



# City Council Study Session

Monday, July 21, 2025 at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

1. **Call to Order** by Mayor Garrett
2. **Discussion Items**
  - [A.](#) Flag Flying Policy
  - [B.](#) Rental Ordinance
  - [C.](#) 2025 Community Champions Playground Grant
  - D. City Hall DIA Mural
3. **Public Comments**
4. **Mayor and Council Comments**
5. **Adjourn**

## 6. ADDRESSING THE CITY COUNCIL

Your comments shall be made during the times set aside for that purpose.

Stand or raise a hand to indicate that you wish to speak.

When recognized, state your name and direct your comments and/or questions to any City official in attendance.

Each person wishing to address the City Council and/or attending officials shall be afforded one opportunity of up to three (3) minutes during the first and last occasion for citizen comments and questions and one opportunity of up to three (3) minutes during each public hearing.

Comments made during public hearings shall be relevant to the subject of the public hearings being held.

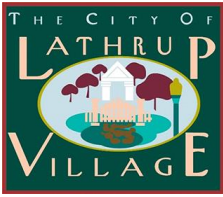
In addition to the opportunities described above, a citizen may respond to questions posed to them by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

No speakers may make personal or impertinent attacks upon any officer, employee, City Council member, or other elected Official that is unrelated to how the officer, employee, or City Council member or other Elected Official performs their duties.

No person shall use abusive or threatening language toward any individual when addressing the City Council.

Attendees are permitted to make video and sound recordings of the public meeting. However, video recording devices shall only be permitted in a designated area, and the device shall remain there through the duration of the meeting.

The Mayor shall direct any person who violates this section to be orderly and silent. If a person addressing the Council refuses to become silent when so directed, such person may be deemed by the Mayor to have committed a "breach of the peace" by disrupting and impeding the orderly conduct of the public meeting of the City Council and may be ordered by the Mayor to leave the meeting. If the person refuses to leave as directed, the Mayor may direct any law enforcement officer who is present to escort the violator from the meeting.



**City of Lathrup Village**  
 27400 Southfield Road  
 Lathrup Village, MI 48076  
[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
 FROM: Mike Greene – City Administrator  
 DATE: July 21, 2025  
 RE: Study Session

### **Flag Flying Policy**

*Regular Meeting Agenda Item* – As discussed at previous Study Sessions, the City Council provided staff/City Attorney recommendations and wanted to proceed with adopting some type of flag flying policy for City Hall. Enclosed is a draft resolution that is for consideration that would become the City's Flag Flying Policy.

Additionally, there were questions regarding the cost of installing another flag pole here at City Hall. Rocket Enterprises is the company who installed the current flag pole and the flag pole in the Veterans area. They were able to provide a couple of quotes and options for the City to consider, IF we wanted to add additional pole(s) to the facility.

### **Rental Ordinance**

*Regular Meeting Agenda Item* – Over the past few months, the Council has discussed updating our rental ordinance to include Short-Term-Rentals. Drafted ordinances are included in your packet and are scheduled for a first reading during the regular meeting.

### **2025 Community Champions Playground Grant**

GameTime just announced its 2025 Community Champions Playground Grant program. For a limited time, GameTime is offering up to 100% matching funds toward the purchase of a new playground system for customers in the contiguous United States. You can learn more at [www.gametime.com/playground-grant](http://www.gametime.com/playground-grant).

The purpose of this discussion is to see if the Council has any interest in applying for this grant program, and if so, what the maximum the Council would be comfortable matching. No funds were budgeted for this specific type of project and if awarded, would require the use of fund balance dollars. If Council wishes to move forward, my recommendation would be to apply for a Sarrackwood Park Playscape replacement, as that playscape is at the end of its useful life (reminder – Municipal Park Playscape currently has an MDNR grant request submitted).

Specific playscapes are noted for the 100% match, and the equipment has a minimum cost of \$75,000 to qualify. If awarded, the new playscape would cost the City at minimum \$37,500 depending on the playscape selected.

### **City Hall DIA Mural**

Over a year ago the City started working with the Detroit Institute of Arts via their Partners in Public Art program. Over the past few months, staff has worked with volunteer input to review artist submissions that were created based on community survey input.

The latest rendering from the selected artist has been shared with the City Council and the purpose of this topic is to gather any additional feedback. The artist is tentatively scheduled to start mid-August.

Kelly Garrett  
Mayor

Bruce Kantor  
Mayor Pro-Tem

Jalen Jennings  
Council Member

Jason Hammond  
Council Member

Maria Mannarino  
Council Member

CITY OF LATHRUP VILLAGE  
OAKLAND COUNTY, MICHIGAN

RESOLUTION #2025-17  
DESIGNATING CITY FLAGPOLES AS NONPUBLIC FORUMS AND  
PLATFORMS FOR GOVERNMENT SPEECH AND ESTABLISHING A FLAG  
DISPLAY POLICY

At a regular meeting of the City Council of the City of Lathrup Village,  
Oakland County, Michigan (the “City”), held on the 21st day of July, 2025.

PRESENT: \_\_\_\_\_  
\_\_\_\_\_

ABSENT: \_\_\_\_\_

The following preamble and Resolution were offered by  
\_\_\_\_\_ and seconded by \_\_\_\_\_.

**WHEREAS**, the City of Lathrup Village owns and maintains flagpoles on city  
property, including but not limited to City Hall, for the purpose of displaying flags  
that convey the City’s official messages and expressions; and

**WHEREAS**, the City intends to designate its flagpoles as nonpublic forums and  
platforms for government speech, reserving them for the City’s own expressive  
purposes and limiting their use to specific flags that align with the City’s official  
messages; and

**WHEREAS**, the City seeks to establish a clear and consistent policy governing  
the display of flags on city flagpoles to avoid creating a public forum and to  
ensure that all flags flown represent the City’s endorsed messages; and

**WHEREAS**, the City recognizes the importance of maintaining control over its  
flagpoles to communicate messages of civic pride, historical significance, and

governmental purpose, while allowing limited flexibility to adopt additional flags as government speech on a temporary basis; and

**WHEREAS**, this resolution is intended to comply with applicable First Amendment principles, including those articulated in *Pleasant Grove City v. Summum* (2009) and *Shurtleff v. City of Boston* (2022), by clearly designating the flagpoles' status and establishing a policy for flag displays;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Lathrup Village as follows:

**Section 1: Designation of City Flagpoles as Nonpublic Forums and Government Speech**

1. All flagpoles owned and maintained by the City of Lathrup Village on city property are hereby designated as **nonpublic forums** and platforms for **government speech**.
2. The City's flagpoles are reserved for the display of flags that convey the City's official messages, as determined by the City Council or its designated representatives.
3. The City does not intend to create a public forum, designated public forum, or limited public forum for private expression on its flagpoles. The display of any flag on city flagpoles constitutes government speech, reflecting the City's endorsed message.

