



Adopt-A-Park
Handbook



**City of Atwater
Public Works Department
Streets and Parks Division**



City of Atwater Public Works Department
Streets and Parks Division
ADOPT-A-PARK PROGRAM



Adopt-A-Park Mission:

The mission of the City of Atwater Adopt-A-Park Program is to provide Volunteers with an opportunity to maintain, preserve, protect and enhance parks and recreational facilities in the City of Atwater.

What is Adopt-A-Park

The City of Atwater's Adopt-A-Park Program is a volunteer-orientated, productive and valuable program designed to promote a sense of ownership and a feeling of taking pride in the community in which we live and play.

Adopt-A-Park Volunteers take pride in the fact that their efforts will maintain Atwater's quality of life by partnering with the City to help in the effort to provide clean and safe parks and play spaces for its citizens and visitors.

Who can adopt a Park?

Anyone! The Adopt-A-Park Program aims to unite and support all people interested in improving the City of Atwater's park system. Volunteer groups can include, but are not limited to the following:

- Individuals
- Schools
- Youth Groups
- Fraternal Organizations
- Scouts
- Social Organizations
- Businesses
- Veterans Groups
- Service Clubs
- College Organizations
- Church Groups
- Neighborhood Watch Groups

How do you adopt a park?

1. The Adopter must apply in writing to adopt a park on an application form provided by the City. Additionally, each individual volunteer must complete an application form and is subject to a criminal background check. To obtain an application form, call the Atwater Public Works Department at 357-6370 or visit the City's website at www.atwater.org to download the application form.

2. The Adopter may indicate a preference for a particular park or section of a park in the application; however, applications will be processed on a first-come, first-served basis. If the particular park, or section of the park requested by the Adopter has already been adopted, the Public Works Director or Designee, may allow multiple Adopters to adopt the same location, or may suggest an alternate location for adoption.
3. Once the location to be adopted has been determined, the Adopter and the Public Works Director or Community Volunteer Coordinator, will meet to create a specific Work Plan. The Work Plan will consist of a series of maintenance tasks, agreed upon by both the Adopter and the Public Works Director or Community Volunteer Coordinator, to be completed by the Adopter during the term of the Agreement. The Work Plan may include dates and/or time lines for completion of the agreed upon maintenance tasks. A copy of the Work Plan will be attached to the Agreement.
4. An Agreement will be executed between the Adopter and the Public Works Director or Designee. The Agreement will list the obligations of the Adopter, its Participants and of the City. Maintenance shall not be commenced in the park until the Agreement has been fully executed. It is recommended that the Adopter should carry a copy of the Agreement with them when maintenance at a particular park site is being performed.

What is required of the group or individual adopting a park

1. Park Adopters will commit for a minimum of a one year period to maintain the agreed upon park site. During the one year commitment, the group or individual will also be encouraged to work with "LOVE ATWATER" for the purpose of performing beautification projects throughout the City.
2. Adopters will maintain work records and volunteer hours on the form provided at the end of this Handbook. All documented hours should be returned to the Public Works Department within one week of the completion of any given park project.
3. The Adopter and each Participant must comply with and abide by all laws, rules and regulations relating to safety and use of the park site, and such other terms and conditions that may be contained in the Agreement.
4. The Adopter will be responsible and liable for the care, control, supervision and assurance of safety of all of its Participants. Also, the Adopter will be required to provide adult supervision at the park site by at least one (1) Participant over 18 years of age.
5. Within 24 hours of any type of incident/accident, the Adopter is required to report to the Public Works Director or Community Volunteer Coordinator, any injury suffered by a Participant while 1) performing a maintenance task pursuant to the Work Plan; or 2) present at the park site while a maintenance task is performed

pursuant to the Work Plan. Upon report of an injury by the Adopter, the Public Works Director or Community Volunteer Coordinator will provide the Adopter with an incident/accident report form which must be completed and returned to the Public Works Department within 48 hours of the incident/accident.

6. The Adopter must agree to indemnify, defend and hold harmless the City of Atwater and its officers, elected officials, employees, agents and volunteers from and against any claim or demand for loss, liability or damages, including claims for property damage and personal injury arising out of any act, action, neglect or omission by the Adopter or the Adopter's employees, officials agents or volunteers during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which the City of Atwater or said parties may be subject.
7. The Adopter will be responsible for appointing or selecting a spokesperson to act as the representative of the Adopter in matters relating to the Agreement and Work Plan. The Adopter may change the spokesperson at any time by providing written notice of the change and contact information for the new spokesperson to the Public Works Director or Community Volunteer Coordinator.

