

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

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.

Petition No.	2025-237
Name of Petitioner	Renaissance High School (Detroit Public School Community District)
Description of Petition	Petition request to hold "Renaissance High School Homecoming Parade" on October 10, 2025 from 12:00 PM until 2:00 PM on the same day at 6565 W. Outer Drive, High School Campus and Surrounding Streets. Set-up will begin at 10:00 AM on October 10, 2025 and be completed by 11:00 AM on the same day. Tear down will begin at 2:00 PM on October 10, 2025 and be completed by 3:00 PM on the same day.
Type of Petition	Special Events
Submission Date	09/18/25
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	Cindy Powell 6565 W. Outer Drive Detroit, MI 48235 (Ph) 313-205-8169 Cindy.powell@detroitk12.org

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:

Cindy Powell

Date:

6/18/25

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:

Renaissance High School

Event Date:

10/10/25

Event Organizer:

*Parade
Cindy Powell*

Applicant Signature:

Cindy Powell

Date:

6/18/25



Check Point #1: **Curtis**-ensure participants ease out in the right direction and return at the end. (Football Gate)

Check Point #2: **K. Johnson** – ensure participants remain in order and keep the proper pace.

Check Point #3: **W. Johnson** - ensure participants remain in order and keep the proper pace.

Check Point #4: **Mel. Jones**- ensure participants remain in order and keep the proper pace, direct the return of the participants to check point #9 entrance.

Check Point #5: Nichols – Performance stop. Ensure that the clubs stop for their mini performance. Hold the parade and get them going when the performance is completed. (In front of students)

Check Point #6: Vowels– Performance stop. Ensure that the clubs stop for their mini performance. Hold the parade and get them going when the performance is completed. (FLICS)

Check Point #7: **Piscopink** – Car. Ensure participants make the turn and keep the proper pace.

Check Point #8: Michon Jones– Performance stop. Ensure that the clubs stop for their mini performance. Hold the parade and get them going when the performance is completed (near Senior Citizens Home)

Check Point #9: Richardson/Mansour -Ensure non parade participants enter Door 7 or Door 9 (Gym) in an orderly fashion.

All Staff Monitors: Once the Class of 24 pass you, please walk to the front and assist students with getting into the gym.

Parade Emergency Plan

In the event of an emergency that would require complete evacuation of the parade, students and staff are to reunite inside Renaissance High School gymnasium.

Students will be led back into the building with their assigned staff member leaders.

Students are to enter from four locations:

- Football Field Atrium Entrance
- William Douglas Fieldhouse (sidewalk) Third Floor Jerry L. White Entrance
- West McNichols (Teacher Parking) Second Floor Jerry L. White Entrance • Outer Drive
(Front of Building Sidewalk) Main entrance

Name	Title/Contact	Duties
Verynda Stroughter	Principal	Contact Police/Fire Department
Cindy Powell	Vice Principal Radio Communications	Gymnasium and Organize students by grade level in the bleachers
Joseph Hunter	Vice Principal Radio Communications	Check floors and classrooms, lavatories. Stairwell
Lewis Grady	Vice Principal Radio Communications	Monitor student entrance/ Communicate with Jerry L. White (All Clear Jerry L. White);
Erin Vos	Second Floor Voice Communications	Assist with students entering Main Entrance
Belita Mitchell	Administrative Assistant	Answer phones (main office)
Jerry Davis	Engineer Ext.4632 (C) 996-4911 Radio communications	Stay in Contact with Principal
Officer Whitted	Campus Police Radio Communications	Monitor students returning from Outer Drive

Officer Marsha	Radio Communications	Monitor students returning from Football Field
Officer Amber	Radio Communications	Monitor students returning from McNichols
John White	Dean of Culture	Monitor students in gymnasium
Kevin Smith	Teacher	Direct Students

Communications: Radio, Telephone

Reunification Team: Contacting Parents

Office Staff	Second Floor
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K. Calvin	Main Office-201
B. Mitchell	Main Office-201
D. Morgan	Main Office-201
P. Anderson	Counseling Center 202
C. Jones	Career Resource202K
Jones	Counseling Center 202
W. Nichols	Counseling Center 202
K. West	Counseling Center 202
J. Crutchfield	Media Center -203
J. Webb	Media Center-203
S. Woods	Media Center-203
Nurse	Clinic-206

Renaissance High School Parade

Communication and Community Impact Plan

Renaissance High School will host its annual homecoming parade on Friday, October 10, 2025, on West Outer Drive. This will be the seventh consecutive year for the parade. The community will be invited to attend the parade with email invitations and flyers brought to their place of business. Additionally, our students and staff walk and personally invite our neighbors.

