

Janice M. Winfrey  
City Clerk

**City of Detroit**  
OFFICE OF THE CITY CLERK

Andre P. Gilbert II  
Deputy City Clerk

**DEPARTMENT PETITION REFERENCE COMMUNICATION**

*To: The Department or Commission Listed Below*

*From: Janice M Winfrey, Detroit City Clerk*

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The following petition is herewith referred to you for report and recommendation to the City Council.

In accordance with that body's directive, kindly return the same with your report in duplicate within four (4) weeks.

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Petition No.	2025-049
Name of Petitioner	Chapel Hill Missionary Baptist Church
Description of Petition	Petition request to hold the "Family Fun Day" on July 12, 2025 from 10:00 AM to 4:00 PM the same day at 5000 Joy Rd. Detroit, MI 48204. Set-up will begin on July 12, 2025 at 7:00 AM and be completed by 9:00 AM the same day. Tear down will begin on July 12, 2025 at 4:00 PM and be completed by 5:00 PM on July 12, 2025.
Type of Petition	<b>Special Events</b>
Submission Date	03/12/25
Concerned Departments	Buildings, Safety Engineering, and Environmental Department (BSEED), Department of Public Works (DPW), Detroit Department of Transportation (DDOT), Detroit Fire Department (DFD), General Services Department (GSD), Media Services Department, Municipal Parking Department, Police Department (DPD)
Petitioner Contact	Cassandra E Allen 5000 Joy Road Detroit, MI 48204 P: (313) 658-9211 <a href="mailto:secretaryofchmbc@comcast.net">secretaryofchmbc@comcast.net</a>

2 Woodward Ave. Coleman A. Young Municipal Center Rm. 200, Detroit, MI 48226

(313) 224 - 3260 | Fax: (313) 224 - 1466

## City of Detroit Special Events Application Authorizations

### AUTHORIZATION & AFFIDAVIT OF APPLICANT

I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief that I have read, understood and agreed to abide by the rules and regulations governing the proposed special event, and I understand that this application is made subject to the rules and regulations established by the Mayor or the Mayor's designee. Applicant agrees to comply with all other requirements of the City, County, State, and Federal Government and any other applicable entity, which may pertain to special events. I further agree to abide by these rules, and further certify that I agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Detroit.

**Applicant Signature:**



**Date:**

2/20/2025

NOTE: Completion of this form does not constitute approval of your event. Pending review by the Special Events Management Team, you will be notified of any requirements, fees, and/or restrictions pertaining to your event.

### HOLD HARMLESS AND INDEMNIFICATION

The Applicant agrees to indemnify and hold the City of Detroit (which includes its agencies, officers, elected officials, appointed officials and employees) harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing including claims for personal injury and death, damage to property, and reasonable outside attorney's fees) arising from activities associated with this permit, except to the extent attributable to the gross negligence or intentional act or omission of the City.

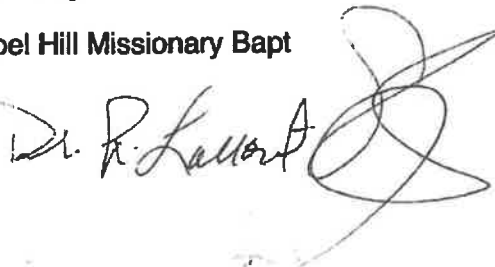
Applicant affirms that Applicant has read and understands the Hold Harmless and Indemnification provision and agrees to the terms expressed therein.

