

City of Rolla
Parks and Recreation Department
Adopt-A-Park Program

The purpose of the Adopt-A-Park program is to provide volunteer opportunities and community support for litter prevention, park maintenance and park beautification. It is based on the premise that citizens can make a real difference in ensuring that every park is clean, safe, and well maintained. By adopting a park, volunteers can make a difference in the way our parks look and function. Please contact the Parks and Recreation Director to determine what park locations are available and suitable for applicants.

Steps to Adopt-A-Park

1. Contact the Parks and Recreation Director that your group/organization would like to adopt a park.
2. Select an eligible neighborhood park.
3. Complete the Adopt-A-Park Application and return it to the Parks Department office.
4. Identify an Adopt-A-Park Coordinator to serve as the primary point of contact.
5. With the assistance of the Parks and Recreation Director conduct a park assessment to identify the scope of work and to identify possible projects to be completed within the park.

Coordinators' Responsibilities

1. Recruit volunteers for the Adopt-A-Park program.
2. Schedule and plan periodic workdays (no less than quarterly). Inform the Director of Parks of the schedule.
3. Obtain necessary materials and tools from the Parks Department when appropriate. After assessing the needs of the adopted park, you may need to obtain materials (i.e. garbage bags, paint, paint brushes, rakes). The Parks Department may supply these materials but volunteers are encouraged to use their own equipment.
4. Review safety guidelines below with all participants.
5. Have each participant sign waivers of liability.

Safety Guidelines

1. Wear sunscreen and a hat for sun protection.
2. Wear gloves at all times during cleanup.
3. Drink water/hydrating beverages often. Avoid caffeinated drinks. Alcohol and all other impairing substances are strictly prohibited and volunteers may not be under the influence while volunteering.
4. Boots or sturdy closed-toe shoes are recommended (no open-toed sandals)
5. Be cautious when working around construction debris, steep slopes and sharp rocks.
6. Immediately report potentially unsafe or dangerous situations to the Adopt-A-Park Coordinator.
7. Properly use all safety equipment and perform the work in a safe, responsible, and professional manner.

The Rolla Parks Department appreciates your involvement and your commitment to improve our parks. As an Adopt-A-Park group you will be presented with a special Adopt-A-Park certificate. A sign will also be placed in the park recognizing your group as an Adopt-A-Park participant following a successful six-month orientation. As an Adopt-A-Park group, you will have pride knowing that you care enough about Rolla's park system to make a personal commitment to preserve and improve it.

For more information contact:

Scott Caron
Parks and Recreation Director
573-341-2386
scaron@rollacity.org

Adopt A Park Application

Name of the ORGANIZATION/INDIVIDUAL: _____

Primary Contact to serve as Adopt A Park Coordinator: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone (day): _____ (night): _____

E-mail: _____

Park Requested: _____

Specific Location within the Park (if necessary): _____

The City has the sole responsibility in determining whether an application is rejected or accepted and whether a park will or will not be available for adoption; and

The ORGANIZATION/INDIVIDUAL hereby certifies the following information is true and accurate to the best of his or her knowledge and if he or she has submitted any false statements of a material fact or have practiced or attempted to practice any fraud or deception, the City may refuse to grant the request to participate in the program.

The contact shall be a responsible adult over the age of 21. Members of the organization must be 10 years of age or older and shall have a responsible adult over the age of 21 present during park activities. An ORGANIZATION/INDIVIDUAL will not be approved to participate in the program if they have been convicted of, or pled guilty or no contest to a violent criminal activity, unless 10 years have passed since completion of the latest incarceration, probation or parole for violent criminal activity.

City of Rolla
Adopt A Park Program

MEMORANDUM OF UNDERSTANDING FOR AN INDIVIDUAL OR ORGANIZATION

This Memorandum of Understanding (M.O.U.) is made by and between the City of Rolla (CITY) and _____ (Organization/Individual) for the Adopt A Park/Planter Program _____ (adopted site). The specific terms of this M.O.U. pertain to the services provided by ORGANIZATION/INDIVIDUAL at the adopted site entered into this _____ day of _____ 20____, and to be renewed annually on January 1 if both parties so choose.

I. Hour, Dates and Service Description

ORGANIZATION/INDIVIDUAL shall provide weekly litter pickup and weeding at the adopted site. Cleanup shall include picking up and depositing the following items in the litter receptacles on site or other designated location:

1. Green waste
2. Paper
3. Cans
4. Animal waste
5. Unbroken glass (broken glass is to be removed at the discretion of the supervisor)
6. Other garbage

ORGANIZATION/INDIVIDUAL not responsible for removing the following items:

1. Tree limbs
2. Dead animals
3. Bags of refuse dumped at adopted site
4. Furniture dumped at adopted site

ORGANIZATION/INDIVIDUAL shall

1. Report Park hazards such as damaged playground equipment, fencing, etc.
2. Rake leaves
3. Pull weeds
4. Sweep courts and pathways
5. Clean and rake children's play areas

ORGANIZATION/INDIVIDUAL may mow, weed eat and/or trim a designated area. ORGANIZATION/INDIVIDUAL will provide the equipment. The grass height will be determined by the Parks and Recreation Director.

ORGANIZATION/INDIVIDUAL may provide graffiti removal services by cleaning or painting all surfaces as necessary. CITY will furnish all paint to perform graffiti removal.

