

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.            | 2025-242   |
| Name of Petitioner      | Detroit City Sporting Coalition  |
| Description of Petition | Petition request to hold "2025 Le Run for Le Rouge Charity 5K" on October 12, 2025 from 10:00 AM until 12:00 PM on the same day at 3401 E. Lafayette Street. Set-up will begin at 8:00 AM on October 12, 2025 and be completed by 10:00 AM on the same day. Tear down will begin at 11:00 AM on October 12, 2025 and be completed by 12:00 PM on the same day. |
| Type of Petition        | <b>Special Events</b>  |
| Submission Date         | 09/23/25   |
| 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      | Todd Kropp<br>3401 E. Lafayette St.<br>Detroit, MI 48207<br>(Ph) 313-671-3474<br><a href="mailto:todd.kropp@detcityfc.com">todd.kropp@detcityfc.com</a>  |

# 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:** Todd Kropp

**Date:** 04/28/2025

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.

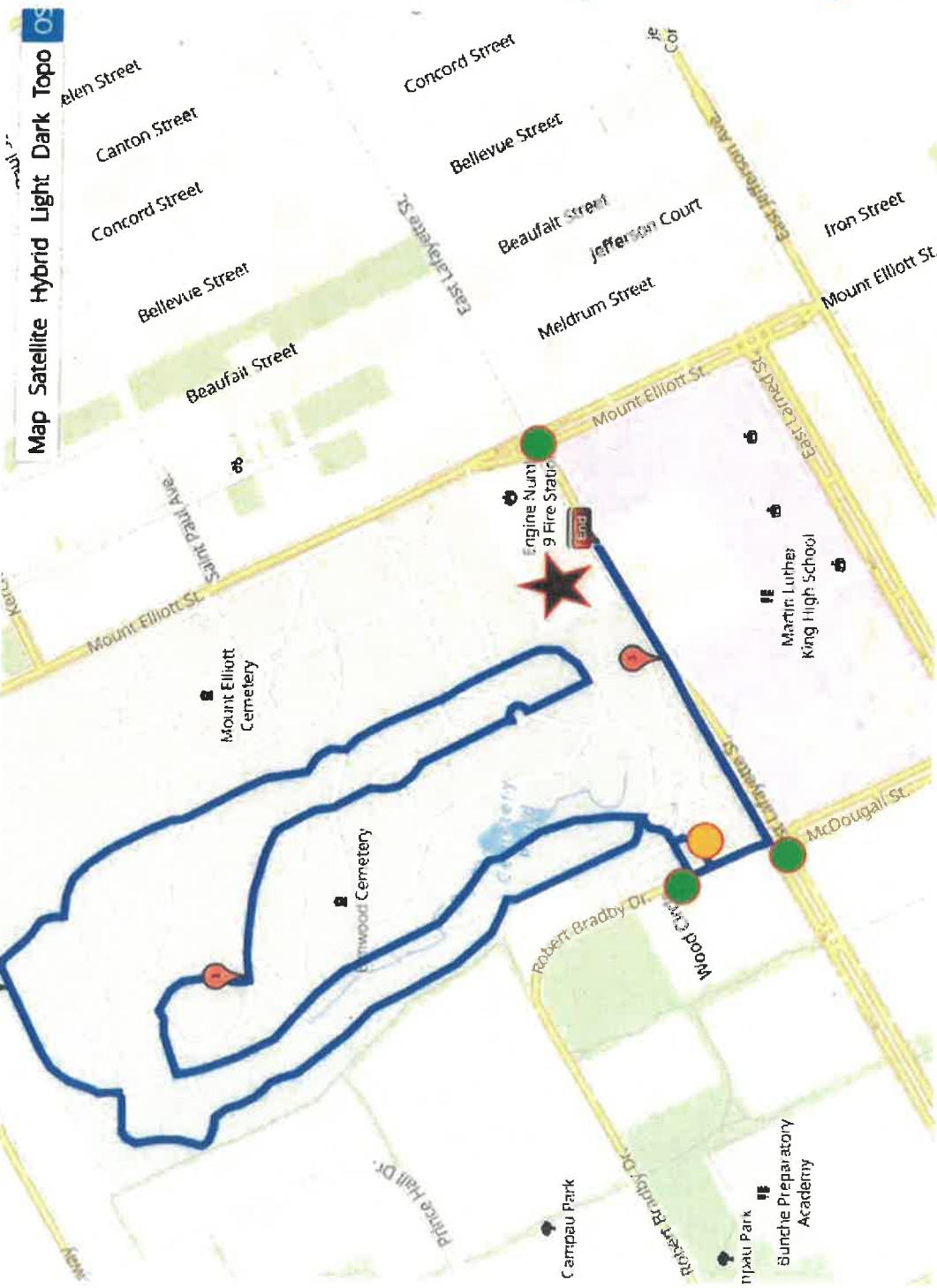
**Event Name:** 2025 Le Run for Le Rouge