## Section 2: Policy Governing Flag Displays

1. **Purpose:** The City establishes this policy to govern the display of flags on city flagpoles, ensuring that all flags flown represent the City's official messages and maintain the flagpoles as nonpublic forums.
2. **Permissible Flags:** The City may fly the following flags on its flagpoles, each of which constitutes government speech:
  - a. The flag of the United States of America, as previously flown on United States government properties.
  - b. The flag of the State of Michigan, as previously flown at the Michigan State Capitol building.
  - c. Any official flag of the City of Lathrup Village, including but not limited to the city flag or flags representing city departments or initiatives.
  - d. Any flag that, within the last five years from the date of this Resolution, the City has flown on City owned flag poles, outside or inside City owned building, any flag Oakland County has flown outside of the Oakland County Executive and Courthouse complex in Pontiac , Michigan, any flag that the State of Michigan has flown on the flagpoles outside the State Capitol Building in Lansing, Michigan or any flag the US Government has flown on the flagpoles on or outside the White House in Washington D.C.. including but not limited to the POW/MIA flag, the Juneteenth flag, the Pan-African flag, the Pride or Progressive Pride flag.
3. **Temporary Authorization of Additional Flags:**
  - a. The City Council may, by resolution and issuance of a Proclamation,

authorize the temporary display of additional flags on city flagpoles for specific civic, historical, or cultural purposes, provided such flags are adopted as the City's own message and constitute government speech.

**b.** Any temporarily authorized flag must align with the City's official purposes, such as commemorating significant events, promoting civic pride, or recognizing historical or cultural milestones.

**c.** The Proclamation shall document the purpose, duration, and rationale for displaying any temporary flag, ensuring that such displays remain government speech and do not create a public forum.

**d.** Examples of temporary flags may include, but are not limited to, flags commemorating national holidays, state-recognized events, or city-sponsored initiatives, subject to City Council approval.

#### **4. Flag Protocol**

**a.** It is the policy of the City of Lathrup Village to correctly honor the flags displayed on City property in compliance with national and state protocols for flag display and etiquette.

#### **5. Prohibited Uses:**

**a.** City flagpoles shall not be used for the display of private flags, commercial flags, or flags representing individual organizations, groups, or causes, unless such flags are expressly authorized by the City Council as government speech under Section 2(3).

**b.** The City shall not accept or fly flags provided by private individuals or

groups unless the City Council adopts the flag as its own message through the process outlined in Section 2(3).

**Section 3: Administration and Enforcement**

- 1. The City Manager, or their designee, shall oversee the implementation of this policy and ensure compliance with its terms.
- 2. Any request to fly a flag not listed in Section 2(2) must be submitted in writing to the City Manager, who shall forward the request to the City Council for consideration under Section 2(3).
- 3. The City Council's decision to approve or deny a temporary flag display shall be based on the criteria in this resolution and shall be applied in a viewpoint-neutral manner.

**Section 4: Severability**

If any provision of this resolution is found to be invalid or unconstitutional by a court of competent jurisdiction, such provision shall be severed from the remainder of the resolution, which shall remain in full force and effect.

**Section 5: Effective Date**

This resolution shall take effect immediately upon its adoption by the City Council.

YEAS: \_\_\_\_\_  
\_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT/  
ABSTAIN \_\_\_\_\_

STATE OF MICHIGAN) )ss  
COUNTY OF OAKLAND

)SS

COUNTY OF OAKLAND

I hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the City Council of the City of Lathrup Village, Oakland County, Michigan at a regular meeting duly called and held on the 21st day of July, 2025, the original of which resolution is on file in my office, and that notice of said meeting was given, the meeting was held and the minutes filed in accordance with the Open Meetings Act, Act No. 267, Public Acts of Michigan, 1976, as amended.

Alisa Emanuel  
City Clerk



INQ #101312

7/02/25

OPTION #1

**ROCKET ENTERPRISE, INC.**

30660 Ryan Road, Warren, MI 48092  
586/751-7600 PH / 586/751-7636 FX

July 15, 2025

Mike Green

**City of Lathrup Village**

27400 Southfield Rd  
Lathrup Village, Mi, 48076

248/557-2600

mgreene@lathrupvillage.org

Mike,

Thank you for your interest in the products and services of **Rocket Enterprise, Inc.** Below you will find pricing and specifications on the flagpole you have requested.

Should you have any questions or need additional information, please feel free to contact our office.

We appreciate your consideration and look forward to being a part of your organization's Patriotic Flag Flying Tradition.

Sincerely,

Kaylyn Florey

**CONE TAPERED SPUN ALUMINUM FLAGPOLE: RH 40 SATIN W LOCKBOX**

QTY	PART #, HEIGHT, DESCRIPTION	BASE	TOP	WALL	TC	TA	EACH	EXTENDED
1	RH40' BRUSHED SATIN FLAGPOLE	7"	3.5"	0.156	NT	0	\$2,950.00	\$2,950.00
1	DELIVERY, ASSEMBLY \$ COMPLETE INSTALLATION				NT	0	\$1,875.00	\$1,875.00
1	ROPE AND CLEAT COVER - LOCKBOX				NT	0	\$225.00	\$225.00
								\$0.00
	IF NEEDED:							\$0.00
	ACCESS TOP OF 50' FLAGPOLE TO ADD MATCHING GOLD BALL - \$575.00							\$0.00
	(1) 10" GOLD BALL - \$140.00							\$0.00
	CART DIRT OFFSITE - \$275.00							\$0.00
								\$0.00
							<b>SUB TOTAL</b>	<b>\$5,050.00</b>
	<b>**NOTE: PRICING SHOWN IS FIRM FOR "60" DAYS**</b>						<b>TAX</b>	<b>\$0.00</b>
							<b>TOTAL</b>	<b>\$5,050.00</b>

