



Adopt-a-Park Agreement

Date of Request: _____ Park: _____

ORGANIZATION: _____

GROUP CONTACT PERSON: _____ PHONE: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

ESTIMATED NUMBER OF PARTICIPANTS: _____

NUMBER OF YOUTH (INDICATE AGES) _____ NUMBER OF ADULTS: _____

START UP DATE: _____

PROPOSED WORKING DATES:

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

RETURN TO VOLUNTEER OFFICE



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CITY AND COUNTY OF DENVER DEPARTMENT OF PARKS & RECREATION

Denver Parks and Recreation recognizes the need and benefits of a clean and litter free parks.

Denver has established an Adopt-a-Park program to enable civic groups, individuals, and businesses to help keep their park and community beautiful and litter free.

The volunteer adopter will adopt a park by agreeing to provide volunteer support for the removal of litter, planting, weeding, mulching trees or specific needs of an area to enhance the beautification of a specific park entity.

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

Parties agree to the following:

1. Denver Parks and Recreation recognizes _____ as the adopter of this area, _____ for a period commencing (BEGINS) on _____ and ending on (DATE) _____. At the end of this time or one year the agreement will terminate. However, if acceptable to both parties, the adopter may renew this agreement for an additional year. Renewal is not limited if parties agree each year. If renewal does occur the adopter must abide by all policies in place at the time of the renewal period.
2. The adopter accepts the responsibility for the tasks outlined in the details of their specific tasks. The adopter has agreed to the following plan and must submit work dates for a minimum of three days a year.
3. When the work schedule is set and additional support from the park district or the volunteer office is needed, the adopter may need to communicate with the department contact persons at least one week prior to the work or project needs. Your park contact is Tina Myers at this phone number 303.916.2694, best time is Monday through Friday 6:00 a.m. to 3:00 p.m.
4. If a large amount of debris is collected, the adopter will contact the park district after the work day. This will give them notice to pick up the garbage bags or debris left from the clean up.
5. The adopter has read the adopt-a-park program guidelines, safety recommendations and waiver (release of liability) 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.
6. The adopter agrees that it will be responsible for any of its volunteers or members performing the work and will defend, indemnify and hold the City and County of Denver 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-park program. The adopter will obtain the signature of each volunteer on the waiver form prior to the individual's participation in the adopt-a-park program. A parent or guardian signature is required for children under the age of eighteen.

7. When children under the age of sixteen participate, there must be a supervising adult. One adult per 10 children and the adult must stay near and work along with the children.

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

Safety Guidelines	Tools for specific days as needed
Waivers	Work gloves if needed
Training	Trash bags as needed

9. 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.

10. The contact person for Denver Parks and Recreation is Tina Myers and can be reached at 303.698.4904 the fax number is 303.698.5501

11. The contact person for the Adopter is (NAME) _____
They can be reached at (PHONE NUMBER) _____

By: _____
Program Manager

ADOPTER ORGANIZATION: _____

REPRESENTATIVE: _____
Signature

RETURN TO VOLUNTEER OFFICE

Safety Information

The main priority at any project is the safety of all participants. To ensure that your group has a fun and safe experience please review this sheet and adhere to these guidelines during the service project. Whenever there is a safety concern or question, be sure to ask the volunteer office staff and /or park maintenance staff.

General Safety: Be prepared for the day and the environment:

- Adhere to the 1:10 adult to youth ratio
- Dress appropriately for the work and weather. No open-toed shoes, shorts, dresses, etc.,
- Do not wear headsets due to safety issues
- Do not pickup needles. Please contact the Park District or Volunteer Office immediately with the location. We will send Park Staff to collect them.
- Bring personal medications. We cannot administer oral/topical medication. Volunteers who have specific health or emergency needs such as allergic reactions to plants or insect bites should inform the volunteer leader before the event. This will help determine what action to take
- Bring the items on the “What to Bring” list and use them

Site Safety: Be aware of and address unique situations:

- Be aware of your surroundings, don't work alone
- Watch for hazardous footing, uneven surfaces, slippery banks, tripping hazards
- Watch for hazardous vegetation weeds, tall grasses, poison ivy, etc.,
- Be aware of park users, especially cyclists on trails
- Be aware of waste hazards, glasses, needles, empty containers, etc.,
- Do not reach into “blind” areas with bare hands

Tool Safety: Review the project's tools and how to safely use them:

- Always carry tools at your side and the most dangerous part turned down
- Keep a safe distance when caring tools, an arm and tool length apart
- Never play with tools
- Never swing a tool higher than your shoulder
- Be aware of those around you, both tools users and non-users
- Maintain two tool lengths between you and the next person when tool is in use
- Store your tool properly in a central location, not scattered around
- Use the proper tool for each task

Many of the Denver Parks and Recreation staff are certified in CPR and First Aid. In the case of a medical emergency beyond the scope of their training, the volunteer will either be sent to seek further attention or 911 will be called.

REPRESENTATIVE: _____
Signature



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WHAT TO BRING

- ✓ WATER BOTTLE
- ✓ LUNCH AND/OR SNACKS
- ✓ SIGNED WAIVERS-Every volunteer must complete a liability waiver. A parent or guardian must complete the form for each youth who is volunteering. Volunteers who do not have this signed form will not be allowed to participate.
- ✓ WEATHER APPROPRIATE CLOTHES. RAIN/SNOW GEAR, AND STURDY SHOES YOU DON'T MIND GETTING DIRTY
- ✓ BE SURE TO EAT A GOOD BREAKFAST
- ✓ DRESS IN LAYERS
- ✓ DO WEAR SUNSCREEN
- ✓ GOOD ATTITUDES
- ✓ DIRECTIONS
- ✓ ANY PERSONAL MEDICAL/SPECIAL SUPPLIES

REPRESENTATIVE: _____
Signature



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Volunteer Office and Park Staff Responsibilities:

It is the goal and responsibility of the volunteer program and park staff to ensure that groups are provided with appropriate, safe and fun projects. Staff will also work to ensure that groups receive:

- ✓ Timely, accurate communication and information
- ✓ Make decisions about appropriate placement of the volunteers
- ✓ Expect volunteers to perform the given tasks to the best of their ability
- ✓ Set the parameters and guidelines of the volunteer work projects
- ✓ Provide safe, healthy working conditions to the volunteers
- ✓ Provide orientation and necessary training
- ✓ Materials (as discussed) and instructions necessary to complete project
- ✓ Appropriate support and supervision during entire experience
- ✓ Recognition for group's efforts

Additionally, volunteering with Denver Parks and Recreation provides these benefits:

- ✓ An opportunity to learn new skills
- ✓ Youth utilize the skills and knowledge they learn in school or group programs by applying them in the community
- ✓ Youth develop a sense of responsibility for others, their community and their own learning
- ✓ Youth, educators and schools are connected to their neighborhood parks and communities
- ✓ An opportunity to fulfill community service requirements

REPRESENTATIVE: _____
Signature



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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 understand photos will be taken at this event and you have my permission of "free use of any photo's"

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)

Name _____ Adult _____ Youth _____

Address _____ City, State, Zip _____ Telephone Number _____

Email Address: _____

Emergency Contact Name and Number: _____

Signature of parent if volunteer is under the age of 18 _____

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