



## **THE ADOPT-A-PARK PROGRAM**

### **WHAT IS ADOPT-A-PARK?**

The primary purpose of this program is to enlist the community's involvement with selective maintenance within a park in order to maintain a clean park environment for all to enjoy.

Tasks may include trash pickup, graffiti reporting, weeding/raking playgrounds, sweeping shelters, cleaning picnic tables, mulching trees/shrubs, restocking doggie bags, and reporting vandalism. Adopters can also help with special projects, such as graffiti cover-up and painting and planting flowers. Some projects and tasks are not available year-round and may be available only at specific parks.

### **WHAT ARE THE ADOPT-A-PARK POLICIES?**

- 1.) The adopting organization commits to a one-year period of adoption. At the end of that year, an organization can renew, change sections (if available), or terminate.
- 2.) Monitoring of the park should be done on a regular basis, usually at least once a week. Some sites may require additional time commitments.
- 3.) The City of Delray Beach will provide trash bags and will be responsible for collecting and disposing of the filled bags. Doggie bags will also be provided for restocking bag containers.
- 4.) The City of Delray Beach will place a sign in the adopted park, crediting the organization for their assistance.
- 5.) An adopting organization may keep any and all proceeds from any material with recyclable value that is found.
- 6.) For further information on how to apply, contact Alberta Gaum-Rickard at (561) 243-7136.

**CITY OF DELRAY BEACH  
ADOPT-A-PARK PROGRAM**

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**PUBLIC Information Packet**

## CITY OF DELRAY BEACH ADOPT-A-PARK PROGRAM

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### POLICIES

Civic groups and business may apply to adopt a park in the City of Delray Beach. A minimum one-year commitment is required, except in the first year of participation when all new contracts will be written through December 31<sup>st</sup> of that year. When a contract expires, if acceptable to both parties, the adopting organization may renew the commitment for an additional year. Requests to adopt specific parks are processed on a first-come, first-served basis.

When children participate, the adopter will have emergency contact information accessible at the site. There must also be one adult supervisor for every five children.

The adopting organization may elect to clean the designated park on a quarterly, bi-monthly, or monthly basis. Certain parks may require a monthly or bi-monthly commitment.

The adopting organization may elect to include maintenance (such as weeding or painting) as part of their Adopt-A-Park commitment.

A representative from the adopting organization must contact Tim Simmons, Parks Superintendent, at (561) 243-7258 (Monday through Friday, 6:30 AM to 3:00 PM) to request bags and/or gloves at least 24 hours prior to the clean up. Pickup of these items will be at the Parks Maintenance compound at 320 S.W. 4<sup>th</sup> Street in Delray Beach.

- Signage identifying the adopting organization
- Trash bags
- Gloves (participants may supply their own gloves if they prefer)
- Safety information

All participants are required to read the safety information and conduct themselves in a safe manner while participating in the program. In addition, each participant is required to wear gloves while cleaning the park.

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**APPLICATION**

ORGANIZATION (as it appears on sign) \_\_\_\_\_  
(up to 20 characters per line - \_\_\_\_\_  
one or two lines)

GROUP CONTACT PERSON \_\_\_\_\_

TITLE OR POSITION \_\_\_\_\_

TELEPHONE NUMBER (day) \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

ESTIMATED NUMBER OF PARTICIPANTS \_\_\_\_\_

PREFERRED PICKUP LOCATION (name of park) \_\_\_\_\_

TENTATIVE STARTING DATE \_\_\_\_\_

ANNUAL NUMBER OF PICKUPS (4, 6 OR 12) \_\_\_\_\_

ANTICIPATED PICKUP DAY \_\_\_\_\_

**STATEMENT OF AGREEMENT**

As representative of this organization, I have read and agree to abide by the policies, regulations and safety recommendations as put forth by the City of Delray Beach in regard to the Adopt-A-Park program. I understand that this is an application for the Adopt-A-Park program and that a Parks and Recreation representative will contact me to finalize an agreement. In addition, I understand that the Director of Parks and Recreation will make the final determination as to whether a group can participate and the final park assignment.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**FOR OFFICE USE ONLY**

**Assigned Park:** \_\_\_\_\_

**Dates of Adoption:** From \_\_\_\_\_ To \_\_\_\_\_

**Organization** (as it will appear on the sign): **Line 1** \_\_\_\_\_  
**Line 2** \_\_\_\_\_

**New Signs:** Date Ordered \_\_\_\_\_ Date Installed \_\_\_\_\_

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**ADOPT-A-PARK AGREEMENT**

This agreement is made and entered into this [DATE OF AGREEMENT] \_\_\_\_\_ by and between the City of Delray Beach, Florida, a municipal corporation (City) and [NAME OF ORGANIZATION] \_\_\_\_\_ (Adopter).

WITNESSETH:

WHEREAS, the City recognizes the need and benefits of clean, litter-free parks; and

WHEREAS, the City has established an Adopt-A-Park program (the Program) to enable civic groups and businesses to help keep our community litter-free; and

WHEREAS, the Adopter desires to adopt a park by agreeing to provide volunteer support for the removal of litter from [NAME OF PARK] \_\_\_\_\_ Park; and

WHEREAS, the Adopter desires to provide volunteer support for some maintenance activities (such as weeding or painting); and

WHEREAS, the Adopter is aware that the nature of the work to be performed is hazardous, particularly due to the presence of traffic on adopted roadways, and the potential for encountering snakes, insects, and other animals, noxious weeds, hazardous debris, and unexpected holes and ditches.