The community is excited about the parade, and they cheer us on each year. The parade invitation is on our website and all social media platforms.

Clean Up Plan

If there is a need to clean up any debris, our staff and students will clean up any leftover debris. Additionally, we have RNA services that will assist if needed.

CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

SPECIAL EVENTS PETITION

Petition No: _____

Event Name: Renaissance High School Homecoming Parade

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

Petitioner Name / Organization: Renaissance High School (Detroit Public School Community Dis

Event Location: 6565 W. Outer Drive, High School Campus and Surrounding Streets

Event Date(s) and Time(s): 10/10/25 12:00 PM to 10/10/25 2:00 PM

Type of Event: Parade

Applicant Contact:
Cindy Powell
cindy.powell@detroitk12.org
+1 (313) 205-8169

Submission Date:	06/18/25 1
Date of Clerk's Office Referral:	9/18/25
Date of City Departments Sign Off:	9/18/25
Date Referred to Council:	9/19/25

Department Approvals

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

BSEED
BSEED Reviewed-Ready for Council

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

Date: September 19, 2025

General Event Information

Has this event been hosted before? _____

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

Is this an annual event? Yes _____

Event Website: n/a _____

Which spaces will be used? Street, Sidewalk _____

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

Event Description

Brief Event Purpose & Description:

Renaissance High School will celebrate Homecoming with a parade, pep rally and football game. The parade will feature organizations, clubs and groups from Renaissance High School's staff and students. The parade will allow the community to come together and celebrate in a fun and safe way.

Estimated Peak Attendance: 300 _____

Estimated Total Attendance: 300 _____

Is this a public event? Yes _____

Will there be ticket sales or admission charged? No _____

Does this event use Hart Plaza? _____

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? _____

Will this event involve a petting zoo or tattoo art (not including temporary tattoos)? _____

Contact Information

Organization / Petitioner Name: Renaissance High School (Detroit Public School Community District)

Mailing Address: 6565 W. Outer Drive

Detroit Michigan 48235

Primary Contact:	Secondary Contact:
Cindy Powell	Erin Vos
cindy.powell@detroitk12.org	Erin.Vos@detroitk12.org
+1 (313) 416-4600	+1 (313) 416-4600

Organization Type: Other

Organization Website: www.detroitk12.org/renaissance

Event Setup & Breakdown

Begin Setup: 10/10/25 10:00 AM

Complete Setup: 10/10/25 11:00 AM

Setup Location(s): Renaissance High School Campus, Outer Drive to Hubbell and back to

Event Start: 10/10/25 12:00 PM

Event End: 10/10/25 2:00 PM

Begin Tear Down: 10/10/25 2:00 PM

Complete Tear Down: 10/10/25 3:00 PM

Number of Trash Containers: 0 Number of Recycling Containers: 0

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. Outer Drive 10/10/25

Greenfield to Hubbell 11:00 AM 2:00 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:

RHS school parking lot

Food & Beverage

Will food be served? No

Will food be prepared on site? _____

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

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: 0

Number of tents larger than 10' x 10': 0

Tent Contractor: n/a

What other structures will your event include? n/a

Will your event use any grills? No

What kind of grills? _____

Utilities & Portable Restrooms

Event Utilities that will be used: Neither

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? No

Will a sound system be used? _____

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 checked="" 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 Renaissance High School to host "Renaissance High School Homecoming Parade" (#2025-237) on October 10, 2025 from 12:00 PM to 2:00 PM at 6565 W. Outer Drive.

PROVIDED, that there will be DPD Assisted Event w/ DPS Security; and be it further

PROVIDED, that there will be DFD Pending Inspections; Contracted with Private EMS to Provide Services; and be it further

PROVIDED, that there will be DPW Road Closure Permits Required w/ Type III Barricades following City Council approval; and be it further

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