Public Works Department Support

The Atwater Public Works Department may provide the Adopter with the tools, materials and supplies to assist the Adopter in performing the agreed upon maintenance tasks. This not only helps Adopters complete maintenance tasks, but also helps us keep our parks healthy and clean. All tools are available on a check-out basis at the time of each park project. Adopters will be required to sign a Tool Check-Out Form for any tools that are provided by the City. The Adopter may furnish its own additional tools and supplies for its exclusive use, at no cost to the City.

Acknowledgement & Recognition

Adopters receive:

1. An official Certificate of Adoption
2. At the discretion of the Adopter, the City will design and install an adoption sign with the Adopter's name, acronym or logo within a prominent and visible area of the adopted park site after 60 man hours of maintenance have been completed and submitted to the Public Works Department. The sign will remain the property of the City and will only be removed by the City upon expiration or termination of the Agreement. This will reinforce a sense of responsibility and pride in the Adopters of the park site.

Safety Guidelines

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 sun block or wear a hat.
- **Do** contact the Public Works Department at 357-6370 immediately if you notice a safety hazard, such as a downed tree.
- **Do** tie bags tightly before placing in trash receptacles.
- **Do** work during park hours
- **Do** work with a partner whenever possible.
- **Do** drink enough water to avoid dehydration.
- **Do** make sure that all volunteers in your group are familiar with these safety precautions.

-AND-

DON'T:

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

For Teachers and Group Leaders

- Students must be supervised at all times.
- Review safety rules carefully with students before they begin a project.
- Tie bags tightly before placing in trash receptacles; do not stomp on them.
- Report any hazardous conditions to the Public Works Department.
- 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 any sharp objects, such as broken glass.
- Report any hazards to your teacher or group leader.
- If City personnel are present doing their job, don't 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.



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Adopter Hours Form

Adopters are required to report hours within one week after a park project. 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:

Atwater Public Works Department
 470 Aviator Drive
 Atwater, CA 95301
 Attn.: Patrick E. Faretta
- Fax form to: (209) 357-6325 (Attention Patrick E. Faretta)
- OR scan and e-mail this form to: pfaretta@atwater.org

Adopt-A-Park - Hours Tracking Chart

Adopted Park Site: _____

Date	# of Volunteers Present	# of Hours Worked	Total Hours Worked per Week (multiply # of volunteers by # of hrs)

Tasks completed this month: _____

Notes/Comments: _____

We/I _____ have worked _____ total hours for the month of _____ on our/my adopted park site.

 Adopter's Signature

 Date



City of Atwater Public Works Department
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**ADOPT-A-PARK PROGRAM
 AGREEMENT**



This Adopt-A-Park Program Agreement ("Agreement") is entered into on _____, 2015, by and between _____ ("Adopter") and the City of Atwater, a municipal corporation ("City"). Adopter and City shall be referred to herein individually as a "Party" and collectively as "Parties." In consideration of the terms and conditions of this Agreement, the parties agree as follows:

NAME OF PARK SITE: _____
 (Adopted Park)

The terms, conditions and requirements of Resolution No. 2840-15 are hereby fully incorporated into this Agreement.

The term of this Agreement will begin on _____, 20 ____, and expire on _____, 20 ____, unless earlier terminated pursuant to this Agreement.

Adopter shall comply with the following obligations and perform the following maintenance tasks within the specified timelines ("Work Plan"):

A.

This Agreement is entered into for the sole benefit of City and Adopter, and nothing contained herein is intended for the benefit of any other person or entity.

Adopter may terminate this Agreement with thirty (30) days written notice to City's Director of Public Works.

City may terminate this Agreement at any time and for any reason, including but not limited to, safety considerations, failure of Adopter to perform the designated maintenance tasks and/or failure of Adopter, or its Participants, to comply with this Agreement. The notice of termination may be issued either orally or in writing.

Adopter agrees that it will indemnify, defend and hold harmless the City of Atwater and its officers, elected officials, employees, agents and volunteers from and against any claim or demand for loss, liability or damage, including claims for property damage and personal injury arising out of any act, action, neglect or omission, by the Adopter or the Adopter's employees, officials, agents or volunteers during the performance of this Agreement, whether direct or indirect, and whether to any person or property to which City or said parties may be subject.

This Agreement is non-transferable and non-assignable in whole or in part without written consent from City.

Each person executing this Agreement on behalf of a party to this Agreement hereby affirms that he or she is duly authorized by that party to bind that party to this Agreement.

ADOPTER

CITY OF ATWATER, a municipal corporation

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____