



# ADOPT-A-PARK TERMS, CONDITIONS, AND GUIDELINES

For Office Use Only:

Date Submitted: \_\_\_\_\_ Submitted By: \_\_\_\_\_

## Section I – Terms and Conditions

1. The City of Roanoke will sponsor the Adopt A Park, Greenway, Spot Program. The Department of Parks and Recreation will coordinate, review and approve the proposed area(s) for adoption. The Manager of Parks and Recreation or other City representative will be the Program Coordinator and monitor the program. For program information please call (540) 853-1801.
2. Any local community organization, business or individual (18 years of age or older) will be eligible to participate.
3. Adoptive locations may include all, or a portion of, any available City maintained park, plaza, greenway, trail or other public area as approved by the Program Coordinator.
4. The City reserves the right to deny adoption requests, requests for signs or other supportive program materials for any reason whatsoever. Should there be a question of public or participant safety, health, expense, effectiveness or program image, the proposed adoption may not be approved.
5. Participants must have a City approved “Permit Agreement” form on file and must return to the Program Coordinator a properly executed “Assumption of Risk, Release and Hold Harmless Agreement” for each person participating in the program before any litter clean-up activities may begin.
6. Participants will be required to adopt for a minimum of two (2) years, with a minimum of four (4) clean-ups per year. Participants are encouraged to have one (1) cleanup in October to coincide with City sponsored clean-up events routinely held in October.
7. The City will supply the participants with safety information as a part of their adoption packet. If the litter clean-up involves an area near a street, safety vests will be provided. Participants must contact the Program Coordinator at least one (1) week before a scheduled litter cleanup in order to make arrangements to pickup the vests. The vests must be returned within 48 hours of the clean-up.
8. Participants must hold at least two (2) meetings a year to review safety and other guidelines. No person may be involved in a litter cleanup unless they have attended at least one (1) such meeting in a year.
9. Participants are encouraged to report any unsafe conditions detected during the litter cleanup that may require immediate attention.
10. Groups with members less than 15 years of age must be supervised by at least one (1) adult (18 years of age or older). One (1) adult supervisor will be required per team of eight (8) or less members.
11. Large groups should be divided into teams of eight (8) or less members.
12. Participants are encouraged to separate and recycle appropriate materials for their benefit. Trash bags can be provided upon request. Participants must contact the Program Coordinator at least one (1) week before a scheduled litter cleanup in order to make arrangements to pickup the bags.
13. After each clean-up, adopting groups or individuals must file an “Activity Report” detailing the number of persons involved, number of bags of litter picked up, the number of bags and types of recyclable materials that were separated, and numbers of hours spent. Printed “Activity Report” forms will be provided by the City. Completed forms must be delivered to the Program Coordinator.

14. If assistance will be needed in disposing or recycling the collected material, the Program Coordinator should be contacted prior to the scheduled clean-up to arrange for the material to be picked up the first business day after the clean-up.
15. A sign noting the program and acknowledging the participants and that is approved by Parks and Recreation is available for purchase. The sign will be installed and maintained by the City in the adopted cleanup area after the adoption is approved. The sign will not be installed unless all required forms and releases are on file. Only the name of the adopting group or individual and the "Adopt-A-Park" words will be displayed on the sign. Slogans, logos, advertisements or phrases will not be permitted on the sign or in the adopted park, plaza or area.
16. The City reserves the right to revise these "Terms and Conditions" as needed, to revoke an "Adopt-A-Park Program Permit Agreement" for any reason, and to terminate the "Adopt-A-Park Program" at any time.

## Section II – Guidelines

1. **Welcome to Roanoke's Adopt-A-Park Program.** Thank you for agreeing to help us fight litter in the park system. Now that your group is part of the program, the following is a listing of what you need to do:
2. **Before you hold a clean-up:** If you will need trash bags, or would like to borrow safety vests for use during the cleanup, please call the Parks and Recreation Administrative Office at 853.2236 at least one work day prior to the cleanup to arrange to pick up these items. You should ask to speak to the Adopt-A-Park coordinator. Be sure each person who will be participating has signed an "Assumption of Risk, Release and Hold Harmless Agreement". If the participant is a minor, the child's parent or guardian must also sign the form. Review the "Safety Tips" sheet with those who will participate. Several copies of these forms will be made available to you. Please use these to make additional copies as they are needed. Decide how you will dispose of the trash you have picked up. If it will be more than your organization can haul away, call Parks and Recreation before the day of your cleanup so staff can schedule pick-up of the bags of litter on the first work-day following your cleanup.
3. **During the clean-up:** Please ensure that participants are taking part in the clean-up in a safe manner.
4. **After the clean-up:** Please fill out and mail in an "Activity Report" form to the Municipal Volunteer Coordinator in the Noel C. Taylor Municipal Building. Several copies of this form will be made available to you. Please use these to make additional copies as they are needed. If you borrowed safety vests from Parks and Recreation, return them within 48 hours so that other groups may use them.

## Section III – Safety Tips

The following is a listing of what to do and what not to do when participating in a clean-up:

### Do

- Wear an orange safety vest if you are involved in a cleanup near a street. This will allow you to be seen and identified with the cleanup team.
- Wear light or bright colored protective clothing, as well as work gloves and hard soled shoes. Sandals or open toe shoes should not be worn.
- Work only during daylight hours and good weather.
- Provide adult supervision for group members less than fifteen (15) years of age.
- Report any unsafe or dangerous conditions to the Adopt-A-Park Program Coordinator.

### Don't

- Horse around or do anything that will distract other volunteers.
- Participate in litter cleanups while under the influence of alcohol or drugs
- Overexert yourself.
- Pick up litter on construction sites.
- Pick up hazardous materials. Please call 911 for hazardous materials that present an emergency situation. For non-emergency situations, please call 853.2211.
- Pick up litter during peak traffic times if the designated area is near a street.
- Use power tools such as lawn mowers, tractors, chainsaws, etc.