**Event Name:** Family Fun Day

**Event Date:** July 12, 2025

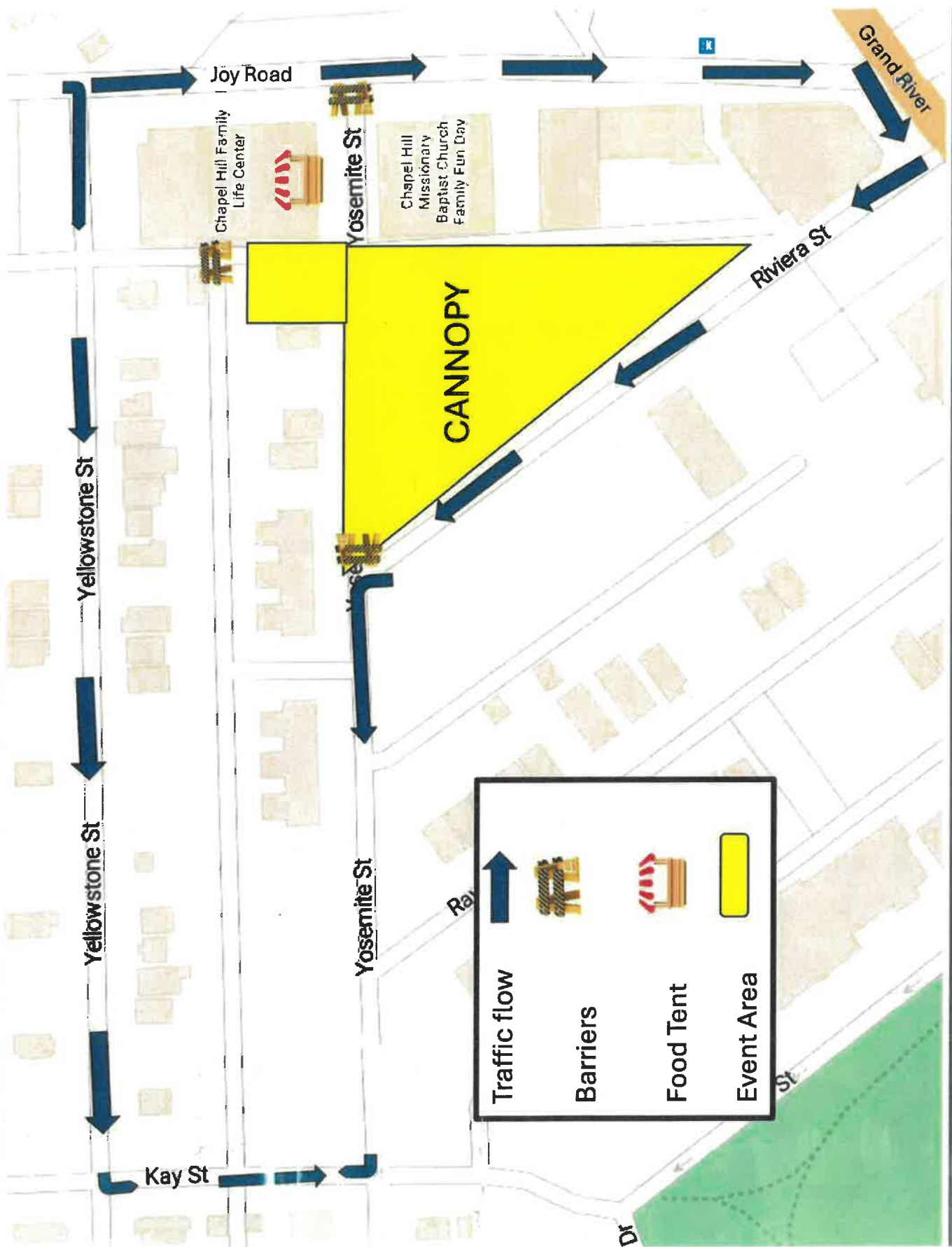
**Event Organizer:** Chapel Hill Missionary Bapt

**Applicant Signature:**



**Date:**

2/20/2025





## **Chapel Hill Missionary Baptist Church**

5000 Joy Road, Detroit, MI 48204 ~ 313.931.9133

**Rev. Dr. R. LaMont Smith II, Pastor**

# **EMERGENCY ACTION PLAN FOR FAMILY FUN DAY**

## **Emergency Contact Information:**

1. The following people will be the first point of contact in case of an emergency. They will be contacted, in person, by two-way radio or cell phone.
  - a. Michele Green, Primary Contact      248.981.1563
  - b. David Fells      734.776.8422
  - c. Clarence Hudson      313.550.5354
  - d. Gloria McCowin      313.405.2064
  - e. Cassandra Allen      313.658.9211
2. One of the individuals above will contact the Pastor and determine which Emergency Responder and other authorities, if any, should be notified. If it is determined that an Emergency Responder is not need, then an identified person will administer first aid if necessary.
3. Staff and visitors will be alerted of an emergency situation through an announcement on the PA system and word of mouth.
  - a. Security volunteers will be stationed throughout the area to monitor the event. Once they have been notified, they will direct the visitors to vacate the parking lot based on their location. (see Evacuation Procedures)

- b. The security volunteers will be stationed at each Entry/Exit gate, the Roy A. Allen Sr. Family Life Center, the Joy Road parking lot and near the Food tent.
- c. Security volunteers will wear a Chapel Hill Security Decal for identification purposes.
- d. We will request special attention from the 10<sup>th</sup> Precinct NPO
- e. Chapel Hill is a Green Light participant
- f. The perimeter of the church and the Roy A. Allen Sr. Family Life Center are monitored through outside cameras.