**FLAGPOLE PACKAGE INCLUDES:** \* Gold Ball Top \* Standard Truck Pulley \* Halyard & 2 Stainless Steel Clips \*

\* Flash Collar \* Ground Sleeve \* Cast Aluminum Cleat \*

**ABOVE PRICING DOES NOT INCLUDE CHARGES FOR:** \* Jackhammer through asphalt or concrete \* Carting dirt off site \*

**\*\* ROCKET ENTERPRISE CAN NOT TAKE RESPONSIBILITY FOR DAMAGED SPRINKLER HEADS OR LINES THAT HAVE NOT BEEN IDENTIFIED BY CUSTOMER PRIOR TO EXCAVATION \*\***

**UPON ACCEPTANCE - PLEASE SIGN, DATE & RETURN YOUR ORDER APPROVAL - THANK YOU**

NAME &amp; TITLE

DATE

INQ #101312

7/02/25

OPTION #2

**ROCKET ENTERPRISE, INC.**

30660 Ryan Road, Warren, MI 48092  
 586/751-7600 PH / 586/751-7636 FX

July 15, 2025

Mike Green  
**City of Lathrup Village**  
 27400 Southfield Rd  
 Lathrup Village, Mi, 48076

248/557-2600  
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Sincerely,

Kaylyn Florey

**CONE TAPERED SPUN ALUMINUM FLAGPOLE: RH 40 SATIN W LOCKBOX**

QTY	PART #, HEIGHT, DESCRIPTION	BASE	TOP	WALL	TC	TA	EACH	EXTENDED
2	RH40' BRUSHED SATIN FLAGPOLE	7"	3.5"	0.156	NT	0	\$2,950.00	\$5,900.00
1	DELIVERY, ASSEMBLY \$ COMPLETE INSTALLATION				NT	0	\$3,750.00	\$3,750.00
2	ROPE AND CLEAT COVER - LOCKBOX				NT	0	\$225.00	\$450.00
2	MULTIPLE FLAGPOLE PURCHASE DISCOUNT						(\$147.50)	(\$295.00)
								\$0.00
	IF REQUESTED:							\$0.00
	ACCESS TOP OF 50' FLAGPOLE TO ADD MATCHING GOLD BALL						\$575.00	\$0.00
	(1) 10" GOLD BALL \$140.00							\$0.00
	CART DIRT OFFSITE - \$550.00							\$0.00
							<b>SUB TOTAL</b>	\$9,805.00
	<b>**NOTE: PRICING SHOWN IS FIRM FOR "60" DAYS**</b>						<b>TAX</b>	\$0.00
							<b>TOTAL</b>	\$9,805.00

**FLAGPOLE PACKAGE INCLUDES:** \* Gold Ball Top \* Standard Truck Pulley \* Halyard & 2 Stainless Steel Clips \*

\* Flash Collar \* Ground Sleeve \* Cast Aluminum Cleat \*

**ABOVE PRICING DOES NOT INCLUDE CHARGES FOR:** \* Jackhammer through asphalt or concrete \* Carting dirt off site \*

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**UPON ACCEPTANCE - PLEASE SIGN, DATE & RETURN YOUR ORDER APPROVAL - THANK YOU**

NAME &amp; TITLE

DATE



**ROCKET ENTERPRISE, INC.**

30660 Ryan Road, Warren, MI 48092  
586/751-7600 PH / 586/751-7636 FX

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**City of Lathrup Village**

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Sincerely,

Kaylyn Florey

July 15, 2025

248/557-2600

mgreene@lathrupvillage.org

**CONE TAPERED SPUN ALUMINUM FLAGPOLE: RH 40 SATIN W LOCKBOX**

QTY	PART #, HEIGHT, DESCRIPTION	BASE	TOP	WALL	TC	TA	EACH	EXTENDED
1	SERVICE CALL AND LABOR TO REMOVE EXISTING 50' FLAGPOLE FROM SLEEVE / JACKHAMMER PAD BELOW GRADE / EXCAVATE & POUR NEW FOUNDATION / ERECT EXISTING FLAGPOLE INTO NEW FOUNDATION				NT	0	\$4,396.25	\$4,396.25
1	5'X12" GROUND SLEEVE				NT	0	\$400.00	\$400.00
1	RH40' BRUSHED SATIN FLAGPOLE	7"	3.5"	0.156	NT	0	\$2,950.00	\$2,950.00
1	DELIVERY, ASSEMBLY & COMPLETE INSTALLATION				NT	0	\$1,875.00	\$1,875.00
1	ROPE AND CLEAT COVER - LOCKBOX				NT	0	\$225.00	\$225.00
								\$0.00
	IF NEEDED:							\$0.00
	(1) 10" GOLD BALL - \$140.00							\$0.00
	CART DIRT OFFSITE - \$575.00							\$0.00
							<b>SUB TOTAL</b>	<b>\$9,846.25</b>
	<b>**NOTE: PRICING SHOWN IS FIRM FOR "60" DAYS**</b>						<b>TAX</b>	<b>\$0.00</b>
							<b>TOTAL</b>	<b>\$9,846.25</b>

FLAGPOLE PACKAGE INCLUDES: \* Gold Ball Top \* Standard Truck Pulley \* Halyard & 2 Stainless Steel Clips \*

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**UPON ACCEPTANCE - PLEASE SIGN, DATE & RETURN YOUR ORDER APPROVAL - THANK YOU**

NAME & TITLE

DATE

*Item 2A.*



*Item 2A.*



**ORDINANCE NO. 2025-05**

**CITY OF LATHRUP VILLAGE  
OAKLAND COUNTY, MICHIGAN**

**AN ORDINANCE TO AMEND THE CITY OF  
LATHRUP VILLAGE CODE OF ORDINANCES AT  
CHAPTER 18. BUSINESSES, ARTICLE IV. LANDLORDS AND TENANTS,  
SECTION 18-181 DEFINITIONS AND SECTION 18-184 RENTAL LICENSES.**

**THE CITY COUNCIL OF THE CITY OF LATHRUP VILLAGE ORDAINS:**

**PART I. TITLE.**

This Ordinance shall be known as the “Landlord and Tenants Ordinance”.