**Event Date:** 10/12/2025

**Event Organizer:** Detroit City Sporting Coalitio

**Applicant Signature:** Todd Kropp

**Date:** 04/28/2025



**Detroit City Fieldhouse.** The Detroit City Fieldhouse facility will be the landing spot for participants. Parking is available at the facility. Bathrooms are also available at the facility. DJ/Music will also be on the grounds of the facility. First aid and medical will also be available at the facility. Registrars and food and beverage tables will also be on the grounds of the facility.

**Proposed Route:** From the Detroit City Fieldhouse (3401 E. Lafayette), participants will head west southwest on East Lafayette St., turn north northwest onto Robert Bradby Dr. (right), before entering the cemetery on the right. They will run a route through the cemetery (as indicated in the map to the left) before heading back out of the cemetery and heading south southeast (right) on Robert Bradby Dr., turning left (east northeast) on East Lafayette to the end of the race in front of the Detroit City Fieldhouse.

**Type III Barricade.** Three Type III Barricades are planned for street closures at the event: (1) Mt Elliott and East Lafayette, (2) McDougall and East Lafayette and (3) Robert Bradby Dr. at Cemetery Entrance as indicated on the map to the left. This is to close Lafayette from Mount Elliott to McDougall and to close Robert Bradby from Cemetery Entrance to E. Lafayette during the race.

**Port-o-John.** One port-o-john will be made available near the Cemetery Entrance. Other bathroom facilities are available within the Detroit City Fieldhouse during the race.



# OPERATIONS & EMERGENCY RESPONSE PLAN

Le Run for Le Rouge Charity 5k

|                      |   |
|----------------------|---|
| EVENT ORGANIZER:     | Detroit City Sporting Coalition (DCSC)  |
| EVENT LOCATION:      | Detroit City Fieldhouse<br>3401 E. Lafayette St, Detroit MI 48207<br><br>(Route will also take participants through Elmwood Cemetery) |
| EVENT DATE:          | Sunday, Oct 12, 2025  |
| START TIME:          | 8am setup, 10:30am 5k run starts  |
| END TIME:            | Breakdown concludes by 12:00pm  |
| EXPECTED CROWD SIZE: | 350 participants, 20 staff/volunteers   |
| SITE LEADS:          | Todd Kropp (313-671-3474)<br>Monse Navarro (313-207-6494)<br>Cooper Baker (586-419-8445)  |

## EVENT DESCRIPTION:

Le Run for Le Rouge is an annual 5k run/walk event that benefits the Detroit City Sporting Coalition's youth travel soccer program. Participants start in front of the Detroit City Fieldhouse and head east on Lafayette, turn north on Robert Bradby Drive and then into historic Elmwood Cemetery.

## CLEAN-UP PLAN:

DCSC staff and volunteers will be deployed along the event route. At the conclusion of the race, volunteers will survey the route to ensure that all trash is removed. Most of the event takes place on private property at the Detroit City Fieldhouse or within the confines of Elmwood Cemetery.

## EVACUATION PLAN:

If the site or facility needs to be evacuated, event participants, staff, and volunteers will be instructed to return to their vehicles. Communications will be made over the public address

system set up outside the venue. We will also send communications via email to event participants through the event registration system.

**SEVERE WEATHER / TORNADO SHELTERING PLAN:**

In the event of severe weather, event participants, staff and volunteers will be instructed to go inside the Detroit City Fieldhouse. The boarded field will be the primary muster location since it does not contain any windows at field level. Communications will be made over the public address system that will be set up outside the venue. We will also send communications via email to event participants through the event registration system.

**LOST CHILD:**

In the event of a child being lost on site, staff will be instructed to take the lost child to the Detroit City Clubhouse where they will wait until the parent or guardian can be located and reunited. Announcements will be made over the public address system that will be situated at the start/finish line and also in the Detroit City Clubhouse.