#### **4. Emergency Equipment**

- a. On-site emergency equipment includes:
  - i. A Medical Kit
  - ii. A Nurses Room complete with beds, first aid equipment and a wheelchair.
  - iii. Obtaining an AED is in our plans for the near future.

#### **5. Evacuation Procedures (see attached for evacuation plans):**

- a. Severe Weather
  - i. In case of sudden severe weather, participants will be directed to go inside of the church or inside of the Roy A. Allen Sr. Family Life Center.
- b. Active Shooter
  - i. Prior to the event, members will receive instruction on what to do in an active shooter situation based on resources from the FBI and Homeland Security. Escape routes will be identified as well as the best plan of action.
  - ii. Participants will be able to run away from the shooter and exit through the nearest gate. They can also hide in the garage, church, or Roy A. Allen Sr. Family life center.
- c. Fire
  - i. Participants will be directed to exit the Yosemite Parking lot through one of the gates and enter the Roy A. Allen Sr. Family Life Center or go to the Joy Road parking lot.
- d. Lost Child

- i. **Alert staff:** The Family Fun Day coordinator will immediately alert the Pastor and all event staff to be on the lookout for the missing child and provide a description of the child and what they were last seen wearing. The Coordinator will also ensure that staff members are stationed at all exits to prevent the child from leaving the premises.
- ii. **Search the immediate area:** The Coordinator and staff will conduct a thorough search of the immediate area, including restrooms, nearby buildings, and any areas that the child may have wandered off to. They will also ask attendees if they have seen the child or have any information about their whereabouts.
- iii. **Contact law enforcement:** If the child is not found quickly, the Coordinator will call 911 and the 10<sup>th</sup> Precinct to report the missing child and request assistance in locating the child. They will provide law enforcement with a description of the child and any relevant details, such as where the child was last seen.
- iv. **Provide updates to parents:** The Coordinator will keep the parents or guardians of the missing child updated on the search efforts and any developments. They will also reassure them that all necessary steps are being taken to locate the child and ensure their safety.

Resource: [What an event manager should do when there is a missing child – Entertaining Safety](#), posted March 17, 2023.

#### **e. Medical Emergency**

- i. Plans are in process to make sure that there is someone at the event who is trained in what to do in medical emergencies such as: heart attack, cardiac arrest, epileptic seizure, bleeding, and identifying diabetic episodes.
- ii. The point of contact person will call 911 and give them pertinent details of the emergency.

### **Accountability:**

1. There will be an on-site list of all volunteers and workers which will include cell phone numbers. The Coordinator will check the list to make sure everyone is accounted for.
2. The participants/visitors will be asked to make sure that they see the people they came with. If they don't, let the staff know who is missing so that the staff can conduct a search.

### **Reporting:**

1. Emergencies and Fires will be reported to 911 and DPD 10<sup>th</sup> Precinct.

### **Documentation**

1. A description of all incidents will be presented to the Pastor in written form and reviewed.

### **Training:**

1. We are in the process of planning update classes to key individuals on CPR, First Aid, AED, Active Shooter procedures and the evacuation plan.

### **Personal Information:**

1. Personal information on each volunteer/member is housed in the church administrative office and on the church electronic recordkeeping app.

### **Maintenance:**

1. The Emergency Plan is reviewed after each event and adjusted or revised if needed.

## **Chapel Hill MBC Family Fun Day Clean-up Plan**

City property (the portion of the street that we are requesting to be closed to traffic) and the church property will be cleaned by members during and after the event. There will be several trash receptacles in the area and we have two trash dumpsters.



<b>Evacuation Directions for the Church</b> Occupants should be led through exit doors closest to their location. <b>Do not allow children or adults to find or look for other persons until emergency is over.</b>			
<b>Joy Road Exit Front Door</b>	<b>Yosemite Exit Side Door</b>	<b>Alley Exit Back Door</b>	<b>Yosemite Exit Rear Door</b>
Rooms 8, 10, 18, 19, 30, 31, 37, ladies rooms, gym, cry room, balcony, kitchen, piano side of rear pews.	Organ side of rear pews.	Rooms 6, 4, 21, 22, 23, 29, pulpit, men's rooms, piano side of choir stand and front pews.	Room 36, organ side of choir stand, front pews, and ladies room.

