

## **SULTAN CITY COUNCIL AGENDA ITEM COVER SHEET**

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**ITEM NO:** D-1

**DATE:** October 28, 2010

**SUBJECT:** Adopt-a-park program

**CONTACT PERSON:** Deborah Knight, City Administrator

**ISSUE:**

The issue before the city council is to discuss two proposals related to the city's unofficial adopt-a-park program:

1. Should the city create an official adopt-a-park program?
2. Should the city print park signs and brochures in Spanish?
3. Should the city allow logos on adopt-a-park signs?

**STAFF RECOMMENDATION:**

1. Review the information and recommendations from the council subcommittee.
2. Adopt the subcommittee recommendations.
3. Direct staff to return with formal adopt-a-park program for council consideration.

**SUBCOMMITTEE RECOMMENDATION:**

The city council subcommittee discussed these policy questions and directed staff to bring the issues to the full city council for consideration.

The council subcommittee was supportive of formalizing the adopt-a-park program using the adopt-a-street program as a template.

The city council subcommittee did not support printing the city's formal park signs in Spanish. However, informal efforts to translate brochures into Spanish and post laminated signs at the park were generally acknowledged as low cost measures to communicate with all residents.

The subcommittee was not supportive of allowing logos on adopt-a-park signs for two reasons: 1) lack of control over logo designs and themes; 2) desired uniformity between signs.

At the council meeting on October 14, 2010, student representative Russell Wiita stated he was not supportive of printing park signs in Spanish.

## **SUMMARY:**

A number of organizations and individuals are maintaining city parks as part of the city's volunteer program. The city has not created a formal adopt-a-park program. Recently, the city received two requests from adopt-a-park volunteers:

1. Print park signs and brochures in Spanish
2. Allow logos on adopt-a-park signs

City staff are seeking feedback from the city council on these two specific issues and discussion of whether the city should create a formal adopt-a-park program.

### Adopt-a-park

A large number of cities both locally and nationally have formalized adopt-a-park programs. Like the adopt-a-street program, cities require various levels of commitment and bureaucracy from their volunteers. The council should consider the following policy questions:

1. **Should there be a minimum commitment – for example one-year?** Council subcommittee and adopt-a-park volunteers agreed there should be no minimum requirement.
2. **Should adopt-a-park volunteers be required to commit to a minimum number of hours or visits per year?** Council subcommittee and adopt-a-park volunteers agreed there should be no minimum requirement.
3. **Should there be minimum age limit without supervision?** Everyone under the age of 18 must be supervised by an adult. However, the city and/or adopt-a-park captains may determine that for certain activities supervision is required regardless of the person's age.
4. **Should there be a short training program to ensure volunteer safety?** Yes, in order to ensure the safety of park volunteers and limit the city's liability, there should be a short training program to ensure volunteer safety.
5. **What type of recognition should the city provide – council meeting, sign, annual BBQ, or other investment to ensure volunteer appreciation and commitment?** Adopt-a-park volunteers should be recognized in the same manner as other volunteers.

### Adopt-a-park sign policy

The adopt-a-street program may include the option for the volunteer or group to purchase a sign with the group or family name. The city has received a request from the Sultan Pirates to adopt the sports fields in Osprey Park. The Sultan Pirates requested the sign to include the skull and cross bone logo.

The policy question for the city council is whether adopt-a-park signs should be a part of the overall program and what rules should apply for example:

1. **Should adopt-a-park signs be posted at the entrance to the adopted park or at another designated location within the park as determined by the public works department?** Signs may be posted wherever appropriate for visibility and park use. The public works department should be responsible for sign placement within parks.
2. **Should the Adopt-a-Park sign share a sign post with other signs in the park?** Generally adopt-a-park signs should be on a separate post to avoid clutter and highlight the adopt-park-program. However, in certain cases sharing a post may be cost effective and not reduce visibility of the adopt-a-park sign.
3. **Should the signs only state the name of the group and not allow logos, political or other statements which may be considered controversial?** The sign should only state the name of the group to ensure consistency and avoid putting the city in the position of evaluating logos for approval.
4. **Should the public works department be solely responsible for final approval of sign designs?** Yes. The public works department should have the final approval of sign designs.

### Park signs and brochures

The city currently prints its park signs and brochures in English. The city has received a request to print park signs and brochures in Spanish as well as English.

During the 2000 census approximately 9.5% of Sultan residents (320 people) identified themselves as Hispanic or Latino.

The policy question for the council is whether there is a sizable population of non-English speaking residents or visitors that such an investment is warranted.

Park signs typically cost between \$50 and \$250 dollars. The city could choose to focus on Osprey Park which is the largest and most widely used park in the city.

Printing brochures (or the city's website) in Spanish could cost between zero and \$500 depending on whether a Spanish speaking volunteer is available or whether the city would need to contract for translation services.

