



# City Council Study Session

Monday, June 15, 2026 at 6:00 PM

27400 Southfield Road, Lathrup Village, Michigan 48076

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1. **Call to Order** by Mayor Kantor
2. **Discussion Items**
  - A. FY 26-27 Budget & Utility Rates
  - B. Newsletter Information
  - C. Room Rental Guidelines
  - D. Regular Meeting Agenda Items
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.

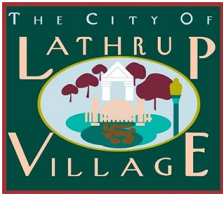
In addition to the opportunities described above, a citizen may respond to questions posed to them by the Mayor or members of the Council, provided members have been granted the floor to pose such questions.

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.



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[www.lathrupvillage.org](http://www.lathrupvillage.org) | (248) 557-2600

TO: Mayor & City Council  
FROM: Mike Greene – City Administrator  
DATE: May 18, 2026  
RE: Study Session

**FY 26-27 Budget & Utility Rates – Regular Meeting Agenda Item**

This is a continuation of the previous Study Session/Regular Meeting discussions. Council has approved a 1.0 mill PA 33 for FY 27. However, during the May 18 Council Meeting, the proposed budget did not receive the supermajority necessary to be adopted.

The purpose of this item is to continue any discussion related to the budget before potential adoption during the Regular Meeting.

General Fund

1.0 PA 33

- Suspend annual \$50,000 RHFV (retiree health funding vehicle) contribution to MERS
- 2.7% COLA increase for Administrative Staff (mirrors assessment increases)
- Not backfilling 1 full-time patrol position
- Removal of chipping services
- Purchase one (1) capital item – new PD Patrol vehicle

*A copy of the proposed budget is included in the regular meeting packet.*

**Newsletter Information**

Item requested by Councilmember Sousanis. A portion of the draft Communications Plan that is being edited by the Communications & Engagement Committee outlines newsletter objectives and promotions.

**Room Rental Guidelines**

Item Requested by Councilmember Sousanis. Two years ago, the City Council conducted an update to the City’s Facility Rental application, as well as created the City partnership program for outside organizations.

**Regular Meeting Agenda Items**

Holding item if time permits and the Council has general questions regarding items on the regular meeting agenda.

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Bruce Kantor Mayor	Kelly Garrett Mayor Pro-Tem	Jalen Jennings Council Member	Jason Hammond Council Member	John Sousanis Council Member
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# LATHRUP VILLAGE COMMUNICATIONS PLAN

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Amended and Passed [DATE]



DRAFT

[DATE]  
CITY OF LATHRUP VILLAGE  
27400 Southfield Road

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Chapter 1  
Communication Plan Overview

**I. Introduction**

A communications plan is necessary to determine how information should be shared, and who needs to receive it in what order. Effective communication is essential for transparency, trust, and engagement between the City of Lathrup Village and its residents, businesses, and media. This becomes even more critical when considering the many functions of local government, i.e., providing police and fire protection, building playgrounds, zoning parcels, and the development of land.

Public input in planning and policy development processes is crucial to building consensus and buy-in from residents and other community stakeholders. The City seeks engaged community input to inform planning and policy outcomes.

Information is distributed to the public through newsletters, news releases, brochures, flyers, the City’s public government channel, the City’s website, e-mail alerts, social media, booths at local events and festivals, one-on-one communication with residents and businesses, and other various forms of communication.

This plan establishes clear guidelines for all communication channels and expectations to ensure consistent, professional, and legally sound messaging.

**II. Purpose**

The purpose of this communication plan is to:

- Ensure transparency and accessibility of city information, allowing for easy and clear dissemination of all relevant information in every logical scenario.
- Maintain consistency in messaging across all platforms, including in-person meetings, social media, and private/public events.
- Define roles and responsibilities for communication through every channel, scenario, and medium.
- Prevent misuse or manipulation of city communication channels by staff, councilmembers, board members, and other civic groups, either associated with the City of Lathrup Village or otherwise.
- Foster an environment of engagement and informed participation with local business owners, prospective business owners, current and prospective residents, civic groups, and governmental and non-governmental organizations.

