



# Adopt-A-Park

## *Adoption Proposal and Agreement*

*For Park and Trail Adoptions*

Today's Date: \_\_\_\_\_

Adopt-A-Park Participant (or Group): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (day): \_\_\_\_\_ Phone (evening): \_\_\_\_\_ Email: \_\_\_\_\_

Park Interested in Adopting: \_\_\_\_\_ Estimated Number of Volunteers: \_\_\_\_\_

Area Interested in Maintaining: \_\_\_\_\_

Duties (Scope of Work): \_\_\_\_\_

Work Schedule: \_\_\_\_\_ Total Weekly Hours: \_\_\_\_\_

### STATEMENT OF AGREEMENT

1. As the individual or as the representative of the organization listed above as Adopter, I have read and agree to abide by the policies and procedures of the City of Pueblo's *Adopt-A-Park* Program. I understand that the City of Pueblo reserves the right to modify the scope of the adoption area. I understand the hazardous nature of the work that is to be performed. On behalf of myself or as a representative of the organization listed above as Adopter, I release all claims that may arise against, and agree not to sue, the City of Pueblo and its officers, agents, employees and authorized volunteers as a result of participating in the City of Pueblo's *Adopt-A-Park* Program.
2. The Adopter(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 park hazards to City staff.
3. The contact person shall report all hours volunteered to the City of Pueblo's Volunteer Coordinator.
4. The City of Pueblo may photograph or videotape the events or activities in which the participant is participating for purpose of promoting the City of Pueblo and its services/programs, with the following understanding that no compensation of any kind will be paid to the participant.
5. The City of Pueblo reserves the right to terminate this agreement at any time.
6. The Adopt-A-Park participants agree to a one year commitment by signing below.

ADOPT-A-PARK PARTICIPANT

CITY OF PUEBLO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of Adopt-A-Park Staff

**Please return completed form to:** Pueblo Volunteer Center  
 230 N. Union Avenue, Pueblo, CO 81003  
 PHONE: (719) 404-0958 FAX: (719) 544-7831  
 Email: [cityvolunteer@srda.org](mailto:cityvolunteer@srda.org)

### FOR OFFICE USE ONLY

Adopted Park: \_\_\_\_\_

Dates of Adoption: Start - \_\_\_\_\_ End - \_\_\_\_\_

Organization as it will appear on the sign: \_\_\_\_\_

New Sign - Date Ordered: \_\_\_\_\_ Date Installed: \_\_\_\_\_



# PUEBLO

## Adopt-A-Park

*Program, Policies and Procedures and Safety Rules*

### Program

#### **WHAT IS THE ADOPT-A-PARK PROGRAM?**

The Adopt-A-Park program gives businesses, non-profit organizations, families, individuals, volunteer groups and neighborhood associations the opportunity to keep our City's parks and trails clean, safe and a treasure for our community to appreciate either by providing labor or contributing funds for ongoing care and maintenance. At the same time, it provides valuable name recognition for the adopter.



#### **WHAT IS THE ADOPTER'S RESPONSIBILITY?**

The primary purpose of this program is to assist City maintenance crews with assigned tasks and projects within a park in order to create a clean park environment for all to enjoy! Tasks may include trash pickup, graffiti reporting, weeding/raking playgrounds, sweeping shelters, cleaning picnic tables, mulching trees/shrubs, restocking doggie bags, and reporting vandalism. Adopter's can also assist with special

projects such as graffiti cover-up, painting projects and planting flowers. Some projects and tasks are not available year-round and may be available only at specific parks. The program is self-governing, meaning the adopter is responsible for keeping their promise without supervision from the City of Pueblo.

#### **WHAT IS THE CITY'S RESPONSIBILITY?**

Irrigation repairs and major maintenance items are the responsibility of the City via the Park's Department or contracted maintenance. The City will provide to the adopter the instructions and guidance for proper landscape maintenance and care. A sign designating the adopter's name will be provided in the project area. Trash bags will be provided and picked up by City crews. Doggie bags will also be provided for restocking bag containers. Tree pruning and fertilization will be done by the City.





## **WHO MAY PARTICIPATE?**

Businesses, non-profit organizations, families, individuals, volunteer groups, and neighborhood associations all can take an active role in the maintenance and improvement of local public parks and recreational facilities. Student and youth groups under 12 years of age are not eligible to participate in the adoption program at this time due to safety concerns. Keep in mind that the promise to maintain a public park area by cultivating flowers and keeping it weed and litter-free is a big commitment!

## **WHAT DOES IT COST?**

There are no fees required to adopt a public space if it is one that the City of Pueblo has determined is a safe area to be maintained by volunteers due to its location. Areas that are not considered safe for volunteers must be adopted by an organization that is willing to contribute funds for contracting the annual care and maintenance of the plant and shrub beds. Costs will vary depending on the specific area and will be quoted to the potential adoption group.

## **Policies and Procedures**

1. The adopting organization will commit to a one-year adoption period. At the end of one year, the adopting organization or the City of Pueblo may renew or terminate the adoption.
2. City Parks will perform the following maintenance tasks:
  - Minor and major repair of irrigation system and regulation of irrigation flow.
  - Pruning of trees.
  - Major maintenance projects (i.e. planter renovation).
3. The City will provide the adopting organization with the following:
  - Safety vests to be worn by the participants
  - Trash bags
  - A safety video for program participants prior to initial activities
  - Instructions and guidance for proper landscape maintenance and care
4. The City will be responsible for the collection and disposal of trash bags.
5. The City will install a standard information sign acknowledging the adoption organization. The signs will remain in place throughout the adoption period as long as the adopting organization is in compliance with all the policies and procedures of the program.
6. Participants must be aware of the nature of the work that is to be performed and that there are potential hazards that might be encountered in performing such work.