**PART II. ORDINANCE AMENDMENT.**

Chapter 18. Business, Article IV. Landlord and Tenants, Section 18-181. Definitions and Section 18-184. Rental Licenses of the City of Lathrup Village Code of Ordinances is hereby added to read as follows in its entirety:

**ARTICLE IV. LANDLORD AND TENANT**

**Sec. 18-181. Definitions**

For the purpose of this article, the words set forth in each section shall have the following meanings:

*Enforcing officer or enforcing agent* means the Lathrup Village Building Official.

*Landlord* means the owner or lessor of the rental unit or property of which the rental unit is a part and in addition means a person authorized to exercise any aspect of the management of the premises.

*Leasing or renting* means providing property to a person or entity for any period of time in exchange for monetary remuneration or other benefit **with the exception of residential rentals for a period of less than 30 days at a time, which are regulated under Article VII of this Chapter.**

*Rental unit or premises* means a structure or part of a structure used as a home, residence, or sleeping unit by a person(s), or other grounds, or other facilities or area promised for the use of a residential tenant and includes, but without limitation apartment units, boarding houses, rooming houses, mobile

homes, and single and two-family dwellings. It also includes office and commercial structures used for office or commercial purposes.

*Short-Term Rental or STR.* A residential dwelling unit, or portions thereof, that is available and licensed and used for accommodations or lodging of guests, paying a fee or other compensation, for a period of less than 30 days at a time when the owner of the single family dwelling unit does or does not reside in the dwelling unit during the rental period and is not a bed and breakfast, hotel, motel, or public lodging house.

*Tenant or occupant* means a person who occupies a rental unit or property for residential purposes with the landlord's consent for an agreed upon consideration.

#### **Sec. 18-184. Rental licenses.**

(a) All rental units must be licensed during any period of occupancy. Rental licenses are not transferable between landlords or rental units.

(b) All rental units must have a Local Contact Person:

- (1) Each owner of a short-term rental must designate a responsible local agent who has access and authority to assume management of the unit and take remedial measures;
- (2) The owner or responsible local agent of the short-term rental shall be always available by telephone and must be physically located within 20-miles of the property in the event of an emergency or issue that requires immediate attention. This information shall be updated by the license holder immediately if it changes;

(c) The following approvals must be obtained by the landlord in order to obtain a rental license:

- (1) The building official shall determine that the rental unit under application has been inspected and approved within the past 24 months as in compliance with the various codes appropriate to property maintenance and construction trades, as codified in chapter 14 of the Lathrup Village Municipal Code, and, that the mechanical system has been checked and certified by a licensed mechanical contractor that the system is in safe and proper working order according to the applicable code. A building approval that has been issued within the past twenty-four months does not restrict the official from requiring additional inspections as permitted by the chapter 14 codes, or when there is a complaint or other probable cause to suspect that a violation or violations of any code or section of this article may exist.
- (2) A building official shall determine whether the structure(s) and uses comply with, or are exempt from, the city zoning requirements. All rental units shall



comply with the city zoning ordinance or obtain a determination of lawful nonconformity from the building official or zoning board of appeals, as provided for in the zoning ordinance.

- (3) Fire marshal approval shall be required for commercial structures and those residential uses regulated by the National Fire Prevention Code.
- (4) Water department approval shall be required, certifying that the water account for the structure is not delinquent.
- (5) City treasurer approval shall be required, certifying that the property taxes for the parcel in question are not delinquent.

(d) Upon a finding of compliance with the provisions hereof and payment of the required fees a license shall be issued.

(e) At any time, that a finding is made by the enforcing agency that a condition exists which would constitute a hazard to health or safety, No license shall be issued and a license issued shall be suspended and an order to comply with this article shall be issued immediately and served upon the owner in accordance with section 18-196. On reinspection and proof of compliance, the order shall be rescinded and a license issued or reinstated.

### **PART III. REPEALER.**

This ordinance repeals any ordinances in conflict thereof.

### **PART IV. SEVERABILITY.**

If any section, subsection, clause, phrase, or portion of this article is for any reason held invalid by a court of competent jurisdiction, such portion shall be deemed a separate and distinct provision, and such holding shall not affect the validity of the remaining portions.

### **PART V. SAVINGS.**

All proceedings pending and all rights and liabilities existing, acquired, or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force where they commenced.

### **PART VI. EFFECTIVE DATE.**



This Ordinance shall be published in the manner required by law and shall become effective ten (10) days after the date of its publication. A copy of the ordinance shall also be made available for public use and inspection in the office of the City Clerk.

MADE, PASSED AND ADOPTED BY THE CITY COUNCIL, CITY OF LATHRUP VILLAGE, OAKLAND COUNTY, MICHIGAN THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
Alisa Emanuel, City Clerk

Date of Introduction: \_\_\_\_\_, 2025

Date of Adoption: \_\_\_\_\_, 2025

Date of Publication of

Notice of Adoption: \_\_\_\_\_, 2025

### **CERTIFICATE OF ADOPTION**

I hereby certify that the foregoing is a true and complete copy of the ordinance passed at a meeting of the City of Lathrup Village held on the \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Alisa Emanuel, City Clerk

**ORDINANCE NO. 2025-06****CITY OF LATHRUP VILLAGE  
OAKLAND COUNTY, MICHIGAN****AN ORDINANCE TO AMEND THE CITY OF  
LATHRUP VILLAGE CODE OF ORDINANCES AT  
ARTICLE 18. BUSINESSES, BY ADDING A NEW ARTICLE  
ARTICLE VII. SHORT-TERM RENTALS, TO PROVIDE FOR  
THE LICENSING AND REGULATION OF SHORT-TERM  
RENTALS IN THE CITY OF LATHRUP VILLAGE****THE CITY COUNCIL OF THE CITY OF LATHRUP VILLAGE ORDAINS:****PART I. TITLE.**

This Ordinance shall be known as the “Short-Term Rental Ordinance”.

**PART II. ORDINANCE AMENDMENT.**

Chapter 18. Business, Article VII. Short-Term Rental, of the City of Lathrup Village Code of Ordinances is hereby added to read as follows in its entirety:

**ARTICLE VII. SHORT-TERM RENTALS****Sec. 18-400. PURPOSE.**

The purpose of this Article is to protect and promote the health, safety and welfare of the residents of the City of Lathrup Village, as well as those visiting the area, by requiring the licensing of short-term rentals within the City. It is also the intent of this Article to provide regulations to preserve and maintain the residential communities within the City and to ensure that the short-term rental activity permitted resembles the existing and traditional residential uses made by resident owners and lessees.