**III. Audience**

This plan serves the following stakeholders:

- City Council & Staff
- Residents
- Business Owners
- Media Outlets
- Community Organizations
- Government Organizations outside of the city.
- Nongovernmental Organizations outside of the community.



Chapter 2  
Purpose and Goals

## I. Transparency

- Public information will be readily accessible through appropriate channels, including the official city website/mobile app, social media sites, and the city YouTube channel (when applicable or necessary).
- Information will also be available in person at the city offices on demand should such a request be made. The city identifies that not all residents have internet access or can navigate the city website, so documents and other information types will be made available by request.
- Information related to city operations, policies, and events will be communicated clearly and in a timely manner, according to the city policies.

## II. Consistency

- All official communications will align with city policies and branding.
- Messaging will be uniform and professional across official platforms to avoid misinformation.

## III. Clarity on Roles

- **City Council:** Provides policy direction and public statements as needed.
- **City Administrator:** Oversees and approves communications.
- **City Staff:** Responsible for executing communication strategies.
- **Residents & Business Owners:** Engaged participants in communication but not official representatives.
- **Media:** Receives and disseminates information based on city releases.
- **Community Organizations:** Serve as partners in sharing important city updates.



A HERITAGE OF GOOD LIVING

Chapter 3  
Communication Response Expectations

**I. Social Media**

- Official city accounts will be monitored during business hours. In the event of an emergency, official city accounts may be used to disseminate critical information. This will be covered more in Chapter 7.
- Comments violating policy (e.g., harassment, misinformation) will be addressed following the social media guidelines. Any comments that disseminate misinformation, whether intentionally or incidentally, will be amended as soon as possible with the correct information.
- Threatening or harassing comments towards or by city staff, council, boards, its members, or any civic group, or any threatening or harassing comments made by such, will be reported to and handled by the necessary authorities.

**II. Emails**

- City staff will acknowledge emails within 1 business day.
- Formal responses will be provided within 3-5 business days, depending on complexity.

**III. Voicemails & Phone Calls**

- Voicemails will be returned within 1 business day or at the earliest possible opportunity (for when the party receiving the voicemail is out of the office for prolonged periods).
- Urgent matters will be prioritized by the voicemail recipient.

**IV. Written Correspondence**

- Formal letters received by the city will be responded to within 7 business days. (City asks that residents give city staff some leniency, as response times may vary by certain factors, including holidays, any changes to the Postal Service outside of the City’s control, among others).



Chapter 4  
Policy on Public Information Materials

**I. City Meeting Documentation**

- Agendas and packets will be available 72 hours before meetings and can be found on the city website.
- Draft minutes will be available for review within five (5) business days of the meeting
- Official minutes will be posted online within 5 business days after approval.
- Recordings of City Council Regular Meetings, Planning Commission Meetings, and Downtown Development Authority Meetings will be posted to the city's YouTube channel as soon as possible following the meeting's adjournment.

**II. eNewsletter**

- Distributed at minimum bi-weekly via email. Anyone interested in receiving the newsletter can subscribe online for updates.
- Includes upcoming events, city updates, proposed ordinance and policy changes, and civic engagement opportunities, including councilmember office hours, DDA office hours, and event dates.
- Event promotions must align with city objectives and policies.

**III. Promotional Material Eligibility**

- Only city-sponsored or partner events may be promoted. Governmental and Nongovernmental organizations that are not partnered with the city can still have their events promoted so long as said event coincides with city objectives and policies.
- Private or commercial promotions will not be permitted. The city may host private or commercial events in the Community Center, but it will not be promoted by the city.

**IV. LVTV Videos**

- Videos will be posted on YouTube and Facebook (with exceptions to be prepared for other social media channels if they become available).
- Only major city events, official meetings, and public service announcements will be recorded and published.

**V. Press Releases & PSAs**

- Published in newspapers, TV stations, and online platforms when applicable or available.
- Major announcements will be disseminated to all relevant media outlets.

**VI. City Website & Mobile App**

- Official updates, public notices, and emergency alerts will be posted on the city website homepage.
- Residents can sign up for notifications via website and app settings.



Chapter 5  
Public Information Requests & Releases

**I. FOIA Requests**

- FOIA requests will be processed as per Michigan law.
- Fees and processing timelines will be communicated clearly to requesters.