NOW, THEREFORE, the parties agree to the following:

- 1.) The City recognizes [NAME OF ORGANIZATION] \_\_\_\_\_ as the Adopter for [NAME OF PARK] \_\_\_\_\_ Park (the Park) for a period commencing on [DATE AGREEMENT BEGINS] \_\_\_\_\_ and ending on [DATE AGREEMENT EXPIRES] \_\_\_\_\_. At the end of the year, this agreement shall terminate. However, if acceptable to both parties, the Adopter may renew this agreement for an additional year. If a renewal occurs, the Adopter must abide by all policies in place at the time of the renewal period.
- 2.) The Adopter accepts responsibility for clearing litter and debris from the Park. Pickups will be scheduled by the Adopter every [PICKUPS SCHEDULED EVERY] \_\_\_\_\_ month(s), weather permitting, during the adoption period.
- 3.) If the Adopter has also volunteered to provide support for maintenance activities within the Park, the Adopter will communicate with the City contact person (listed below) at least one week prior to the scheduled cleanup so that appropriate steps can be taken to arrange the project(s). The contact person is Tim Simmons, Parks Superintendent; he

- can be reached at (561) 243-7258 Monday through Friday between the hours of 6:30 AM and 3:00 PM.
- 4.) The Adopter will notify the City contact person at least 24 hours prior to the cleanup so that arrangements can be made to pick up debris.
  - 5.) The Adopter has read the City's Adopt-A-Park Program Policies, Safety Recommendations, and Volunteer Agreement (a release of liability) and will provide the information to each volunteer prior to participation in the program. The Adopter and its volunteers agree to abide by these policies, regulations, and safety recommendations.
  - 6.) The Adopter agrees that it will be responsible for any of its volunteers or members performing the work and will defend, indemnify, and hold the City harmless from and against any and all liability, claims, and demands on account of any injury or loss that a volunteer might incur when engaged in the work or in any other way related to the work performed under the Adopt-A-Park program. The Adopter will obtain the signature of each volunteer on the Volunteer Agreement form prior to the individual's participation in the Adopt-A-Park program. A parent or guardian's signature is required for children under the age of eighteen.
  - 7.) When children under the age of sixteen participate in the program, there must be one adult supervisor for every five children. When children participate, the Adopter will have emergency contact information accessible at the site.
  - 8.) The City recognizes [NAME OF ORGANIZATION] \_\_\_\_\_ as the Adopter and will install signage identifying the organization specified above. The organization's name will appear on the sign as follows:  
[SIGN LINE 1]  
[SIGN LINE 2]
  - 9.) The City of Delray Beach will provide the following to each participating organization:
    - Trash bags
    - Disposable gloves
    - Safety information
  - 10.) In the event that either party fails to perform its duties in accordance with the terms hereof, the sole remedy for the non-defaulting party is the termination of this contract and neither party shall have a cause of action against the party in breach hereof, whether for damages, specific performance or quantum merit.
  - 11.) This agreement is non-assignable.
  - 12.) The contact person for the City is Tim Simmons; he can be reached at (561) 243-7258.
  - 13.) The contact person for the Adopter is [CONTACT PERSON] \_\_\_\_\_ who can be reached at [ADOPTER'S TELEPHONE NUMBER] \_\_\_\_\_.

THE CITY OF DELRAY BEACH, FLORIDA

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Title

ADOPTER:

Organization:

Address:

Representative: \_\_\_\_\_  
(please print)

Signature: \_\_\_\_\_

Title:





# CITY OF DELRAY BEACH ADOPT-A-PARK PROGRAM

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## SAFETY RECOMMENDATIONS

### SAFETY DOs:

**DO** make sure that all participants are familiar with these safety recommendations.

**DO** assign one volunteer as a safety coordinator who oversees other volunteers to insure that work is conducted in a safe manner, paying special attention to participating children.

**DO** wear light or bright colored clothing which is appropriate for the work associated with the program, hard-soled, protective shoes, and gloves.

**DO** dress appropriately for the weather and take breaks on a regular basis.

**DO** work only when weather is fair and in the daylight.

**DO** bring a water bottle and wear sunscreen and sunglasses.

**DO** be aware of your physical condition and refrain from doing any activities beyond your capabilities.

**DO** watch and take precautions for:

- Snakes, other animals and insects
- Noxious weeds
- Glass, barbed wire, pipes and debris with sharp or rusted edges
- Unexpected holes or ditches

**DO** be aware of traffic on adjacent roads and driveways.

**SAFETY DON'Ts:**

**DON'T** step into a roadway for any reason. Don't pick up litter or debris on a roadway surface or close to the edge of the road.

**DON'T** park vehicles in "No Parking" areas.

**DON'T** play around or do anything to distract passing drivers.

**DON'T** bring pets to the cleanup site.

**DON'T** leave children or pets in the car while participating in the program.

**DON'T** pick up any materials that may be hazardous to your health (e.g. chemicals, firearms, hypodermic needles, etc.). Please notify the City if hazardous conditions exist (911 for emergencies or (561) 243-7800 for non-emergencies).

***\*\* These recommendations are not all inclusive. Take all precautions necessary to avoid accidents. \*\****