<b>Evacuation Directions for the Family Life Center</b> Students should be lead through exit doors closest to their classroom. <b>Do not allow students to find or look for other students until emergency is over.</b>			
<b>Joy Road Exit 1 Front Door</b>	<b>Yosemite Exit 2 Side Door</b>	<b>Alley Exit 3</b>	<b>Alley Exit 4</b>
Office Conference Room Foyer	Rear of Fellowship Hall Lavatories Hall Weight room	Front of Fellowship Hall	Senior Center
<b>Alley Exit 5</b>	<b>Joy Road Exit 6</b>	<b>Yellowstone Exit 7</b>	
Rooms 24, 25, 26, 27	Room 30	Room 31 Lavatories	

**NOTE: DO NOT LINGER AROUND THE BUILDING. GO DIRECTLY TO THE MEETING AREA (Rear parking lot near Riviera Street or Children and Youth Humanitarian Center)**

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

**Petition No:** \_\_\_\_\_

**Event Name:** Family Fun Day \_\_\_\_\_

**Event Status:** In Review- Special Events Management Team (Step 1 of 6) \_\_\_\_\_

**Petitioner Name / Organization:** Chapel Hill Missionary Baptist Church \_\_\_\_\_

**Event Location:** 5000 Joy Road

**Event Date(s) and Time(s):** 07/12/25 10:00 AM to 07/12/25 4:00 PM

**Type of Event:** Other \_\_\_\_\_

<b>Applicant Contact:</b>
Cassandra E Allen
secretaryofchmbc@comcast.net
+1 (313) 931-9133

<b>Submission Date:</b>	02/20/25 5
<b>Date of Clerk's Office Referral:</b>	3/12/25
<b>Date of City Departments Sign Off:</b>	03/12/25
<b>Date Referred to Council:</b>	3/14/25

## Department Approvals

DPD	DFD	EMS	GSD	DDOT	MPD	DPW	DHD
DPD Reviewed- Ready for Council	DFD Reviewed- Ready for Council	EMS Reviewed- Ready for Council	GSD Approval Not Required	DDOT Approval Not Required	MPD Approval Not Required	DPW Reviewed- Ready for Council	DHD Reviewed- Ready for Council

### BSEED

BSEED  
Reviewed-  
Ready for  
Council

**Mayor's Office Special Events Signature:** Gakeima Fife

**Date:** March 13, 2025

## General Event Information

Has this event been hosted before? Yes

Has the applicant (individual or organization) ever applied for a Special Event with the City of Detroit before? Yes

Is this an annual event? Yes

Event Website: N/A

Which spaces will be used? Street, Sidewalk, Private Facility

Will this event include the use or sale of marijuana? No

## Event Description

Brief Event Purpose & Description:

The Chapel Hill Family Fun Day is an event for not only the members but the community as well. There will be games, food, and music. All ages are welcome and there is no charge.

Estimated Peak Attendance: 200

Estimated Total Attendance: \_\_\_\_\_

Is this a public event? Yes

Will there be ticket sales or admission charged? No

Does this event use Hart Plaza? No

Will there be merchandise sold? No

Will you be taking donations? No

Is this a charity event? No

Does this event involve campers, tents and/or RVs? No

Will this event involve a petting zoo or -  
tattoo art (not including temporary tattoos)? No

## Contact Information

Organization / Petitioner Name: Chapel Hill Missionary Baptist Church

Mailing Address: 5000 JOy Road

Detroit Michigan 48204

Primary Contact:	Secondary Contact:
Cassandra E Allen	R. LaMont Smith
secretaryofchmbc@comcast.net	pastorchmbc@comcast.net
+1 (313) 658-9211	+1 (313) 248-7010

Organization Type: Nonprofit

Organization Website: chapelhillmbc.org

## Event Setup & Breakdown

Begin Setup: 07/12/25 7:00 AM

Complete Setup: 07/12/25 9:00 AM

Setup Location(s): 5000 Joy Road (Parking Lot behind the Church, 4924 Joy Road, street