**II. Publicly Available Documents**

- Meeting minutes, financial reports, and city policies will be available online.
- The eNewsletter archives will be accessible for reference.



Chapter 6  
Media Engagement Policies

**I. Interview Requests & Press Conferences**

- Requests must be directed to the City Administrator’s office, regardless of who is desired for the interview. The interviewing party must specify whom they intend to interview in their request.
- Only authorized city officials may speak on behalf of the city.

**II. Public Engagement Methods**

- Phone: Available during business hours.
- Email: Responses within 1-3 business days.
- Public Meetings: Open for community discussion.
- Office Visits: Available by appointment or during designated hours.

**Social Media Policy & Conduct**

**III. City Social Media Channels**

- Official accounts include Facebook, YouTube, and other city-managed platforms.
- Only authorized personnel may post on behalf of the city. Other groups or individuals claiming to speak on behalf of the city, its governing bodies, or its staff are not authorized to do so and, as such, do not speak for the city.

**IV. Commenting & Posting Guidelines**

- Comments violating policy (e.g., harassment, false information) will be removed.
- Comments detailing threats of violence or bodily harm, intimidation, or other acts of aggression will be reported to the proper authorities. The city claims a zero-tolerance policy regarding all threats against its staff, governing bodies and their members, and all civic groups or residents, and will take appropriate action when deemed necessary.
- Repeated violations may result in banning users from engagement. The city withholds the right to ban users from public forums if they violate these terms.

**V. Guidelines for Officials' Social Media Use**

- City officials should maintain professionalism in all public online interactions through official posts and channels on official pages.
- Personal accounts should not be used for city business. The city recognizes it cannot police private/personal social media accounts, but it can limit the interactions these private/personal accounts have on official social media channels.



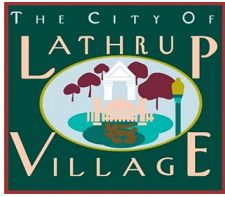
Chapter 7  
Crisis Communications Plan

**I. Emergency Situations**

- Power Outages: Updates will be provided via the website, social media, and emergency notifications. The city asks residents for patience in cases such as this, as information may be difficult to disseminate due to city staff also having to deal with power outages. Information will be posted as soon as possible on events such as these.
- Road Closures: Announced through social media and the city website and discussed in open meetings when relevant and/or necessary.
- Police & Fire Updates: Only verified information will be shared by dedicated spokespersons representing the proper authorities and will only be posted through official channels.

**II. Monitoring and Continuous Improvement**

- The communication plan will be reviewed annually to incorporate new technologies and best practices.
- Surveys and feedback mechanisms will be used to assess the effectiveness of city communication. Additionally, the city may incorporate the use of annual Public Participation Reports to justify or verify changes, revisions, or amendments to all public participation-related policies.
- Training for staff and officials on communication protocols will be conducted as needed.



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**Facility Rental Application – Single Event**

Date Of Event: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of Host Organization: \_\_\_\_\_

Address of Host: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Attendance Min: \_\_\_\_\_ Attendance Max: \_\_\_\_\_

**Deposit**

Park \$100  Community Room \$300  Meeting Place \$50

Deposit Paid On: \_\_\_\_\_ Received By: \_\_\_\_\_

Alcohol Waiver:  YES  NO

Facility	Resident Rate	Non-Resident Rate	Hours Requested	Sub-Total
Community Room	\$130 Per Hour	\$155 Per Hour		
Community Room Setup/Cleaning Fee	\$150 Flat Fee			
Audio/Visual	\$85 Flat Fee			
Kitchen	\$100 Flat Fee	\$125 Flat Fee		
Meeting Place	\$25 Per Hour	\$35 Per Hour		
Meeting Place Setup/Cleaning Fee	\$35 Flat Fee			
Conference Room	\$10 Per Hour	\$15 Per Hour		
Dance Studio	\$35 Per Hour	\$50 Per Hour		
Municipal Park	\$75 Per Hour	\$125 Per Hour		
Park Electric	\$25 Flat Fee			
Goldengate Park	\$35 Per Hour	\$80 Per Hour		
Sarrackwood Park	\$25 Per Hour	\$60 Per Hour		

**Balance Due By:** \_\_\_\_\_

**Total Due:** \_\_\_\_\_

**GENERAL RENTAL POLICIES**

**Damage and Cleanup Agreement**

The said group agrees to pay the City of Lathrup Village's actual costs for damages and/or cleaning required for the property caused by the said group at the said location, which may exceed the security deposit amount.