**Sec. 18-401. APPLICABILITY.**

This article applies to all residential dwelling units in the City of Lathrup Village where the dwelling unit is rented for a period of less than 30 days at a time during a calendar year, and where the owner does not reside during the rental period. All requirements, regulations and standards imposed by this article are intended to apply in addition to any other applicable requirements, regulations and standards imposed elsewhere in other ordinances of the City, including the Zoning Code. Further, this article does not affect additional requirements placed on use of property imposed by deeds, restrictive covenants, associations rules or bylaws, or rental agreements.

## **Sec. 18-402. DEFINITIONS.**

Unless otherwise specified herein, the terms used in this article shall be defined as follows:

**Bedroom.** Shall mean a separate room with a door, closet, and window that is used or intended to be used specifically for sleeping purposes, has a minimum horizontal distance in any direction of 7 feet, and not a room by design intended to serve another purpose such as a kitchen, dining area, den, family rooms, or living rooms.

**Building Official.** Shall mean the person, or his or her designee, appointed as chief administrator of building and construction codes, permits and accepted construction procedures within the City of Lathrup Village. For the purpose of this Article, a Building Official designee may include a professional entity or person which is in the business of performing building inspections.

**Maximum Occupancy.** The maximum number of allowable occupants and the guests of those occupants for a short-term rental, as established in Section 18-417 of this Article.

**Non-Residential Short Term Rental Unit.** Any home, unit, apartment, condominium, or similar residential building used for a Short-Term Rental Unit that is not the Owner's principal residence.

**Occupant.** An occupant or renter of a short-term rental pursuant to a rental agreement. The term "occupant" as used herein does not include guests of the occupant or renter who are visiting outside quiet hours.

**Owner.** The person or entity that holds legal or equitable title to the property (or portion thereof) used as a Short-Term Rental.

**Parking space.** An onsite designated parking area legally available to the dwelling unit for overnight parking of a motorized vehicle or trailer.

**Premises.** Means the site upon which a short-term rental unit or structure is located including, but not limited to, yards, walkways, driveways, patios, decks, accessory structures, fences and landscaping.

**Residential Short Term Rental Unit.** Any home, unit, apartment, condominium, or similar residential building used for a Short-Term Rental Unit that is the Owner's principal residence.

**Responsible Local Agent.** Means a person or representative of an individual, a corporation, partnership, firm, joint venture, trust, association, organization or other entity having his or her place of residence within 20 miles of the property and designated by the property owner as

responsible for operating such property in compliance with the ordinances adopted by the Village. All official notices of the Village may be served on the responsible local agent, and any notice so served shall be deemed to have been served upon the owner of record.

**Short-Term Rental or STR.** A residential dwelling unit, or portions thereof, that is available and licensed and used for accommodations or lodging of guests, paying a fee or other compensation, for a period of less than 30 days at a time when the owner of the single family dwelling unit does or does not reside in the dwelling unit during the rental period and is not a bed and breakfast, hotel, motel, or public lodging house.

**Short-Term Rental Structure.** Shall mean any building containing one or more short-term rental units, including any common areas accessible to occupants of all short-term rental units within the building, restricted or non-accessible portions of the structure and the building exterior.

**Short-Term Rental Unit.** Shall mean distinct individual living quarters within a building intended for occupancy by a person or persons other than the owner and the family of the owner, and for which a remuneration of any kind is paid.

**Special Events.** In association with a short-term rental, a wedding, outdoor party, family reunion, or similar gathering that exceeds the maximum number of occupants allowed under the short-term rental license.

#### **Sec 18-403. LICENSE REQUIRED.**

An owner of any dwelling located within the City of Latrup Village shall not rent, or allow to be rented, a dwelling unit to another person for less than 30 days at a time, unless the owner has obtained a short-term rental license for that dwelling unit in accordance with the requirements of this Article.

#### **Sec 18-404. APPLICATION FOR SHORT TERM RENTAL LICENSE.**

A. It shall be the responsibility of the owner of a short-term rental to apply for a license through the submission of a short-term rental license application.

B. An application for registration of a short-term rental unit shall be made in such form and in accordance with such instructions as may be provided by the Building Official and shall include at least the following required information prior to receipt of a Short-Term Rental License or license renewal.

- (1) The address of the short-term structure or unit(s);
- (2) The names and addresses of all owners of the STR structure or unit(s);

- (3) The name, address and telephone number of the person authorized to collect rental fees from the individuals occupying the STR structure or unit(s);
- (4) The name, local address and telephone number of the responsible local agent, who shall be available by phone twenty-four (24) hours a day, seven (7) days a week whenever the unit is utilized as a STR;
- (5) The number of STR units in each structure;
- (6) A copy of the recorded deed or land contract, and a copy of any deed restrictions, by-laws, or master deed requirements for every structure or premises;
- (7) Proof of homeowner's and/or liability insurance, in a form acceptable to the City, for limits acceptable to the City.
- (8) A fully completed and signed Short-Term Rental License Application form provided by the City including all the required supplemental documents; and
- (9) No application for initial or renewal license will be accepted if there are past due property taxes, water bills, or any other debts owing to the City on the property described in the license application.

C. The following approvals must be obtained by the landlord in order to obtain a short-term rental license:

- (1) The building official shall determine that the rental unit under application has been inspected and approved within the past **24** months as in compliance with the various codes appropriate to property maintenance and construction trades, as codified in chapter 14 of the Lathrup Village Municipal Code, and, that the mechanical system has been checked and certified by a licensed mechanical contractor that the system is in safe and proper working order according to the applicable code. A building approval that has been issued within the past **twenty-four** months does not restrict the official from requiring additional inspections as permitted by the chapter 14 codes, or when there is a complaint or other probable cause to suspect that a violation or violations of any code or section of this article may exist.
- (2) A building official shall determine whether the structure(s) and uses comply with, or are exempt from, the city zoning requirements. All rental units shall comply with the city zoning ordinance or obtain a determination of lawful nonconformity from the building official or zoning board of appeals, as provided for in the zoning ordinance.

