



Adopt-a-Flowerbed Agreement

Date of Request: _____

Location: _____

ORGANIZATION: _____

GROUP CONTACT PERSON: _____ PHONE: _____

GROUP CONTACT PERSON: _____ PHONE: _____

GROUP CONTACT PERSON: _____ PHONE: _____

EMAIL ADDRESS: _____

PHONE NUMBER (DAY): _____ CELL: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

ESTIMATED NUMBER OF PARTICIPANTS: _____

ORIENTATION DATE: _____

THIS AGREEMENT is between THE CITY AND COUNTY OF DENVER, the DEPARTMENT OF PARKS AND RECREATION and

The Adopter: _____

Signature of Adopter

BY: _____

Program Coordinator

Communication notes:



CITY AND COUNTY OF DENVER

DEPARTMENT OF PARKS & RECREATION

The Adopter will adopt a flowerbed by agreeing to provide volunteer support for the planting, weeding, and prescribed flowerbed maintenance to enhance the beauty of a specific location.

The Adopter must abide by this agreement for six months, starting May, 2015 through October 13, 2015

The Adopter accepts responsibility for the tasks outlined in the details of their specific tasks.

The Adopter is aware of that the nature of work performed may be hazardous, particularly due to the presence of traffic, noxious weeds, hazardous debris, unexpected holes and ditches, potential insects and animals.

The Adopter will communicate with the department contact person(s) at least one week prior to the work or project needs. Your Park contact is _____ at this phone number: _____.
Best time is Monday through Friday 7:00 am to 3:00 pm. You can also call Tina Myers at 303.916.2694.

The Adopter has read the Adopt-A-Flowerbed guidelines, safety recommendations, and release of liability waiver, and will provide the information to each volunteer prior to participation in the program. The Adopter and volunteer participants agree to abide by these guidelines and safety recommendations.

The Adopter agrees that they are responsible for all volunteers or members performing the work and will defend, indemnify, and hold the City and County of Denver, and Parks and Recreation harmless from and against any and all liability, claims, and demands due to any injury or loss that the volunteer might incur when engaged in the work or in any other way related to the work performed under the Adopt-A-Flowerbed program. The Adopter will obtain the signature of each volunteer on the waiver form prior to the individual's participation in the Adopt-A-Flowerbed program.

If a large amount of debris is collected, the Adopter will contact the park contact. This will give them notice to pick up the garbage bags or debris left from the clean up.

Denver Parks and Recreation will provide the following to this participating group:

- Safety Guidelines
- Liability Waiver
- Maintenance Standards
- Trash bags if needed

In the event either party fails to perform its duties, the non-defaulting party may terminate the agreement and neither party shall have a cause of action against the party whether for damages or specific performance.



ADOPT-A-FLOWERBED GUIDELINES

PARKS AND RECREATION RESPONSIBILITIES:

- **ORIENTATION:** A Park Horticulturist will conduct an on-site orientation of the flowerbed. This will also be the time to go over the details of the flowerbed maintenance
- **WATER:** Provide water for flowerbeds within permitted Park guidelines, on a specific schedule. Repair or adjust the irrigation system, as needed, throughout the growing season. Parks will notify adopter of the assigned irrigation system water days or any changes in the schedule that may occur during the adoption
- **QUALITY CONTROL:** An audit of the flowerbeds will occur in late Summer that will include a checklist and photographs. Comments on the condition of the bed, upkeep, litter, diseases, and other items that may cause the bed to be not acceptable will be given. If the flowerbed is not satisfactorily maintained, the Adopter is notified by certified mail. If corrections are not to the satisfaction of the Park District within 7 business days, the flowerbed is eliminated by the Park District. Any public complaints are documented and sent to the Volunteer Office and Adopter. If the number of complaints seems unreasonable (more than 4 or 5), an audit is initiated and appropriate actions taken
- **DESIGN:** Provide a flowerbed design and flowers to implement the design
- **ACKNOWLEDGE:** A temporary sign is placed in the bed to inform the public that a volunteer group is responsible for the upkeep of the flowerbeds

ADOPTER RESPONSIBILITIES:

- **ORIENTATION:** All participants will complete a Parks and Recreation Volunteer Waiver and attend Orientation
- **WORK:** Volunteers agree to install and maintain according to the City's pre-approved design