**FISCAL IMPACT:**

The fiscal impact depends on the policy direction from the city council. The adopt-a-park program is already underway informally. The city has a template in the adopt-a-street program to create a new volunteer program.

Adopt-a-park signs with the organization name and/or logo could be purchased by the volunteer or group to lower city expenses.

The benefit is increased awareness and care for city parks.

**RECOMMENDED ACTION:**

1. Review the information and recommendations from the council subcommittee.
2. Adopt the subcommittee recommendations
3. Direct staff to return with formal adopt-a-park program for council consideration.

**ATTACHMENTS:**

A – Sample adopt a park programs

## **City of Snohomish Adopt a Park Program**

The Adopt-A-Park Program is a program available to individuals, families, community/neighborhood groups and businesses who wish to take an active roll in helping to maintain the many Parks and trails in the City of Snohomish. Developed a few years ago, the program's purpose is to utilize community based help to supplement our Parks Department. We are lucky to have many Parks, trails and open spaces which contribute greatly to our wonderful quality of life. With a limited budget to maintain all of this, the City needs your help.

### **How to Adopt a Park or trail**

We have many parks and trails to pick from. Big parks such as Pilchuck, Ferguson, Hill and the Skate park complex. We also have smaller scale neighborhood parks; Morgantown, Claytown, Fischer, Cady, and KLa Ha Ya parks. Pocket parks are even smaller areas which need attention; Union and First St. benches and railing area, City Hall flower beds, the Gazebo, as well as our Gateway areas around town. The River and Centennial trail in town are also in need of help. [Click Here](#) to see the map of city park and trail locations.

### **How can volunteers help?**

Weeding, raking, planting, litter and recycling control, wood chip fluffing and spreading, as well as reporting vandalism.

### **Steps to Adopt a Park**

First select a park, trail or a section of either, then contact Adopt a Park coordinator Lisa at 360-568-7070 or [bender@ci.snohomish.wa.us](mailto:bender@ci.snohomish.wa.us) to verify this area has not already been adopted.

Next download, complete, and submit to the coordinator the following:

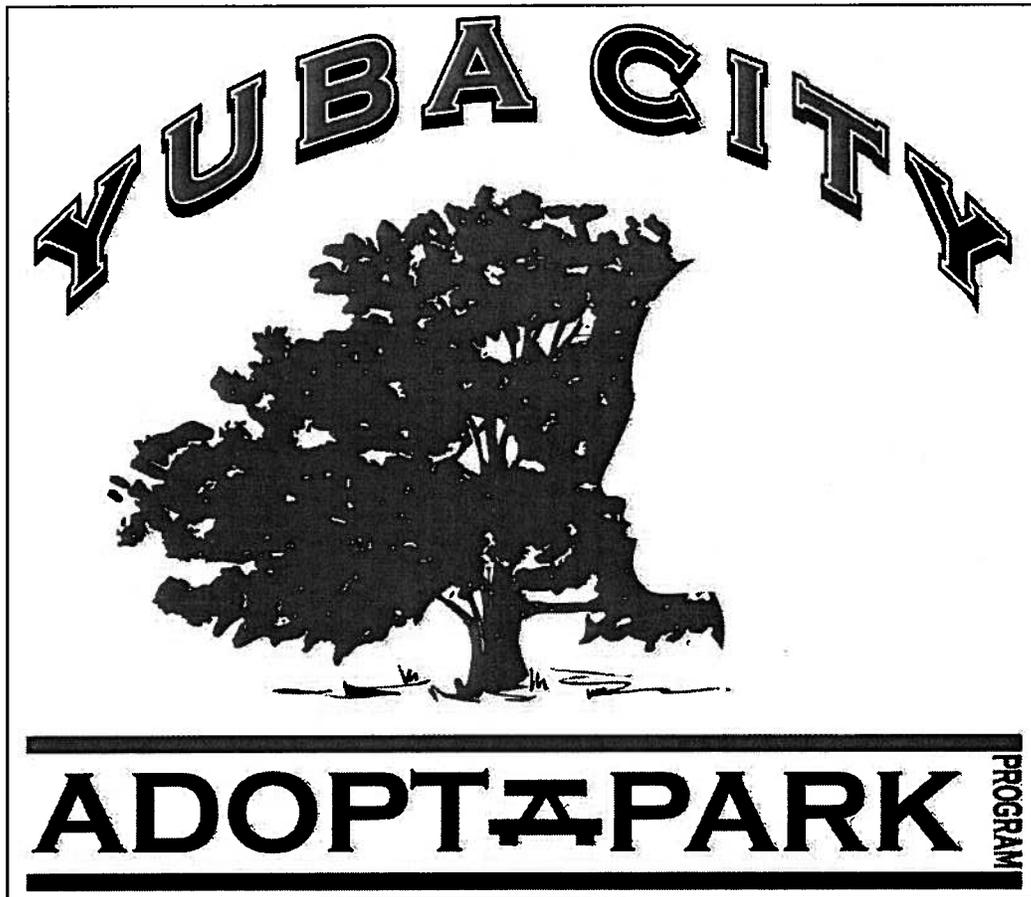
Group [Adopt a Park agreement](#)

OR

Individual Adopt a Park agreement

and [release form](#) as well as [Park Rules and Regulations](#)

Parks Department staff will process forms and contact you.