- (3) Fire marshal approval shall be required for commercial structures and those residential uses regulated by the National Fire Prevention Code.
- (4) Water department approval shall be required, certifying that the water account for the structure is not delinquent.
- (5) City treasurer approval shall be required, certifying that the property taxes for the parcel in question are not delinquent.

**Sec. 18-405. EXISTING SHORT-TERM RENTAL LICENSING.**

All short-term rental structures or units existing as of the effective date of this Article shall be licensed no later than six-months after the effective date of this Article. The City may order licensing prior to that date for any known STR structures or units upon notification to the property owner of record. Such license shall be effective for one year, and it shall be the responsibility of the property owners to renew such STR structure or unit prior to the expiration of the license for each STR structure or unit.

**Sec. 18-406. CHANGE IN LICENSE INFORMATION.**

The property owner of a short-term rental structure or unit licensed with the City shall renew within 60 days after any change occurs in license information, with the exception that any change of responsible local agent shall be reported to the City within two days of such change. A new owner of a licensed STR structure or unit shall renew the STR structure or unit license as provided in this Article. Renewal license fees shall not apply.

**Sec. 18-407. LICENSE RENEWAL.**

A property owner shall renew their license every year, prior to the expiration of any existing license. At least 30 days prior to the expiration of any license, the City shall notify the registered owner to renew the short-term rental structure or unit license and to arrange for an inspection if necessary. The property owner shall be responsible for renewing a STR structure or unit license and arranging an inspection prior to the license expiration date. When a STR structure or unit license is renewed in accordance with this Article, it shall have a one year expiration date with the same month and day as shown on the previous license, regardless of the date that the new license is actually issued.

**Sec. 18-408. INACCURATE OR INCOMPLETE LICENSE INFORMATION.**

It shall be a violation of this Article for a property owner or a responsible local agent to provide inaccurate information for the licensing of STR structures or units or to fail to provide information required by the City for such licensing. In those cases in which the owner is not a natural person, the owner information shall be that of the president, general manager or other chief executive officer of the organization. Where more than one natural person has an ownership interest, the required information shall be provided for each such owner.

### **Sec. 18-409. REVOCATION**

The City Building Official, Code Enforcement Officer, City Fire Officials or City Police Officers may issue a citation or notice for the violation of any provision of the Lathrup Village Code of Ordinances. Failure to comply with such citation or notice and correct any violation within 60 days of issuance may result in the revocation of a STR license.

### **Sec. 18-410. APPEAL OF DENIAL OF LICENSE OR REVOCATION.**

Any property owner whose short-term rental structure or unit license has been denied or revoked may file an appeal to the City of Lathrup Village City Council.

- (a) Upon revocation of any license, founded upon a determination that a short-term rental structure or unit is unfit for human habitation, and after exhaustion of an appeal to the City of Lathrup Village City Council, if one has been made, the owner or operator of the STR structure or unit shall immediately vacate the structure or unit; and no person shall thereafter occupy the structure or unit for sleeping or living purposes until such structure or unit complies with this Article;
- (b) When a short-term rental structure or unit is found to be in violation of the provisions of the ordinances adopted by the City, but determined to be habitable, a vacation order shall not be entered; but the license shall be deemed expired and the STR structure or unit shall be in violation of the terms of this Article.

### **Sec. 18-411. BASIS FOR INSPECTIONS.**

Inspections may be made to obtain and maintain compliance with the standards of this Article based upon one of the following.

- (a) A complaint received by the City indicating that there is a violation of the standards or provisions of the ordinances adopted by the City. Such a complaint shall be supported by documentation, photographs or other evidence of the alleged violation.
- (b) An observation by the City of a violation of the standards or the provisions of the ordinances adopted by the City.
- (c) A report or observation of a short-term rental structure or unit that is unoccupied and unsecured or a STR structure or unit that is fire damaged.
- (d) The need to determine compliance with a notice or an order issued by the City.

- (e) An emergency observed or reasonably believed to exist.
- (f) A request for an inspection by the property owner.
- (g) Requirements of law where a short-term rental structure or unit is to be demolished by the City or where ownership is to be transferred to the City.

**Sec. 18-412. COMPLAINT-INITIATED INSPECTIONS.**

If an inspection is initiated by a complaint and no violation is found to exist, no inspection fees will be assessed against the owner of the inspected short-term rental structure or unit. If any maintenance issues are discovered, inspection fees may be applied at the discretion of the Building Official.

**Sec. 18-413. INSPECTION PROCEDURES.**

- (a) If an inspection is scheduled and the owner or responsible local agent fails to appear, an inspection fee shall be assessed against the owner and/or the responsible local agent, even though an inspection could not be performed. Rescheduling of the inspection shall be the sole responsibility of the owner or responsible local agent. No inspection shall be completed until all fees are paid in full;
- (b) A property owner, local agent or occupant shall provide access to his or her short-term rental structure or unit(s) for all inspections. An individual refusing entry shall be notified of the City's authority to inspect the property and that it will take appropriate and necessary action, including but not limited to: issuance of a citation, obtaining a search warrant, posting the short-term rental structure or unit as uninhabitable and/or instituting other legal action as prescribed herein.

**Sec. 18-414. INSPECTION CRITERIA.**

- (a) The City shall utilize the "International Property Maintenance Code" and other applicable ordinance requirements adopted by the City Council for the City of Lathrup Village, as the established standards for the inspection of all short-term rental structures and units.
- (b) The Building Official shall prepare a standardized checklist of items to be inspected consistent with the standards of the "International Property



Maintenance Code”. The checklist shall be available to all short-term rental property owners and tenants prior to an inspection.

- (c) The Building Official shall determine whether the short-term rental structure or unit complies with or are legal non-conforming uses in their zoning district. In the event that a legal non-conformity cannot be established, or an owner disagrees with the findings of the Building Official in regard to non-conformity or proper zoning, an appeal may be made to the City of Lathrup Village City Council.

#### **Sec. 18-415. REINSPECTION.**

Where a reinspection must be made to ensure conformity with this Article, there will be charged a separate fee for every inspection when the violation has not been abated or corrected.