Task	April	May	June	July	Aug	Sept	Oct
Contact the Greenhouse by April 30 th to arrange for plant material							
Flowerbed Preparation Tilling Edging							
Planting By May 31st							
Flowerbed Maintenance (once a week) • Weeding • Grooming • Deadheading • Edging							
Put the Beds to Bed By Oct 12 th • Remove flowers • Turn Soil							

- **MONITOR:** Always check for theft or vandalism of plants and irrigation. Report any issues to the Park District
- **COMMUNICATE:** The group will need to report the past month statistics and the next month work plan. Email communications will accomplish this task. You can also call the Volunteer Office at 303.698.4904



SAFETY GUIDELINES

The main priority is the safety of all participants. To ensure that your group has fun and a safe experience, please review this sheet and adhere to these guidelines.

- Do dress appropriate for weather, we recommend long slacks and long sleeve shirt
- Do wear sturdy shoes
- Do bring a water bottle
- Do wear sunscreen
- Do bring a lunch or snack
- Do complete the liability waivers
- Do have copies of each person's waiver on site in case of an emergency
- Do wear clothes you do not mind getting dirty or stained
- Do eat a good breakfast, if working in the morning
- Do bring bug repellent, and use it
- Do bring a first aid kit and any special medical supplies needed
- Do have a cell phone in case of any emergency
- Do take breaks as needed
- Do watch for: glass, holes, ditches, animals, and insects
- Do be aware of traffic
- Do be aware of your surroundings, don't work alone
- Always carry tools at your side with the most dangerous part turned down
- Don't pick up needles, please contact the Park District or Volunteer Office immediately with the location. We will send Park Staff to collect them.
- Do not wear headsets, due to safety issues
- Never play with tools

RELEASE AND WAIVER OF LIABILITY FOR VOLUNTEERS

I want to volunteer my services to the City and County of Denver, Department of Parks and Recreation. I certify that I am in good mental and physical condition and I understand the inherent risks associated with acting as a volunteer including the risk of physical injury or death. I further understand that I risk aggravating any preexisting physical condition I may have and that I am hereby advised to consult a physician prior to engaging in any major physical exertion as may occur in providing these volunteer services.

I understand that while my volunteer services will be at the direction of the Department of Parks and Recreation, its officers and employees, I am nevertheless not an employee of the City and County of Denver within the meaning of the Colorado Workers' Compensation Act or for any other purpose at the time of my performance of these volunteer services. I further understand that no employee/employer or master/servant relationship is created between myself and the City and County of Denver or the Department of Parks and Recreation and that I will receive no compensation of any kind for my participation as a volunteer.

In consideration of the City and County of Denver allowing me to participate as a volunteer, I agree not to sue and forever release, waive and discharge the City and County of Denver and its officers, employees, agents, representatives, and the various sponsoring agencies and entities (hereinafter referred collectively as "Releases") from any and all liability to me or my personal representatives, assigns, heirs, children, dependents, spouse and relatives for any and all claims, causes of action, losses, judgments, costs, demands or damages that are caused by or arise from any injury to me (including death) or loss or damage to my property regardless of the cause(s) of such injury, loss or damage. I assume all risks associated with my participation as a volunteer. I agree to defend, indemnify, and hold harmless the Releases from and against any and all liabilities, claims, liens, actions, causes of action, costs or expenses of any nature whatsoever arising from any damage, loss, or injury (including death) caused by me, in whole or part, or directly associated with my actions or inactions as a volunteer.

I understand that the City and County of Denver shall not be responsible for loss or theft of personal property, or damage to personal property caused by the City employees and officers, other volunteers, or the public.

I hereby acknowledge that I have carefully read this entire document that I fully understand its contents, that I am over the age of 18, and that I am signing this document of my own free will and without coercion, and that I intend for this document to be legally binding. To the extent permitted by law, this document shall include my child or children and my capacity as guardian for my child or children if I am signing on behalf of my minor child or children who will participate as a volunteer(s)

_____		_____	
Print Name of Signing Party		Name of Minor Child or Children (if any)	

Address	City, State, Zip	Telephone Number	Emergency Contact Number

Email Address: _____			

Signature _____		Date _____	

The Denver Department of Parks and Recreation receives requests from other departments, agencies, associations, and groups requesting the names and mailing addresses of Parks and Recreation volunteers who may be interested in similar volunteer opportunities. Please indicate if you authorize the Parks and Recreation Department to share your name and mailing address with other departments, agencies, associations, and groups for other volunteer opportunities.

YES NO