Event Start: 07/12/25 10:00 AM

Event End: 07/12/25 4:00 PM

Begin Tear Down: 07/12/25 4:00 PM

Complete Tear Down: 07/12/25 5:00 PM

Number of Trash Containers: 3 Number of Recycling Containers: 2

Cleaning Service Vendor: N/A

Other Waste Elements: N/A

## Street Closures & Parking

How many streets will be closed: 1

Will you be closing any part of Woodward Avenue? No

Street Closures (if there are 1-4 closed streets):

1. Yosemite 07/12/25

Joy Road and Riveria 7:00 AM 5:00 PM

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

Will you charge attendees for parking? No

Valet parking or blocking metered parking spaces? Neither

Describe the parking plan to accommodate anticipated attendance:

Guest will park in our Joy Road parking lot which is across the street from the church.

## Food & Beverage

Will food be served? Yes

Will food be prepared on site? Yes

Number of food trucks: 0 Number of non-truck food vendors: 0

## Food & Beverage (cont.)

Will any type of alcohol be served (including beer)? No

Will there be sales, service and/or consumption of alcohol in public at the event? \_\_\_\_\_

What type(s) of alcohol will be served? \_\_\_\_\_

Day(s) and time(s) alcohol will be served: \_\_\_\_\_

Will ice be used in any served beverages? No

## Stages, Tents, & Structures

Is a stage being built? No

How many stages will be used? \_\_\_\_\_

Do any of the stages have a canopy? \_\_\_\_\_

Number of tents 10' x 10' and smaller: 2

Number of tents larger than 10' x 10': 1

Tent Contractor: United Rent All (for large canopy)

What other structures will your event include? N/A

Will your event use any grills? Yes

What kind of grills? Charcoal

## Utilities & Portable Restrooms

Event Utilities that will be used: Utility Power

How will generators be fueled? \_\_\_\_\_

Generator contractor: \_\_\_\_\_

Will additional wiring be installed? No

Does the event require access to a hydrant? No

Will there be amplified sound? Yes

Will a sound system be used? Yes

Will you be providing Port-a-johns? No

## Security & Emergency Plans

Will the event have a security contractor? No

Security Contractor: \_\_\_\_\_

Number of private personnel per shift: \_\_\_\_\_

Which of these apply to the private security personnel? \_\_\_\_\_

Will you contract emergency medical services? No

Name of emergency medical services contractor: \_\_\_\_\_

Does this event include fireworks? No

Day(s) and time(s) of fireworks: \_\_\_\_\_

Fireworks vendor: \_\_\_\_\_

## Attachments

<input checked="" type="checkbox"/>	Applicant Signature Page (required)
<input checked="" type="checkbox"/>	Event Clean Up Plan (required)
<input type="checkbox"/>	Security Plan (500 or less attendees)
<input type="checkbox"/>	Emergency Response Plan & Medical Procedures (500+ attendees)
<input checked="" type="checkbox"/>	Communication and Community Impact Plan (500+ attendees)
<input type="checkbox"/>	Maintaining of Traffic Plan (1000+ attendees or if closing a street)
<input checked="" type="checkbox"/>	Build and Breakdown Schedule (if you are erecting any structures)
<input checked="" type="checkbox"/>	Site Map Plan (if event involves any temporary elements including tents)
<input type="checkbox"/>	Emergency Medical Contractor Agreement (if applicable)
<input type="checkbox"/>	Barricades Provider Agreement (if applicable)
<input type="checkbox"/>	Security Contractor Agreement (if applicable)
<input type="checkbox"/>	Port-a-john Contractor Agreement (if applicable)
<input type="checkbox"/>	Sanitation Contractor Agreement (if applicable)

City Council Member: \_\_\_\_\_

**Resolved,** The Mayor's Office is hereby authorized and directed to issue permits to Chapel Hill Missionary Baptist Church to host "Family Fun Day" (2025-049) on July 12, 2025 from 10:00 AM to 4:00 PM at 5000 Joy Detroit, MI 48204

**PROVIDED,** that there will be DPD Assisted Event; and be it further

**PROVIDED,** that there will be DFD Pending Inspections; and be it further

**PROVIDED,** that there will be BSEED Permits Required for Tents, and be it further

**PROVIDED,** that there will be DPW Type III Barricades & Road Closure Signage Required; and be it further

**PROVIDED,** that all necessary permits must be obtained prior to the event. If permits are not obtained, departments can enforce closure of event.