#### **Sec. 18-416 . SHORT TERM RENTAL STANDARDS AND REGULATIONS.**

All Short-Term Rentals must meet the following standards:

- ~~(a)~~ (a) Only one (1) dwelling unit per parcel shall be leased, subleased, rented or subrented at any given time. All lodging is to be exclusively within the dwelling unit and not in a recreational vehicle, camper, or tent.
- ~~(b)~~ The City of Lathrup Village will limit the number of Short Term Rental Licenses to ~~(X)~~ per calendar year. ~~There are no restrictions on the number of units operated by a single individual.~~
- ~~(c)~~ (b) Local Contact Person:
  - a. Each owner of a short-term rental must designate responsible local agent who has access and authority to assume management of the unit and take remedial measures.
  - b. The owner or responsible local agent of the short-term rental shall be always available by telephone and must be physically located within 20-miles of the property in the event of an emergency or issue that requires immediate attention. This information shall be updated by the license holder immediately if it changes.
  - ~~c. The City will provide the phone number of the responsible local agent to all neighbors within a three hundred (300) foot radius of the subject property boundaries.~~
- ~~(d)~~ (c) This ordinance only applies to all Zoning Districts that allow for single family dwellings, duplex dwelling units, or multiple-family dwellings.

- ~~(e)~~ **(d)** All parking associated with a Short-Term Rental shall be entirely on-site, in the garage, driveway or other improved area. No on-street parking shall be permitted in association with a short-term rental.
- ~~(f)~~ **(e)** Provisions for trash disposal must be provided. Trash must be contained in properly sealed receptacles with no overflow that will be attractive to vermin, and the property should be inspected weekly to ensure the property will be free from rubbish.
- ~~(g)~~ **(f)** Pets shall be secured on the property or on a leash at all times. Occupants and guests shall abide by the regulations contained in the City of Lathrup Village Code of Ordinances related to household pets and animals.
- ~~(h)~~ **(g)** Fireworks are not allowed on STR property except in accordance with Sec. 46-82 of the City of Lathrup Village Code of Ordinances.
- ~~(i)~~ **(h)** Short-term rentals shall be required to maintain operating smoke detectors, carbon monoxide detectors, and fire extinguishers. Evacuation routes shall be posted in a conspicuous location in each bedroom as well as the main gathering space in the house.
- ~~(j)~~ **(i)** The occupancy for all short-term rentals shall be no more than two (2) occupants per bedroom excluding children under the age of 5 with a maximum occupancy, including children under the age of 5, of 10 occupants. At no time shall additional individuals be allowed to sleep outside of the dwelling unit or in any basement or attic area that does not have legally compliant ingress and egress.
- ~~(k)~~ **(j)** Guests up to the number equal to the capacity limit of the short-term rental may be allowed only during non-quiet hours listed below.
- ~~(l)~~ **(k)** Short-term rentals shall observe quiet hours between 10:00 pm and 8:00 am Sunday through Thursday and between 11:00 pm and 8:00 am Friday, Saturday, and Federal Holidays. Noise during quiet hours must be limited to that which does not disturb the quiet, comfort or repose of a reasonable person of normal sensitivities.
- ~~(m)~~ **(l)** Special events, as defined by this Article, shall not be allowed.
- ~~(n)~~ **(m)** The Short-Term Rental Unit shall be subject to the City's sign ordinance.
- ~~(o)~~ **(n)** Occupants of Short-Term Rental Units are subject to all City codes and ordinances regulating the use of residential property.

- ~~(p)~~ (o) The owner shall require these standards be met by occupants and shall be included as part of all rental agreements.

**Sec. 18-418. OWNER RESPONSIBILITIES.**

- (a) The owner must obtain a license prior to advertising the property as a short-term rental. Current license holders may advertise for the future licensing cycle but this shall not obligate the City to issue a license.
- (b) New licenses may be issued throughout the calendar year if licenses are available.
- (c) A short-term rental license is a privilege, not a property right, and is only held pursuant to and subject to the requirements of this Article.
- (d) The owner must ensure all required standards are met and must post in the short-term rental unit the standards and regulations contained in Sec. 18-417 of this Article.
- (e) The owner must use best efforts to assure that the occupants or guests of the short-term rental do not create unreasonable noise or disturbances, engage in disorderly conduct, or violate provisions of this Article or any other local or state law pertaining to noise or disorderly conduct by notifying the occupants of the rules regarding short-term rentals and taking appropriate action to abate the violative conduct when notified that occupants are violating laws regarding their occupancy. It is not intended that the owner or local contact person act as a peace officer or place himself or herself in harm's way.

**Sec. 18-419. DENSITY LIMITATIONS**

Residential Short-Term Rental Units shall be permitted in all residential zoned districts as identified on City of Lathrup Village Zoning Map. In order to preserve the essential character of residential zoned districts in the City, Non-Residential Short-Term Rental Units shall be radius limited to no more than one (1) per 1,000 foot of another licensed STR in residential zoned districts in the City. Non-Residential Short Term Rental Units in existence as of the effective date of this ordinance and where such Non-Residential Short Term Rental Units obtain a license from the City within ninety (90) days of the effective date of this ordinance shall be considered in existence for the purposes of deriving non-conforming rights to remain as Non-Residential Short-Term Rental Units notwithstanding the density provision of this section to the extent such Non-Residential Short Term Rental Units remain licensed with the City.

**Sec. 18-420. ENFORCEMENT.**

The City Building Official, Code Enforcement Officer, City Fire Officials and City Police Officers are authorized to enforce the provisions of this Article.

**Sec. 18-421 ADMINISTRATIVE LIABILITY.**

Except as may otherwise be provided by state statute, local law or ordinance, an officer, agent, official or employee of the City of Lathrup Village charged with the enforcement of this Article shall not render himself or herself personally liable for any damage that may accrue to persons or property as a result of any act required or permitted in the discharge of his or her duties under this Article.

**Sec. 18-422. RIGHT OF ENTRY.**

When an inspection shall be made, the Building Official, or other enforcing officer, may request permission to enter the premises at any reasonable time for the purpose of performing his or her duties under this Article. Permission to access the premises shall be granted by the owner of the premises, his or her agent, or any occupant of the premises. If there is an emergency, then the Building Official, or other enforcing officer, shall have the right to enter at any time.