ORGANIZATION/INDIVIDUAL may perform planting of trees, shrubs and flowers. A plan shall be approved by the Parks and Recreation Director prior to planting. Plants growing at intersections should be no more than 30" inches in height so they do not obstruct traffic. Spots should be kept litter free as possible. Flowerbeds should be kept weeded at all times by the volunteers. Trees, shrubs or any other living plants shall not be removed unless approved by the Parks and Recreation Director.

ORGANIZATION/INDIVIDUAL is not allowed to use power tools including, but not limited to, lawn mowers, tractors, or chain saws in performing services outlined in this M.O.U.

II. Recycling

The CITY would like to promote the recycling efforts of participating ORGANIZATIONS/INDIVIDUALS. ORGANIZATIONS/INDIVIDUALS who adopt sites are encouraged to recycle aluminum, glass, and paper products collected during litter pickup.

III. Supervisory Personnel

ORGANIZATION/INDIVIDUAL shall provide the Parks and Recreation Department, with the name and contact information of the person responsible for that ORGANIZATION/INDIVIDUAL. If working alone, you must always let the Volunteer Supervisor know your location. This person shall be responsible for being present or affiliated with ORGANIZATION/INDIVIDUAL and shall be a responsible adult over the age of 21.

IV. Signage

Active Program volunteers receive an official certificate of adoption and an adoption sign posted at their site after 40 hours of reported service. The CITY shall post the adopted park/planter with an appropriate sign designating the name of the ORGANIZATION/INDIVIDUAL participating at the site.

V. Release, Waiver Indemnity

The CITY shall not be liable at any time for loss, damages, or injury to the person or property of any person at any time, occasioned by or arising out of any act or omission of ORGANIZATION/INDIVIDUAL, except that caused by the sole negligent act or omission of the CITY, its officers, agents or employees.

ORGANIZATION/INDIVIDUAL shall release, indemnify and hold harmless, and defend CITY, its officers, agents, and employees, from and against any and all claims, demands, loss, or liability of any kind or nature which CITY, its officers, agents, employees or any other person may sustain or incur or imposed upon them or any of them for injury to, or death of, persons, or damage to property arising out of or in any manner connected with the negligence or lack of care of ORGANIZATION/INDIVIDUAL, its officers, agents, employees, or members through the participation in the Adopt A Park Program. Organization's staff and volunteers are not eligible to receive and are not covered by Worker's Compensation from the CITY through their participation in the Adopt A Park Program. The undersigned agrees that the contents of this Section V shall be binding upon his/her heirs, executors, assignees, and administrators.

ORGANIZATION/INDIVIDUAL shall be solely responsible for the means and methods to be utilized in the Adopt a Park Program and shall supervise and direct the efforts of its volunteers. CITY personnel will be available to provide guidance (if necessary) but (except as provided herein) will not supervise, direct or control the conduct of performance by ORGANIZATION/INDIVIDUAL or its volunteers.

This release, waiver, and indemnity language shall survive ORGANIZATION'S/INDIVIDUAL'S participation in the Adopt A Park Program.

If this M.O.U. is signed by an ORGANIZATION, the ORGANIZATION shall be responsible for requiring that each individual participant whether an agent, employee or volunteer of ORGANIZATION sign a Release, Waiver and Indemnity Agreement in the same form as that in this Section V.

VI. Non-Performance of Services

Failure to perform the obligation as set forth in the M.O.U. in a satisfactory manner may result in the ORGANIZATION/INDIVIDUAL not being allowed to participate in future Adopt A Park /Planter programs.

VII. Cancellation

This M.O.U. will remain in effect indefinitely unless terminated by either party upon thirty (30) days written notice to either party to so terminate.

Name of Organization *Signature of Representative*

Printed Name *Date*

APPROVED BY:

Parks and Recreation Director *Date*

City Administrator *Date*

**Adopt A Park
Individual Release & Waiver Indemnity**

The CITY shall not be liable at any time for loss, damages, or injury to the person or property of any person at any time, occasioned by or arising out of any act or omission of INDIVIDUAL, except that caused by the sole negligent act or omission of the CITY, its officers, agents or employees.

INDIVIDUAL shall release, indemnify and hold harmless , and defend CITY, its officers, agents, and employees, from and against any and all claims, demands, loss, or liability of any kind or nature which CITY, its officers, agents, employees or any other person may sustain or incur or imposed upon them or any of them for injury to, or death of, persons, or damage to property arising out of or in any manner connected with the negligence or lack of care of INDIVIDUAL, its officers, agents, employees, or members through the participation in the Adopt A Park Program. Organization's staff and volunteers are not eligible to receive and are not covered by Worker's Compensation from the CITY through their participation in the Adopt A Park Program. The undersigned agrees that the contents of this Section V shall be binding upon his/her heirs, executors, assignees, and administrators.

INDIVIDUAL shall be solely responsible for the means and methods to be utilized in the Adopt a Park Program and shall supervise and direct the efforts of its volunteers. CITY personnel will be available to provide guidance (if necessary) but (except as provided herein) will not supervise, direct or control the conduct of performance by INDIVIDUAL or its volunteers.

This release, waiver, and indemnity language shall survive INDIVIDUAL'S participation in the Adopt A Park Program.

Name: _____

Signature: _____

Date: _____