**Release and Hold Harmless Agreement**

In consideration of entering into this agreement with the City of Lathrup Village, the undersigned, by this instrument does hereby expressly stipulate and agree to release, waive, discharge and indemnify and forever hold harmless the City of Lathrup Village, its departments, offices, officers, its assigns, agents' servants and employees and volunteers of any damage, loss, injury or death which heretofore has been or which may hereafter be sustained by the said INDIVIDUAL, GROUP, ORGANIZATION, OR FAMILY, as a consequence of their participation in any activities in connection with this agreement.

The release extends and applies to, and includes all unknown, unforeseen, unanticipated, and unsuspected injuries, damages, death, loss, and liability, and the consequence thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local, or territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries, death, or damages, which are unknown or are unsuspected to exist at the time to the person executing such release, are hereby expressly waived.

Having read the above conditions and received the guidelines about this rental, I/we agree to the conditions of this agreement and the guidelines established by the City of Lathrup Village.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Deposits**

A refundable deposit (separate from rental fees) is required for all park or community room rentals. A **full cash deposit** is due at the time of application. Deposits will be returned by check in the mail, within four weeks after the event, provided there has been no damage to the facilities and all rules, regulations, and policies were followed. Parties entering the premises before their booked time or

**Rescheduling**

Each community room and park rental is allowed one (1) event reschedule at no additional charge, provided that written notice is given at least thirty (30) days before the scheduled event date. Any event rescheduled within 30 days of the event will forfeit \$100 of the security deposit.

Each subsequent reschedule will result in a \$100 deduction from the security deposit.

**Cancellations**

*Indoor rental events* canceled within two (2) business days of booking will be refunded their full deposit, less a \$20.00 processing fee. Events canceled between three (3) business days after booking and up to sixty (60) days before the date of the event will be refunded ½ of their deposit. **Events canceled for any reason within sixty (60) days of the event forfeit their entire deposit.**

*Park events* canceled between the time of booking and up to three (3) weeks of the event will be refunded their full deposit, less a \$20.00 processing fee. Events canceled for any reason within three (3) weeks of the date of the 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 on the day of the event.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## PARK-SPECIFIC POLICIES

### 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/cleanup.
- Parking is limited to designated areas for each park.
- Usage is limited to the City's parks only. Those who wander onto private property are subject to trespassing.
- The City will not provide any setup or cleanup assistance for events. Any furniture or materials (including tables/chairs) must be provided by the event organizer and are not available for rent through the City.
- Electricity is only available at the Gazebo and Pavilion within the Municipal Park. There is a \$25 flat fee to be paid in advance to use electricity at Municipal Park.
- Except for the Municipal Park, none of the other parks have restrooms. Events lasting more than four (4) hours require arranging and paying for portable toilets. A list of vendors serving this area is available. All other rentals may opt to provide their portable toilets. Portable toilets must be delivered and removed on 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 assumes no responsibility for portable toilets brought on the City property for use by private events.
- 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.
- The 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-sponsored events. The City and Police Department reserves 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 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, marijuana-infused products, and alcohol are prohibited. Events with alcohol will be immediately terminated, and deposits will not be returned.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Fee Waiver or Discount**

Any group or individual that is seeking a reduction in fees associated with their facility rental request shall either have 1) a City Council-approved Partnership Agreement outlining agreed-upon usage terms, or 2) a City Administrator-approved Fee Reduction Application (up to a 30% maximum discount). Those seeking to submit a Fee Reduction Application must be a 501©3 organization and submit the required application outlining their event and what benefits the event brings to the City. Each 501©3 organization is limited to one (1) Fee Reduction Application submission per calendar year.

In the event a Fee Discount Application is denied, the applicant can submit an appeal to the City Council by making such an appeal request, in writing, to the City Administrator to be presented at the next available regular City Council meeting.

The City requires a deposit to be placed to hold the requested date until the City Council or the City Administrator's decision is rendered.