**MEDICAL EMERGENCY PLAN:**

In the event of a medical emergency, staff and volunteers will notify the ambulance service that will be on site for the duration of the event. For the 2023 match, Universal Macomb Ambulance will be providing EMS and can be reached at 586-939-4350.

**ACTIVE SHOOTER:**

In the event of an active shooter, event participants, staff and volunteers should alert emergency personnel on site or call 911. Participants will be advised to return to their vehicles if it is deemed safe to do so by the emergency personnel on site. Staff will also be trained in the following protocol that can be followed if such a situation arises.



CITY OF DETROIT, OFFICE OF EXTERNAL AFFAIRS

# SPECIAL EVENTS PETITION

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

**Event Name:** 2025 Le Run for Le Rouge Charity 5K

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

**Petitioner Name / Organization:** Detroit City Sporting Coalition

**Event Location:** 3401 E. Lafayette Street

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

**Type of Event:** Run/Marathon

|                           |
|---------------------------|
| <b>Applicant Contact:</b> |
| Todd Kropp                |
| todd.kropp@detcityfc.com  |
| +1 (313) 671-3474         |

|   |            |
|---|------------|
| <b>Submission Date:</b>                   | 04/28/25 1 |
| <b>Date of Clerk's Office Referral:</b>   | 9/22/25    |
| <b>Date of City Departments Sign Off:</b> | 09/23/25   |
| <b>Date Referred to Council:</b>          | 9/24/25    |

**Department Approvals**

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

**BSEED**  
BSEED Reviewed-Ready for Council

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

**Date:** September 24, 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: <https://runsignup.com/Race/MI/Detroit/DetroitCityFo>

Which spaces will be used? **Street, Sidewalk** \_\_\_\_\_

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

## Event Description

### Brief Event Purpose & Description:

The annual Le Run for Le Rouge is a 5k run/walk that benefits our youth travel soccer programs. Participants start at the Detroit City Fieldhouse, head west on Lafayette St and then into historic Elmwood Cemetery.

Estimated Peak Attendance: 500 \_\_\_\_\_

Estimated Total Attendance: 350 \_\_\_\_\_

Is this a public event? Yes \_\_\_\_\_

Will there be ticket sales or admission charged? Yes \_\_\_\_\_

Does this event use Hart Plaza? \_\_\_\_\_

Will there be merchandise sold? No \_\_\_\_\_

Will you be taking donations? No \_\_\_\_\_

Is this a charity event? Yes \_\_\_\_\_

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: Detroit City Sporting Coalition

Mailing Address: 3401 E. Lafayette St

Detroit MI 48207

| Primary Contact:         | Secondary Contact: |
|--------------------------|--------------------|
| Todd Kropp               |                    |
| todd.kropp@detcityfc.com |                    |
|                          |                    |

Organization Type: Nonprofit

Organization Website: https://dcfcity.sprocketsports.com/

## Event Setup & Breakdown

Begin Setup: 10/12/25 8:00 AM

Complete Setup: 10/12/25 10:00 AM

Setup Location(s): 3401 E. Lafayette Street

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

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

Begin Tear Down: 10/12/25 11:00 AM

Complete Tear Down: 10/12/25 12:00 PM

Number of Trash Containers: 5 Number of Recycling Containers: 0

Cleaning Service Vendor: \_\_\_\_\_

Other Waste Elements: \_\_\_\_\_

**Street Closures & Parking**

How many streets will be closed: 2

Will you be closing any part of Woodward Avenue? No

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

1. East Lafayette Street 10/12/25

Mt Elliott and McDougall 8:00 AM 12:00 PM

2. Robert Brady Drive 10/12/25

Lafayette and Elmwood Cemetery Entrance 8:00 AM 12:00 PM

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:  
Guests will park at the Detroit City Fieldhouse and King High School.

**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: 1

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

Tent Contractor: Provided by our organization

What other structures will your event include? Inflatable at the start/finish line provided by race timer.

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? 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? Yes

Name of emergency medical services contractor: Universal Macomb Ambulance

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 checked="" 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 the Detroit City Sporting Coalition to host "2025 Le Run for Le Rouge Charity 5K" (#2025-242) on October 12, 2025 from 10:00 AM - 12:00 PM at 3401 E. Lafayette Street.

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

**PROVIDED**, that there will be DFD Pending Inspections w/ Private Emergency Medical Service; and be it further

**PROVIDED**, there will be DPW Road Closure 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.