is due).
- C) Within three weeks of each event date, the applicant must pay the remainder of their balance. Unless it can be automated, the city will not send out reminders about payment due dates. Events that are not paid in full by three weeks out, will be considered cancelled and deposits will not be returned.

Any deviation from these procedures, by any office, must be documented in writing.

#### Internal Procedures for Booking Recurring or Multiple Events

- A) When contacted via phone or email by interested parties regarding the availability of a date, the Recreation Coordinator or designated rental assistant (staff) will consult both the shared calendars and the written master book at the time of the inquiry. Any event not yet documented in those outlets will not be considered booked. The Recreation Coordinator or designated rental assistant should let inquiring parties know that any particular date is available “at the moment” but make no guarantees or promises that it will be held or otherwise available until the event is officially booked.
- B) To hold each date all of the following items are required:
  - a. The staff will charge the appropriate deposit based on the individual or group’s status and current rental rates and will collect deposits via cash, certified check, money order or credit card (subject to additional fees). Deposits must be made in-person at the office during normal business hours. One deposit will suffice for up to 4 events in a calendar year, unless there is damage to the facilities or rules/policies were not properly followed in which case the deposit will not be returned and future events will not be covered by the initial deposit.
  - b. The staff will collect an Application for Multiple Dates/Events from all applicants. The application will be made available online and staff can print the application from online. A copy of the applicant’s driver’s license or state ID must also be made. If the applicant is requesting discounted resident rates, they must fill out the application themselves and their ID must indicate a Lathrup Village address. Groups must present appropriate documentation to qualify for discounted rates. For groups/businesses, the person filling out the application will be considered the “owner” of the event. Staff will only allow changes to the event details, including room set up, from the “owner” of the event(s) as listed on the application.

- c. An Application for Multiple Dates/Events will be considered complete only when it includes applicant information, copy of ID or appropriate documentation of group/business status, waivers, and acknowledgement and agreement of rules and cancellation policies.
  - d. Applicants will be given a receipt for their deposit as well as a copy of their application (including rules and the date at which their balance is due).
  - e. When all above requirements are met, staff will list the events on the shared calendar for the appropriate room(s) and list the events in the master rental book in pencil. The listings should include the applicants name, the venue, the date and time.
- C) On a monthly basis, staff will review what events have outstanding balances. If it can be automated, staff will provide reminders of upcoming balance due dates. Events that are not paid in full by three weeks out, will be considered cancelled and deposits will not be returned. Staff will make every effort to contact the event organizer via phone or email before an event is removed from the calendar.

Any deviation from these procedures, by any office, must be documented in writing.