**General Rental Policies**

- Park and building rental by permit only; ALL posted and written park/facility rules must be observed.
- 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 the Police Department if requested.
- Reservation holders may not transfer a rental permit.
- The use of any park/facility is at your own risk. The City does not assume responsibility for injury or any loss, theft, or damage to personal items.
- Reservation holders must comply with the 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.

**INDOOR SPECIFIC POLICIES**

**Indoor General Policies**

- Setup may not begin before the rental time. All activities, including cleanup, must be completed by the end of the rental period.
- An alcohol use agreement must be completed before the event for alcohol to be served. Users should keep the alcohol use agreement present and easily accessible throughout the event.
- Any party observed to be serving alcohol without an alcohol use agreement or in violation of our alcohol policies will be closed immediately, with no refund of room usage fees or deposit.

**Building Usage Policies**

- Renters have access to the entire City Hall parking lot unless otherwise specified by city personnel. If directed to use a certain area of the lot, renters agree to make every effort to direct their guests to use that area.
- Renters and their guests are limited to the bathrooms on the floor of the room(s) they are renting unless otherwise specified. Users of Municipal Park are also able to use the restrooms in City Hall. All users are responsible for cleaning up after themselves and leaving the facility in good condition. Renters are responsible for ensuring their guests do not wander throughout the building and/or utilize spaces that have not been rented to that party.
- Renters are required to remove all their decorations from the premises at the end of their event. Trash should be placed in the trash bins.
- **Rental of the kitchen includes access to the ice machine, dishwasher, refrigerator, and stovetop/ovens, to reheat, warm, and/or cool foods only.** The kitchen may not be rented stand-alone except by professional/insured chefs. Event organizers or participants are not allowed to open cupboards or drawers to use items belonging to the facility. If the kitchen is not rented, it will be locked.
- A digital projector, screen, wired microphone, CD player, DVD player, and audio are available for rent in the community room only. Event organizers must contact the room coordinator at least one week before their event to set up a time to test the compatibility of their equipment with our equipment. Event organizers must provide their connections to the projector and audio equipment.
- Rental of an indoor space includes use of furniture, limited to tables and chairs. The meeting place and community room can be arranged according to the needs of the applicant if a room diagram is provided at least two weeks before the event. Furniture for rent is subject to availability. For an updated inventory of what furniture is available, applicants may contact the room coordinator. Furniture may not be rented by itself for use off-site or outside. Linens, place settings, dinnerware, silverware, serving dishes, glasses, coffee/tea sets, kitchen utensils, etc., are not available for rent or use outside of City events. Rental of the dance studio includes use of the equipment in the room unless otherwise marked.
- Music and noise levels must be respectful towards other users of the building. Renters must abide by directives from city personnel regarding excessive music or noise volume. The music and behavior of users should be respectful of the use of a public building.

**Decorations, Prohibited Items, & Events**

- Decorations are limited to tables only. Nothing may be attached to walls, floors, ceilings, or fans. No loose decorations, such as confetti or glitter, may be used. All decorations must be removed by the users at the end of the event. Open flames and candles are prohibited.
- Events with tickets or admission fees are prohibited. Exceptions may be made for “suggested donation” events for non-profit organizations as approved by the City Administrator.
- Events in which products/services will be sold or promoted (ex., Mary Kay parties) are prohibited.
- Children’s parties are prohibited in the Community Room.
- Smoking of any kind, vaping/electronic cigarettes, marijuana, and marijuana-infused products are prohibited.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**ALCOHOL USE AGREEMENT**

**Alcohol Policies**

- Alcoholic beverages, including beer, are prohibited in all city buildings, except by an alcohol use agreement from the City of Lathrup Village. An Alcohol Use Agreement must be obtained at least one week before the event from the City office.
- Users must keep the agreement present and easily accessible throughout the event.
- Selling or serving alcohol to individuals under the age of 21 is prohibited.
- Selling or serving alcohol to individuals who are visibly intoxicated is prohibited.
- Alcohol of any kind is prohibited at high school graduation/open house parties.
- Any party observed to be serving alcohol without an agreement or in violation of our alcohol policies will be closed immediately, with no refund of room usage fees or deposit.