**ADOPT-A-PARK  
HANDBOOK**

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City of Yuba City  
Department of Parks and Recreation  
1300 Franklin Road  
Yuba City, CA 95993  
(530) 822-4650 FAX (530) 673-4781

City of Yuba City  
**ADOPT-A-PARK**

**What is Adopt-A-Park?**

Adopt-A-Park is a City-wide community service program that recruits and trains residents to assist in the general care and maintenance of neighborhood parks and other parkland on City property.

Adopt-A-Park also educates the public about creating and preserving clean and safe parks for everyone.

**Who can adopt a park?**

Anyone! Adopt-A-Park aims to unite and support all people interested in improving Yuba City's neighborhood open spaces. Our participants include:

- \* Individuals
- \* Neighborhood associations
- \* Schools
- \* Church groups
- \* Non-profit organizations
- \* Senior Citizens
- \* Youth groups
- \* Scouts
- \* Business
- \* Community groups

**What can be adopted?**

**Particular areas within parks that may be adopted include:**

- \* Flower beds
- \* Trees and shrubs
- \* Undeveloped parkland
- \* Playgrounds
- \* Courts
- \* Trails

**How can we help?**

Participants care for their adopted area in the following ways:

- \* Picking up litter
- \* Reporting park hazards/irrigation problems
- \* Pulling weeds
- \* Raking wood chips (playgrounds)
- \* Sweeping courts and pathways

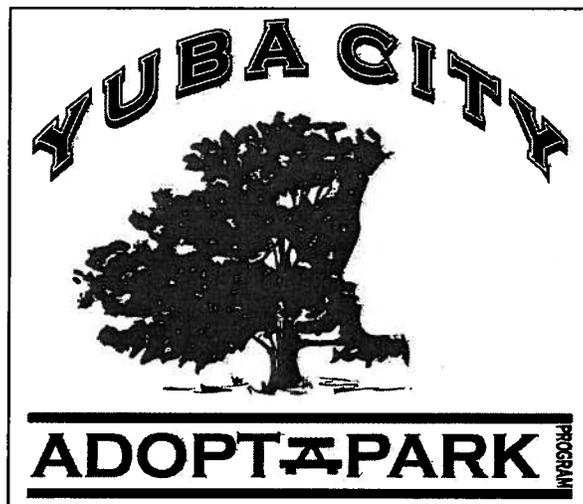
Under the direction of the Parks Division

- \* Pruning
- \* Planting

## What are participants responsible for?

- \* Participants are required to read, understand, and abide by the Safety Guidelines on page 7.
- \* Participants must abide by all park rules and ordinances.
- \* Participants must notify the City of Yuba City to change specific participant duties.
- \* Participants must notify staff when resigning.
- \* Participants must spend a minimum of 8 hours per month at adopted site.
- \* Participants must keep track of the number of hours spent working on a monthly basis and report total hours to the Recreation Department. Hours are due by the 5<sup>th</sup> day of each month. Our office documents this information and tabulates total yearly hours, which helps our program in the following ways:
  - Accounts for total donated time to the program for annual reports.
  - Confirms the growth or decline in participation.
  - Helps our office provide participant awards and recognition

See the "Participant Hours Form" on page 3 for more information.



City of Yuba City  
 Parks and Recreation Department  
 1201 Civic Center Boulevard, Yuba City, CA 95993  
 (530) 822-4650 FAX (530) 673-4781

**ADOPT-A-PARK**  
**Participant Hours Form**

Participants are required to report hours by the 5<sup>th</sup> day of each month. Calculate, record and report the total number of hours worked at each adopted site by filling in the chart (for convenience) and:

\* Mail in the bottom portion to: City of Yuba City  
 Parks and Recreation Department  
 1201 Civic Center Boulevard  
 Yuba City, CA 95993

\* Fax hours to: (530) 673-4781

\* Call in hours anytime to voice mail number: (530) 822-4650

Date	# of Participants Present	# of Hours Worked	Total Hours Worked
Adopted Site:			<u>Monthly Total</u>

Tasks completed this month: \_\_\_\_\_

Notes/Comments: \_\_\_\_\_

We/I, \_\_\_\_\_, have worked \_\_\_\_\_ total hours for the month of \_\_\_\_\_ at our adopted park.

\_\_\_\_\_  
 Participants Signature

\_\_\_\_\_  
 Phone

\_\_\_\_\_  
 Date

## **How do you adopt a park?**

1. Contact the Recreation Department with a request to adopt a neighborhood park or parkland.
2. Sign and return the agreement form on page 5.
3. The Parks and Recreation Department will process your form and contact you.
4. City Parks staff will provide the initial training and orientation for your project area.

## **City Support**

The City may help with supplies to assist you in your duties. This not only helps you do your job, but also helps us keep our parks clean!



**Agreement**

Date: \_\_\_\_\_  
Adopt-A-Park Participant (or Group): \_\_\_\_\_  
Group Contact Person (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Emergency Contact: \_\_\_\_\_  
Park Interested in Adopting: \_\_\_\_\_  
Area Interested in Maintaining: \_\_\_\_\_  
Duties (scope of work): \_\_\_\_\_  
Work Schedule: \_\_\_\_\_ Total Monthly Hours: \_\_\_\_\_

**Terms and Conditions**

1. Term:

Subject to City's right to terminate, this agreement shall be in full effect for one year beginning \_\_\_\_\_.

2. Conditions:

- (A) The participant(s) shall develop and follow a regular schedule of maintenance of the property as agreed upon by the Department of Parks and Recreation and report any hazards to City staff.
- (B) The contact person shall report or fax all hours volunteered to the Recreation Department @ 822-4650 or FAX 673-4781.

3. Access:

Participants are allowed access to City property by the City, for the purpose of carrying out the terms of this agreement.  
The City of Yuba City reserves the right to terminate this agreement at any time.

\_\_\_\_\_  
ADOPT-A-PARK PARTICIPANT

\_\_\_\_\_  
CITY OF YUBA CITY

1201 Civic Center Boulevard, Yuba City, CA 95993 \* (530) 822-4650\* FAX (530) 673-4781



**City of Yuba City  
Volunteers Acknowledgement  
And  
Release of Liability**

I \_\_\_\_\_ hereby agree as follows:

1. I am a volunteer, donating my time, services and energies to the City of Yuba City.
2. I understand and acknowledge I will receive no salary, remuneration or other benefits from the City of Yuba City.
3. I hereby release the City of Yuba City, its officers, agents and employees, and all other persons and entities, whether specifically named here or not, from any and all liability, claims, causes of action, or actions, arising out of or occasioned by bodily injuries or property damage I may sustain in connection with my volunteer services for the City of Yuba City, whether caused by the fault of employees of the City of Yuba City, by a condition of public property, or by any other cause whatsoever, and I agree to indemnify and hold harmless the City of Yuba City from any such liability, claim, causes of action, or actions.
4. I have carefully read this release and indemnity agreement, and I understand its contents. I acknowledge that the effect of this agreement is to waive any claims I might have, and to prevent me from recovering any damages whatsoever if I am injured while performing volunteer services for the City of Yuba City. I have signed this agreement by my own free act.

\_\_\_\_\_  
Volunteer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed

\_\_\_\_\_  
Parent/Guardian's Signature (if volunteer is under 18 years of age)

March 2009

City of Yuba City  
Parks and Recreation Department  
(530) 822-4650

## **ADOPT-A-PARK**

### **Safety Guidelines**

#### **For Teachers and Group Leaders:**

- Students must be supervised at all times.
- Review safety rules carefully with students before they begin the cleanup project.
- Tie bags tightly and place beside trash receptacles.
- Report any safety hazard to Parks Department staff.
- Add any additional safety precautions you feel appropriate.

#### **For Students and Youth:**

- Stay within sight of your teacher or group leader.
- Work with a buddy.
- Don't pick up trash near the street or curb.
- Don't pick up any sharp objects, such as broken glass or needles.
- Report any broken park equipment, such as swings, to your teacher or group leader.
- If park workers are present doing their job, please do not run in front of them or get too close when they are working with a machine.
- Wash your hands thoroughly when you complete your work.

#### **DO:**

- **Do** lift all objects with your legs, not with your back.
- **Do** wear light or bright colored clothing, hard-soled shoes, and sturdy work gloves.
- **Do** use sunblock and/or wear a hat.
- **Do** contact Parks Division staff at (530) 822-4648 immediately if you notice a safety hazard, such as a broken swing or other piece of play equipment.
- **Do** tie bags tightly before placing next to trash receptacles.
- **Do** work during park hours.
- **Do** work with a partner whenever possible.
- **Do** make sure that all participants in your business or organization are familiar with these safety precautions.

#### **DON'T:**

- **Don't** overexert yourself. Be sure to take frequent breaks, drink liquids, and dress appropriately for the weather.
- **Don't** bring small children or pets along on projects.
- **Don't** ever leave children or pets locked in the car at work locations.
- **Don't** pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Call your local Fire Station or Police Department immediately and give the precise location of the material.

City of Yuba City  
Parks and Recreation Department  
(530) 822-4650

## **ADOPT-A-PARK**

### **Litter Removal**

- Leave full trash bags beside trash receptacles in park or call to arrange for pickup..
- Always wear work gloves.
- Work only during daylight hours.
- Work with a partner whenever possible.
- Do not work under potentially dangerous weather conditions, such as rain or heavy winds.
- Don't overexert yourself. Be sure to take breaks and drink plenty of fluids.
- Don't lift with your back, lift with your legs.
- Don't pick up materials that you suspect might be hazardous, such as needles, bloody objects or drug paraphernalia. Call your local Fire Station or Police Department immediately.
- Don't pick up litter close to the edge of curbs unless oncoming traffic is clearly visible.
- Tie bags tightly before disposal.
- Do not stomp on trash bags (stomping may cause sharp objects to puncture the bag).

### **Weed Abatement**

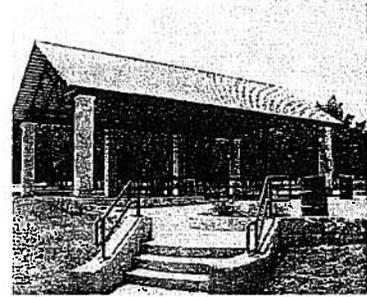
- Before removing weeds, check with the appropriate staff to get approval.
- Contact the Parks Department (822-4648) office to coordinate in advance for pick-up of clippings.
- Wear protective gear: safety glasses/goggles, safety vests, long pants and long sleeves, sturdy work boots, and work gloves.
- Do not use power equipment. It is against City policy.
- Do not work under potentially dangerous weather conditions, such as rain or heavy winds.
- Do not spray or use any chemicals. It is against City policy.
- Don't overexert yourself. Be sure to take breaks and drink plenty of fluids.
- Small children should not use weeding tools. Participants must be at least 12 years old to use weeding tools.
- Be cautious around thorny or poisonous bushes, such as poison oak or star thistle.
- When bagging clippings, keep them separate from green waste.

### **On a Pathway or Trail:**

- Do not block pathways or trails.
- Be cautious and respectful of pedestrians, cyclists, animals and other trail users.



# CEDAR PARK



## **Adopt-a-Park Guidelines**

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### ***What is Adopt-a-Park?***

A program that provides opportunity to cultivate community involvement through volunteerism!

The City of Cedar Park encourages families, neighborhoods, community groups and business organizations to get involved to help our environment and preserve our parks, gardens, trails and lakes. These areas contribute to the quality of life enjoyed by residents and provide a foundation to foster ongoing economic and commercial development of the community.

Cedar Park has 46 developed parks and other special use areas to be adopted. Our Parks Maintenance division works diligently to provide citizens with clean, attractive and well maintained areas. The number of parks in Cedar Park presents a challenge of keeping each park in its highest condition. With your enthusiasm, willingness and effort we can better keep our Parks in this top condition.

### **What can you do?**

#### ***Fund Equipment:***

You or your organization can fund Park amenities such as:

- Drinking Fountains
- Picnic Tables
- BBQ Grills
- Trash-Receiptacles
- Park Entrance signs

(Cedar Park has specific standards for these items and will provide you upon request)

#### ***Help with Maintenance:***

All our parks have the same needs; therefore, participant (s) can:

- weed/rake, pick up litter, clean picnic tables, remove debris,
- sweep courts and pathways, install dog litter pick up stations,
- report graffiti and report park hazards,
- other projects as approved by Parks staff.

***Special Projects/Beautification Projects:***

If there is a project other than litter cleanup you would like to do such as: Tree planting, flower beds, installing dog litter pick up stations, birdhouses, building gateways, graffiti cover-up, painting projects, etc. Please contact Yvonne Lane, Keen on Clean at (512) 401-5000 or email: [Yvonne.Lane@cedarpark.tx.us](mailto:Yvonne.Lane@cedarpark.tx.us)

**How it works**

***General Guidelines:***

Adopt-A-Park is open to community groups, civic organizations, churches, businesses, families, and individual citizens. Park sites or trail sections are given out on a first-come, first served basis.

***Minimum Commitment:***

Once a participant has selected a park/trail and been approved, the participant (s) will maintain the adopted area for a minimum of one (1) year. Within that year, the participant (s) will service their area four (4) times throughout that year. Participant (s) will need to pre-schedule the days they will serve.

***Initial Adoption Process:***

Step 1 – The group leader or volunteer must complete, sign and return the Adopt-a-Park Volunteer Agreement, Group/Volunteer Contact Information form and Release and Waiver of Liability and Assumption of All Risk form to the Parks & Recreations department.

Step 2 – All members of a group must complete, sign and return the Adopt-a-Park Volunteer Agreement, Group/Volunteer Contact Information form and Release and Waiver of Liability form and Assumption of All Risk form.

*Minors are required to have a parent or legal guardian's signature on the Adopt-a-Park Volunteer agreement.*

Step 3 – The Parks department will process your forms and contact you with your notice of approval or denial.

Step 4 – Once approved, the Parks staff will train the participant or group leader and review Safety Guidelines. Then you will be considered active volunteers.

Step 5 – Contact Yvonne Lane, Keen on Clean for materials you may need to assist you in your clean up.

***Track your hours:***

Participant(s) must keep track of hours spent volunteering. The Park & Recreation department and Yvonne Lane - Keen on Clean Office, documents this information and tabulates yearly totals, which helps the program in the following ways:

- Accounts for total donated time to the City for annual statistic reports.
- Confirms the growth or decline in volunteer participation.
- Justifies the need for more tools and supplies when asking for grants.

***Add or remove members from your group:***

- New members who join your group must sign and return a Adopt-a Park Volunteer Agreement, Group/Volunteer Contact Information form and Release and Waiver of Liability and Assumption of All Risk form prior to performing any tasks in the park.
- Group leaders are responsible for training new members in their tasks and reviewing the program guidelines.
- Group leaders must inform in writing the Parks & Recreation Department when group members leave the group.

***Materials:***

Yvonne Lane, with Keen on Clean (512) 401-5000, will provide you with tools and supplies to assist you in your duties. (While supplies last) This helps you do your job, and keeps our parks and trails clean!

- Bags and gloves
- Garbage picker-upper
- First Aid Kit (Group Leaders)

***Recognition:***

Participants and groups who wish to Adopt-a-Park will receive recognition from the Parks and Recreation Department in the form of a standardized sign posted at the facility that they have maintained, a Certificate of Appreciation signed by the Cedar Park Parks and Recreation Advisory Board and have an opportunity to be recognized in the local media (Channel 10TV), and at a City Council Meeting.

***What are the benefits in being an Adopt-a-Park Volunteer?***

Help beautify our parks and community.  
 Gain a sense of community and park pride  
 Help preserve our natural resources  
 Meet new people  
 Contribute to the "Quality of Life" in Cedar Park  
 Great way to get exercise  
 Personal satisfaction of helping others  
 Contribute to "Gold Star" Status with Keen on Clean

***Sign me up:***

Contact the Parks Department either by phone (512) 401-5500 or email [parks@cedarparktx.us](mailto:parks@cedarparktx.us) and request the Adopt-a-Park package which includes the following forms: Adopt-a-Park Guideline, Adopt-a-Park Volunteer Agreement, Group/Volunteer Contact Information form, and a Release and Waiver of Liability and Assumption of All Risk form. Or, you may stop by the Parks office, located at 715 Discovery Blvd- Suite 111, Cedar Park, Texas.



# CEDAR PARK



## Parks & Recreation Department Adopt-a-Park Volunteer Agreement (Required for each volunteer)

Area interested in adopting: \_\_\_\_\_

Special or Beautification project you're interested in: \_\_\_\_\_

Circle four dates that you will volunteer:

1/10/09      2/7/09      3/28/09      4/04/09      5/09/09      6/01/09

7/11/09      8/01/09      9/12/09      10/3/09      11/7/09      12/5/09

Number of participants in your group: \_\_\_\_\_

### Terms and Conditions:

1. Term: Subject to City's rights to terminate at any time with or without cause, this agreement shall be in full effect until the date of your resignation or one year from approval.
2. Conditions:
  - a. Each volunteer shall fulfill four separate days of volunteer service in the area approved by Parks and Recreation Department and report any hazards to City staff.
  - b. The contact person shall record all volunteer hours and turn them into Yvonne Lane, Keen on Clean City Staff at 600 N. Bell Blvd., Cedar Park, Texas 78613 or via email at Yvonne.Lane@cedarpark.tx.us
  - c. Each volunteer shall sign this Volunteer Agreement and a Group/Volunteer Contact Information Form and Release & Waiver of Liability and Assumption of All Risk form. Volunteers under the age of 18 must have a parent/guardian signature.
  - d. Each volunteer will be expected to review and adhere to the Responsibilities and Safety Guidelines below.
  - e. The City of Cedar Park may photograph or videotape the events or activity in which the volunteers is participating in for purpose of promoting the City of Cedar Park and its services/programs, with the following understanding that no compensation of any kind will be paid to the participant.
  - f. Insurance: The City of Cedar Park will provide no medical or death insurance to any volunteer. All volunteers are expected and encouraged to have their own medical or health insurance plans in effect.
  - g. Each volunteer acknowledges that there is no salary or other compensation, or prizes of any kind to be provided by the City for their services as a volunteer.
  - h. Each volunteer understands that their schedule will be stated in this Adopt-a-Park Volunteer Agreement and any changes to their schedule is subject to the approval, in advance, by the Parks staff.

## Responsibilities and Safety Guidelines

### **Participant(s) Responsibilities:**

- Conduct a general cleaning of the adopted area a minimum of four (4) times per year.
- Place all collected litter in garbage bags.
- Obey all laws, regulation, of the City of Cedar Park and the State of Texas, and abide by every term and condition of the Adoption Agreement.

- Provide adult supervision for volunteers 15 years of age and younger.
- The volunteer shall not subcontract or assign its duties or responsibilities to any other individual or entity.
- Prohibit possession or consumption of any alcoholic beverage.
- Wear safety gear and equipment as needed.
- Submit your cleanup information to City of Cedar Park Parks and Recreation Department.
- Appoint an individual to act as spokesperson.
- At the end of the year, volunteer (s) will have the option to renew for an additional year.

**City Parks & Recreation Responsibilities:**

- Provide and maintain the Adopt-a-Park signage.
- Provide safety vests and trash bags. (while supplies last)
- Keep and maintain clean up records.
- Provide list of sites to be adopted.
- Remove filled trash bags or other debris after completion of maintenance.

**Safety Guidelines**

**Do's**

- Do wear light or bright colored clothing, boots or closed-toe shoes are required.
- Do use sun block or wear a hat for sun protection; wear gloves at all times during the cleanup project (leather gloves are recommended; latex or plastic OK for light pickup).
- Do work during park hours.
- Group leader should carry small first aid kit.
- Drink water or hydrating beverages often; avoid caffeinated drinks; alcohol is strictly prohibited.
- Do supervise children at all times.
- Do tie bags before putting in receptacles.
- Do maintain sharp lookout for motorized vehicles and equipment.

**Don'ts**

- Don't overexert yourself. (Be sure to take breaks.)
- Don't stomp on bags.
- Don't stand on narrow ledges or uneven landings.
- Don't get close to roadways.
- Don't pick up materials you suspect might be hazardous, such as
  - Hypodermic needles
  - Medical waste, or condoms
  - Chemicals containers
  - Dead or wounded animals

Please call Group Leader first then Parks & Recreation Department to report Hazardous Materials.

**I HAVE READ EACH PARAGRAPH ABOVE AND AGREE TO ABIDE BY THIS AGREEMENT.**

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
City of Cedar Park

\_\_\_\_\_  
Parent/Legal Guardian  
(If participant is under the age of 18)

Date: \_\_\_\_\_

Minor's Name: \_\_\_\_\_



# CEDAR PARK



## Group/Volunteer Contact Information

(Required for each volunteer)

\_\_\_\_\_  
Group Name

\_\_\_\_\_  
Volunteer Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Minor's Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone (day)

\_\_\_\_\_  
Phone (even)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Emergency Contact/Relationship

\_\_\_\_\_  
Emergency Contact Phone Number

\_\_\_\_\_  
Volunteer's Signature/Parent/Guardian

\_\_\_\_\_  
Signature of Parks Staff

How did you hear about the Adopt-a-Park Program: \_\_\_\_\_



# CEDAR PARK



RELEASE AND WAIVER OF LIABILITY  
AND  
ASSUMPTION OF ALL RISK  
(Required for each volunteer)

This Release and Waiver of Liability (the "Release") is executed on this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ by \_\_\_\_\_ (the "Volunteer" Parent/Guardian) in favor of CITY OF CEDAR PARK, TEXAS, a Texas Municipal Corporation ("Cedar Park"), its elected officials, officers, employees, board members and agents. I/We desire to serve as volunteer(s) for the City of Cedar Park in the City's Adopt-a-Park program, and therefore I/(We) do hereby freely, voluntarily, intentionally, and unconditionally execute this Release and Waiver of Liability under the following terms:

1. WAIVER AND RELEASE: I/(WE), BEING THE VOLUNTEER(S) AND/OR LEGAL GUARDIAN DO SPECIFICALLY HEREBY FULLY, COMPLETELY, UNCONDITIONALLY RELEASE AND FOREVER DISCHARGE, INDEMNIFY, AND HOLD HARMLESS THE CITY OF CEDAR PARK, TEXAS, IT'S ELECTED OFFICIALS, OFFICERS, EMPLOYEES, BOARD MEMBERS, AND AGENTS AND THEIR SUCCESSORS AND ASSIGNS FROM ANY AND ALL LIABILITIES, CLAIMS, DEMANDS, CAUSES OF ACTION OR ACTIONS, SUITS, DAMAGES, COSTS, EXPENSES, INTEREST, ATTORNEY FEES, DUE TO THEIR NEGLIGENCE OR GROSS NEGLIGENCE OR MY/OUR OWN NEGLIGENCE, KNOWN OR UNKNOWN WHICH I/(WE) MAY CURRENTLY HAVE OR MAY HAVE IN THE FUTURE, OF WHATEVER KIND OR NATURE, EITHER IN LAW OR EQUITY, WHICH ARISES OR MAY HEREAFTER ARISE FROM MY/OUR VOLUNTEER ACTIVITIES WITH THE CITY OF CEDAR PARK. I/(WE) UNDERSTAND AND ACKNOWLEDGE THAT THE EXECUTION OF THIS RELEASE DISCHARGES AND WILL FOREVER DISCHARGE THE CITY OF CEDAR PARK AND ITS OFFICERS, EMPLOYEES AND ELECTED OFFICIALS FROM ANY LIABILITY OR CLAIM WHATSOEVER THAT I/(WE) MAY HAVE AGAINST CITY OF CEDAR PARK ITS OFFICERS AND EMPLOYEES FOR THEIR NEGLIGENCE OR GROSS NEGLIGENCE WITH RESPECT TO ANY BODILY INJURIES, ILLNESSES, DEATH, OR PROPERTY DAMAGE WHICH MAY RESULT DIRECTLY OR INDIRECTLY FROM MY VOLUNTEER ACTIVITIES WITH THE CITY OF CEDAR PARK. I/(WE) FURTHER UNDERSTAND THAT THE CITY OF CEDAR PARK ASSUMES NO RESPONSIBILITY FOR AND IS NOT OBLIGATED IN ANY WAY TO PROVIDE FINANCIAL ASSISTANCE OR

OTHER ASSISTANCE, INCLUDING BUT NOT LIMITED TO MEDICAL, HEALTH, OR DISABILITY INSURANCE, IN THE EVENT OF INJURY, ILLNESS, DEATH, OR PROPERTY DAMAGE.

2. MEDICAL TREATMENT: I/(WE) DO HEREBY FURTHER RELEASE AND FOREVER DISCHARGE THE CITY OF CEDAR PARK AND IT'S ELECTED OFFICIALS, OFFICERS, EMPLOYEES, BOARD MEMBERS, AND AGENTS FROM ANY CLAIM WHATSOEVER WHICH ARISES OR MAY HEREAFTER ARISE ON ACCOUNT OF ANY EMERGENCY FIRST AID, EMERGENCY MEDICAL TREATMENT, OR EMERGENCY SERVICE RENDERED IN CONNECTION WITH MY VOLUNTEER ACTIVITIES WITH THE CITY OF CEDAR PARK. I/(WE) FURTHER UNDERSTAND, AGREE, AND ACKNOWLEDGE THAT THE EXECUTION OF THIS RELEASE WILL RELEASE THE CITY OF CEDAR PARK ITS OFFICERS, EMPLOYEES AND ELECTED OFFICIALS FROM ANY FINANCIAL OR OTHER ASSISTANCE TO ME IN THE EVENT OF ILLNESS, INJURY, OR DEATH RESULTING FROM ANY ACTIVITIES DIRECTLY OR INDIRECTLY I MAY HAVE AS A VOLUNTEER WITH THE CITY OF CEDAR PARK.
3. ASSUMPTION OF THE RISK: I/(WE) RECOGNIZE AND UNDERSTAND THAT THE VOLUNTEER ACTIVATES WITH THE CITY OF CEDAR PARK SHALL INCLUDE, BUT ARE NOT LIMITED TO, INHERENTLY HAZARDOUS ACTIVITIES SUCH AS PICKING UP TRASH AND DEBRIS ALONG PUBLIC ROADS AND STREETS, CONSTRUCTION SITES, HILLY OR ROUGH GULLIES, AND TRAVELING TO AND FROM THE WORK SITES. I/(WE) HEREBY EXPRESSLY AND SPECIFICALLY ASSUME ALL OF THE RISK OF INJURY OR HARM WHETHER KNOWN OR UNKNOWN AS A RESULT OF MY(OUR) VOLUNTEER SERVICES.
4. Other: I/(We) expressly understand and agree that this Release is intended to be as broad and inclusive as permitted by the law of the State of Texas. I/(We) agree that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions hereof which shall continue to be enforceable. I/(We) hereby grant and convey unto the City of Cedar Park all rights, titles, and interest in any and all photographic images and/or video or audio recordings made by the City of Cedar Park during my activities with the City of Cedar Park, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. I/(We) understand and agree that the City of Cedar Park is not agreeing to employ me, and that no employer/employee relationship exists between the City and myself/ourselves. I/(We) further understand and agree that this is the final, complete and only agreement between myself/ourselves and the City.

5. Read and Understood: I/(We), before signing this agreement, state that I/(We) have carefully read each and every paragraph of this agreement and understand each and every paragraph and have had sufficient opportunity to have an Attorney, if I/(We) so desire, advise me about the legal effect of the terms and conditions of this Release and Waiver of Liability. I/(We) choose to sign this agreement as written without modification.

In witness whereof, I/(We) have executed this Release in duplicate originals as of the day and year first above written.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian  
Signature  
(If participant is under the  
Age of 18)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minor's Name