

CITY OF VASSAR ADOPT A PARK PROGRAM

About Adopt A Park

The City of Vassar with the Parks and Recreation Commission has developed the Adopt A Park program to encourage community groups to help keep the community's parks system vibrant. The public green space in the City of Vassar is a major asset to the City and is used by all residents.

What does it mean to Adopt A Park

Adopting a park can mean many things and this program is available to a community group for a one time or ongoing commitment to a park in the City of Vassar. Here are examples:

- A civic group has a spring and fall volunteer day in a park doing maintenance of planting beds and spreading mulch.
- Your scout troop wants to spruce up a park for a summer service project and repaints park benches.
- During Community Pride Day, your church wants to install new flower beds in a park.

The safety and maintenance needs for each park is identified by the City of Vassar. In addition, special projects, improvements and maintenance priorities are guided by our Parks and Recreation Master Plan.

The adoption process

1. A minimum of one month before your group hopes to perform activities in the park, one person will need to fill out an Adopt A Park application.
2. The application will be reviewed by City staff and the Parks and Recreation Commission. Contact may be made regarding your application, if needed.
3. The application may be denied, modified, or approved. **No work can be performed without an approved application.**
4. Prior to an approved work day, Volunteer Liability Waiver Forms for each volunteer will need to be signed and returned to City Hall. Volunteers under age 18 require a parent or legal guardian signature.
5. Within one week after the work day or on a monthly basis for ongoing volunteering, please turn in a report of completed projects with pictures, if possible.
6. The City of Vassar and the Parks & Recreation Commission will recognize your group with appreciation.

CITY OF VASSAR ADOPT A PARK APPLICATION

Name of person / group: _____

Brief description of the group:

Address: _____ City: _____

Primary Contact: _____

Phone: _____ (cell / home) Email: _____

Best way / time to be reach: _____

Secondary Contact: _____

Phone: _____ (cell / home) Email: _____

Best way / time to be reached: _____

ABOUT THE PARK

Park / Area to be adopted: _____

Name of nearest street / intersection: _____

What is your group hoping to accomplish by adopting a park?

How often will your group be participating / volunteering in Adopt A Park?

One time ____ Monthly ____ Seasonally ____ Twice a year ____ Not Sure ____

When will your group participate in Adopt A Park?

Date(s): _____ Times of Day: _____

Estimate # of people participating: _____ Age(s) of Participants: _____

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WORK PLAN & ACTIVITIES

The work plan will be initially reviewed by city staff and the Parks and Recreation Commission for approval. **Your group cannot participate in Adopt A Park until the work plan is approved, exact times and dates are provided and volunteer liability forms are received at City Hall.**

The work plan will be returned to the group after review. Within 1 week after the volunteer day, the group is asked to complete the Completed Activities section and return to City Hall.

Planned Activities

Please include what activities you would like to accomplish. Check all that apply:

- gardening brush removal weed removal repair ruts
- painting benches, tables, or trash cans graffiti removal seed grass
- other _____

Please describe what you would like to do on a one time or ongoing basis to improve or help maintain our parks:

Completed Activities

Please include a brief summary of what activities were accomplished during your day in the park

For City Hall Use:

DPW:	<input type="checkbox"/> Approved / <input type="checkbox"/> Denied / <input type="checkbox"/> Needs modifications	<input type="checkbox"/> initials of staff
CITY HALL:	<input type="checkbox"/> Approved / <input type="checkbox"/> Denied / <input type="checkbox"/> Needs modifications	<input type="checkbox"/> initials of staff
PARKS & REC	<input type="checkbox"/> Approved / <input type="checkbox"/> Denied / <input type="checkbox"/> Needs modifications	<input type="checkbox"/> initials of chair

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VOLUNTEER LIABILITY WAIVER FORM

This waiver must be signed by **each person** participating in the City of Vassar Adopt-A-Park Program, whether participating one-time or on an ongoing (longer-term) project. If the participant is under age 18, this waiver must be signed by the participant's parent or guardian. This form must be completed and returned to City Hall prior to participating.

Participant's name Group name (if applicable)

Participant's home address (street, city, state, zip code)

Participant's home phone

Participant's alt. phone

Participant's E-mail Address

I intend to participate in the City of Vassar Adopt-A-Park Program either individually or with an assigned group. I agree that my participation is completely voluntary and that I am not entitled to payment for any services rendered.

I understand that participation involves actual maintenance and/or improvement of the City of Vassar public park(s)/areas or recreation facility and acknowledge the possible risks involved with the nature of the work. I have read and I agree to comply with the **Safety Guidelines** accompanying this waiver.

I agree that the City of Vassar shall not be liable for any claims, injuries, or damages as a result of my participation in the City of Vassar Adopt-A-Park Program. I also agree to waive and hold harmless the City of Vassar, its officials, employees, and agents, from and against, any and all claims, injuries, damages, and all causes of action of any nature arising out of my participation in the City of Vassar Adopt-A-Park Program. This includes but is not limited to any injuries or other claims that may result from the condition of the City of Vassar property where services are rendered. I understand that as a volunteer, I will not be entitled to benefits such as worker's compensation, pension rights, or other rights.

Signature of Participant or Minor Participant's Parent or Guardian

Date

CITY OF VASSAR ADOPT A PARK SAFETY GUIDELINES SHEET

Each participant in the City of Vassar Adopt-A-Park Program must review these Safety Guidelines before performing services at the adopted site and must abide by them while performing services at or on the adopted site.

1. Work only during daylight hours and in appropriate weather. No work should be done in inclement weather.
2. The use of any power tools or heavy equipment is prohibited.
3. Wear protective clothing including work gloves, sturdy shoes and long sleeved shirts and pants to prevent injury from sharp objects, insect stings, sunburn and poison ivy. Light colored clothing is most visible.
4. Don't overexert yourself. Take breaks and drink plenty of water on warm days. Wear sunscreen and other sun protection (hats, sunglasses) if necessary.
5. Be aware of your surroundings to ensure your safety and the safety of others. Be especially careful if you are using tools.
6. Do not wear headsets or engage in horseplay or other conduct that would divert your attention from your work or impair your ability to perceive hazards from traffic or other dangerous situations.
7. Provide adequate supervision for participants under the age of 18.
8. Avoid areas where hazardous conditions exist such as: roads, parking lots, bridges, construction sites and areas where mowing, tree trimming or pest control is in progress. Report any hazardous situations immediately to Department of Public Works and or the City Police Department. Watch for any power lines which may be down.
9. If you are picking up litter, use caution in handling collected items. Do not crush collected items; broken or jagged objects could cause injury. Do not try to pick up heavy, large or hazardous materials.
10. While doing work in the parks do not drive motorized vehicles on the grass or any paths that prohibit motorized vehicles. Park only in designated areas.
11. Report any accidents, incidents, and or dangerous items to the City of Vassar in writing the following business day.
12. It is highly encouraged that at least two people work together at a time.
13. In an emergency occurs while performing volunteer activities, please call 9-1-1.

Adopt a Park program was approved:

City of Vassar Parks and Recreation Commission: March 14, 2012
Vassar City Council: April 9, 2012