**Release & Hold Harmless Agreement**

In consideration of being allowed by the City of Lathrup Village to possess and consume beer and/or wine at the above location and date(s), the undersigned, by this instrument does/do hereby expressly stipulate and agree to release, waive, discharge, indemnify, and forever hold harmless the City of Lathrup Village, its departments, officials, officers, its assigns, agents, servants, employees, and volunteers of and from all claims, demands, actions or causes of action now existing or which may hereafter exist because of any damage, loss, injury or death which heretofore has been, or which may hereafter, be sustained by the said individual, group, organization or family in consequence of their participation in any activities in connection with issuance of this agreement.

This release extends to and applies to, and covers and includes, all unknown, unforeseen, unanticipated, and unsuspected injuries, death, damages, loss, and liability, and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local, and territorial law or statute providing in substance that releases shall not extend to claims, demands, injuries, death, or damages which are unknown or unsuspected to exist at the time to the person executing such release are hereby expressly waived.

**APPLICANT HAS READ AND UNDERSTOOD THE ABOVE AND ITS CONDITIONS**

I confirm that I/we will not sell or serve alcoholic beverages to any individuals under the age of 21 or who are visibly intoxicated at this event. I understand that alcoholic beverages are prohibited at all high school graduation/open house parties.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### FACILITY RENTAL – FEE REDUCTION APPLICATION

Date Of Event: \_\_\_\_\_

Name of Host Organization: \_\_\_\_\_

Address of Host: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Are you a certified 501©3  YES  NO  
\*If YES, a copy of your certified status is required with the application.

What Benefit Does this Event Bring to the City of Lathrup Village?

I acknowledge the organization I am representing is limited to one (1) fee reduction application submission per calendar year and the maximum fee reduction is thirty percent (30%) room/park rental hourly fee only.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

I acknowledge that if the proposed event is found to violate any aspect of the facility rental rules and regulations, the City has the right to withhold the entire rental deposit return.

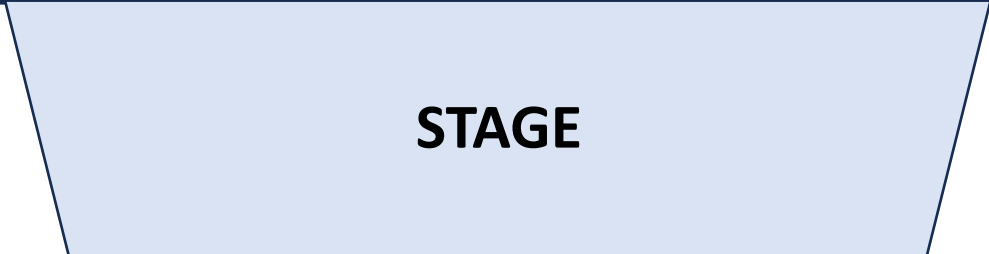
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Internal Use Only**

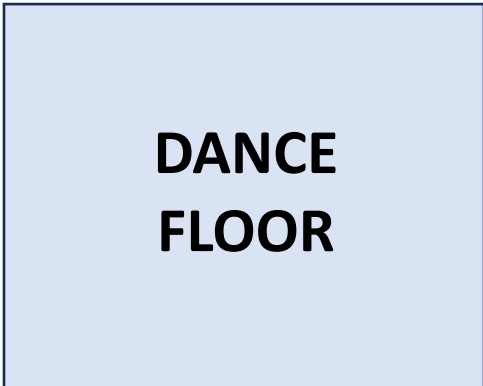
Eligible for a fee reduction:  YES  NO  
Fee Reduction Request Approved:  YES  NO

Total Fee to be Charged: \_\_\_\_\_

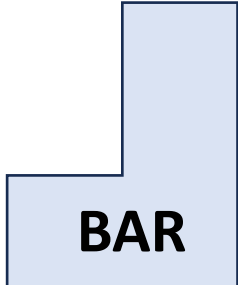
Signed: \_\_\_\_\_ Date: \_\_\_\_\_



**STAGE**



**DANCE  
FLOOR**



**BAR**

Table Inventory:

- 14 – 60" Round Tables / 8 Chairs Per Table = Seating for 112
- 20 – 8' Rectangle Tables
- 10 – 6' Rectangle Tables
- 4 – High-tops

130 to 150-person events – Food Tables will need to be placed in the lobby for adequate seating.



**KITCHEN**