**Sec. 18-423. VIOLATION AND ADMINISTRATIVE PENALTIES.**

(a) Any of the following conduct is a violation of the Short-Term Rental ordinance:

1. Any advertising or leasing of a short-term rental without first having obtained a short-term rental license.
2. The license holder has failed to comply with the standard conditions specified in the Short-Term Rental Standards section of this Article.
3. The license holder has failed to comply with any of the provisions within this Article, specifically Sec. 18-418: Owner Responsibilities.
4. The license holder has violated any of the provisions of this Article.
5. Any false or misleading information supplied in the application process.

(b) In addition to the penalties set forth in Sec. 18-409 of this Article, the penalties for violations specified in subsection (a) above are as follows:

1. For a first violation within any calendar year, the penalty is a warning notice of violation which may be verbal and/or written.
  2. A second violation within the same calendar year shall be subject to a municipal civil infraction punishable by a fine of not less than two hundred fifty (\$250) dollars nor more than five hundred (\$500) dollars. All owners, regardless of their interest in the property, may be responsible for the civil infraction.
  3. A third violation within the same calendar year shall be subject to a municipal civil infraction punishable by a fine of not less than twice the amount of any previous fine, and the license shall be revoked. An owner may reapply for a permit no sooner than twelve (12) months after revocation of a license.
  4. If there are one or more violations each year during any three (3) consecutive year period, the license may be revoked. An owner may appeal a decision to revoke a permit to the Lathrup Village City Council.
  5. The Building Inspector and other officials designated by the City Council are hereby designated as the authorized officials to issue municipal civil infraction citations directing alleged violators of this ordinance to appear in court.
  6. Each day the violation remains may be a separate offense.
- (c) A violation of this Article shall be a nuisance per se. The City shall have the right to commence a civil action to enforce compliance with this Article.

### **PART III. REPEALER.**

This ordinance repeals any ordinances in conflict thereof.

### **PART IV. SEVERABILITY.**

If any section, subsection, clause, phrase, or portion of this article is for any reason held invalid by a court of competent jurisdiction, such portion shall be deemed a separate and distinct provision, and such holding shall not affect the validity of the remaining portions.

### **PART V. SAVINGS.**

All proceedings pending and all rights and liabilities existing, acquired, or incurred at the time this ordinance takes effect are saved and may be consummated according to the law in force where they commenced.

**PART VI. EFFECTIVE DATE.**

This Ordinance shall be published in the manner required by law and shall become effective ten (10) days after the date of its publication. A copy of the ordinance shall also be made available for public use and inspection in the office of the City Clerk.

MADE, PASSED AND ADOPTED BY THE CITY COUNCIL, CITY OF LATHRUP VILLAGE, OAKLAND COUNTY, MICHIGAN THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2025.

\_\_\_\_\_  
Alisa Emanuel, City Clerk  
Date of Introduction: \_\_\_\_\_, 2025  
Date of Adoption: \_\_\_\_\_, 2025  
Date of Publication of  
Notice of Adoption: \_\_\_\_\_, 2025

**CERTIFICATE OF ADOPTION**

I hereby certify that the foregoing is a true and complete copy of the ordinance passed at a meeting of the City of Lathrup Village held on the \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Alisa Emanuel, City Clerk



# PLAYGROUND GRANT



**Up to 100% matching funds for play systems**

PowerScape, PrimeTime, Xscape, and Modern City

**Up to 50% matching funds for fitness systems**

The Stadium, KidCourse, Challenge Course, and THRIVE

**Up to 50% matching funds for early childhood systems**

ECHO and TotStuff



[gametime.com/grant-2025](https://gametime.com/grant-2025)



A PLAYCORE Company

Instructions

Read carefully

Please complete the appropriate sections of the application form. Once completed, validate the information by means of the project administrator's signature. Immediately return the completed and signed application form to your GameTime representative.

Project Info

List contact info and address of your project

Project Name:

Type:

Address:

City:

State:

Zip:

Contact Person:

Title:

Phone:

Fax:

E-mail:

Background

Please provide a description of your organization, its goals, and why it should be considered for a grant.

Site Info

List specific info about the area in which the play equipment will be located.

Number of players:

Age range:

Total play area size:

Is the site level?:

Special site conditions: (utilities, retaining walls, soil conditions, excessive slope, concrete slab, etc)

Budget Info

List your actual contribution to the play equipment purchase only.

Dollar amount you want GameTime to match:

Funding Choices

Select the type(s) of funding in which you are interested.

☐ Up to 100% matching funds on play systems  
Applies to PowerScape®, PrimeTime®, Xscape®, and Modern City®

☐ Up to 50% matching funds on fitness systems  
Applies to The Stadium®, KidCourse, Challenge Course, and THRIVE®

☐ Up to 50% matching funds on early childhood play systems  
Applies to ECHO and TotStuff



Rules and Limitations

Read carefully

Grant Rules and Limitations:

20 To qualify for up to 100% matching funds, list price of the qualifying playground system must exceed \$75,000, and payment in full must accompany your order. For play systems with a list price of less than \$75,000 and greater than \$25,000 with payment in full, GameTime playground grants are available with matching funds up to 80%. For play systems that exceed \$25,000, and purchased with credit terms, matching funds are available up to 65%. Matching funds are subject to rounding rules and may vary based on qualified purchase. No other offer, discount, or special programs can be used with this grant program. This special matching fund offer applies to PowerScape®, PrimeTime®, Xscape®, and Modern City® systems only. Up to 50% matching funds for select outdoor fitness equipment, including THRIVE®, Challenge Course, KidCourse, and The Stadium®. Up to 50% matching funds are available for selected ECHO and TotStuff early childhood systems. VistaRope®, freestanding net structures, TuffForms, Landmark Design, GTSymphony freestanding, other freestanding play products, and Play On! non-system events are not eligible for funding. All applications must be received and validated by the project administrator by October 17, 2025. GameTime reserves the right to decline any application for a GameTime grant. GameTime will accept grant orders until October 24, 2025, or until all eligible funds are disbursed, whichever comes first. Customer must be able to receive order by December 31, 2025, subject to transportation availability. GameTime reserves the right to terminate this offer at any time without notice. GameTime playground grants can only be applied to additional GameTime purchases and only in conjunction with the original purchase. Standard policies and warranties as listed in the 2025 GameTime Playground Design Guide apply. Freight and applicable sales tax are extra and not included. Other terms and restrictions may apply. Contact your local GameTime representative for complete details.

Authorization Signature

Project administrator's signature

Authorized Signature:

Date:

Name (please print):

Title: