

CITY OF AUBURN

ADOPT-A-PARK PROGRAM

The City of Auburn Adopt-A-Park program is a partnership between the City of Auburn and volunteers, in an effort to keep our community clean, safe, and attractive. By working together, we can continue to provide a beautiful environment in which to live and raise a family. The program also educates and encourages people to stop littering and take pride in their community.

The program is voluntary and is designed for organizations, businesses, or individuals. Each adopting group assumes responsibility for an assigned park or section of a park and agrees to participate in park improvements for (length of time). The City of Auburn will work with the adopting group to select a park and provide guidelines to complete work assigned.

The Adopter agrees to:

- Complete an application
- Meet with City of Auburn staff to discuss park project and identify the park needs
- Designate a liaison to work with the City provided contact who will:
 - Review the safety rules with all participants
 - Sign the Adopt-A-Park Agreement
 - Recruit and schedule volunteers from your organization to implement the program
 - Assure that all participants are responsible individuals and that participating minors under the age of 18 have adult supervision – all participants must sign liability agreement
 - Obtain permission from City of Auburn staff before proceeding with any activities
 - Have all participants sign in for each clean-up day
 - Complete an Activity Report Form after each clean-up has occurred
 - Inform the city of any items of concern
 - Use caution or avoid contact with items that have the potential to be hazardous or cause injury

The City of Auburn agrees to:

- Furnish supplies such as trash bags and reflective vests, at the request of the adopter
- Identify park needs and a list of parks to adopt
- Provide information and coordination for assigned work projects with adopting group
- Dispose of trash and debris from adopted park site, if necessary
- Provide standard sign to recognize the adopting group for their contribution and commitment

ADOPT-A-PARK PROGRAM APPLICATION

Adopter Group Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Number of persons in the group: _____

Primary Contact Name: _____

Phone: _____ E-Mail: _____

Park Preference, if any: _____

The Adopter Group commits to do the following:

- Visit the park regularly (please check a box to indicate your commitment)
 - Daily
 - Weekly
 - Bi-weekly
 - Other
- Pick up litter and place in existing trash cans or inform city staff of any items left for disposal
- Maintain plantings in the park
- Keep park signs clean and visible
- Monitor trees for signs of illness, dead limbs, or dangerous hanging branches
- Report any graffiti, safety issues, or tree related concerns to the City of Auburn at 217-438-6151

Please describe in detail any additional activities that you would like to include in your park project:

Which of the following best describes the group? (Please select)

- Business
- School _____ (Grades)
- Youth Group
- Service Group
- Community Group
- Sports Group
- Individual/Family
- Church Group
- Other _____

ADOPT-A-PARK PROGRAM SAFETY RULES

The City of Auburn and _____ (Adopter Group) agree as follows:

1. No volunteers shall be under the age of 8 for the adopt-a-park program.
2. One adult supervisor, at least 21 years of age, must accompany every eight workers under the age of 18.
3. Pets will not be allowed to accompany workers during volunteer activities.
4. Gloves and sunscreen must be worn.
5. Work will not be done under potentially dangerous weather conditions, such as rain and heavy wind.
6. Inappropriate behavior during any volunteer hours may be cause for termination of contract.
7. Work must be done during daylight hours.
8. For the protection of all volunteers, appropriate clothing and footwear must be worn. Loose fitting clothes that cover legs are recommended. Gloves and hard soled shoes are required m- no open toe shoes or bare feet.
9. Safety vests must be worn at all times during the volunteer hours.
10. An adequate supply of water and a first aid kit must be provided by the volunteers during volunteer hours. A cellular phone is also a good idea to have if possible. It is recommended that at least one person be experienced in administering first aid and CPR.
11. Possession or consumption of alcoholic beverages or controlled substances while working is prohibited. Anyone under the influence of alcohol or narcotics shall be asked to leave the work site.
12. Do not spray any chemicals.
13. Volunteers shall inform city staff if large objects need to be removed or picked up.
14. When lifting objects, use correct lifting techniques, keep your back as straight as possible. Keep the object that you are trying to lift close to your body and let your legs do the work. Do not attempt to lift heavy objects that two of you cannot reasonably lift.
15. Filled garbage bags shall be left by trash receptacles or at a prearranged point.
16. Do not stomp on trash bags – stomping may cause sharp objects to puncture the bag.
17. Aluminum cans or other discarded materials may be kept by the volunteers. Any valuables such as briefcases, suitcases, or wallets must be turned over to the program coordinator.
18. Each group should know the easiest way to get to the hospital from the work area.
19. Each group should have immediate transportation available.
20. Report any vandalism or damage to the park(s).
21. Any use of power equipment shall be done by someone at least 21 years of age and under appropriate supervision of an individual familiar with operating the equipment.

**CITY OF AUBURN ADOPT-A-PARK
WAIVER AND RELEASE OF LIABILITY**

In consideration for participating in the City of Auburn Adopt-A-Park program, I, _____, hereby agree to assume responsibility for all my actions while at the City of Auburn project site, traveling to and/or from any such facility, or engaged in an activity under the supervision of City of Auburn personnel volunteers.

Furthermore, I hereby fully and forever release and waive the City of Auburn, its City Council, its officers, employees, agents and volunteers for any loss, personal injury, accident, misfortune or damage to myself or my property while participating in the Adopt-A-Park program. I understand I may not sue and/or make any claim against the City of Auburn and/or its insurance provider for any loss, personal injury, accident, misfortune or damage to myself or my property unless I incur harm as the direct result of a willful, wanton or reckless act of the City of Auburn or one of its employees, agents or volunteers.

I further attest that I am knowingly participating in this program as a volunteer. I understand that participating in the program carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. I know and am aware of all the dangers associated with my participation in the program and with such knowledge assume any and all such risks while participating in the activity. I am physically fit and have no physical or medical conditions that would prevent me from participating in the activity.

I fully acknowledge I am not an employee of the City of Auburn, an independent contractor of the City of Auburn and/or in any way entitled to remuneration for my participation in this program.

I attest I have read and understand the above Waiver and Release in full and agree to its terms and conditions. I further acknowledge that this Waiver and Release is intended and shall be construed to fully protect the City of Auburn from incurring any liability for the negligent acts of the City of Auburn its employees, agents or volunteers. This Waiver and Release is binding on myself, my heirs, executors, personal representatives, administrators, and assigns.

Signature of Volunteer

Printed Name

Date

ADOPT-A-PARK PROGRAM

ACTIVITY REPORT FORM

Name of Organization: _____

Group Representative: _____

Address: _____

Phone: _____

Adopted Park: _____

Date of Project Activity: _____

Number of Volunteers: _____

Estimate Hours Worked: _____

Describe Work Accomplished:

Suggestions for Improvements or Needs of the City:

ADOPT-A-PARK PROGRAM
PHOTO/MEDIA RELEASE WAIVER

Volunteer Name Print : _____

Volunteer Name Signature: _____

Adopter Group Name: _____

Park Name: _____

I, the undersigned hereby consent to the use of my photograph/video image/digital image in any website, brochure, publication, video produced by the City of Auburn. I understand that this is on a voluntary basis and I will not be compensated for the use of my image.