



Adopt-a-Trail Agreement

PARK PARTNERS PROGRAM APPLICATION INFORMATION

Date of Request: _____ LOCATION: _____

ORGANIZATION: _____

GROUP CONTACT PERSON(S): _____

TITLE OR POSITION: _____

EMAIL: _____

PHONE NUMBER: (DAY): _____ (EVENING): _____

MAILING ADDRESS: _____

ESTIMATED NUMBER OF PARTICIPANTS: _____

ORIENTATION DATE: _____

START UP DATE: _____

PROPOSED WORKING DATES:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Communication notes:

RETURN TO PARK OFFICE



Adopt-a-Trail Agreement

ADOPT-A-TRAIL PROGRAM AGREEMENT

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

The Adopter: _____

For this area: _____

The volunteer adopter will adopt a trail by agreeing to provide volunteer support for the removal of litter, weeding, sweeping and picking up glass, trimming branches as needed (with the assistance of the Park Horticulturist), willow thinning or specific needs of an area to enhance the beautification of a specific trail entity

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 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;
3. When the work schedule is set and additional support from the park district or the volunteer office the Adopter may need to communicate with the department contact persons at least one week prior to the work or project needs. Your Park District contact is _____ at this phone number: _____ best time is Monday through Friday 7:00 a.m. to 3:00 p.m.
4. If a large amount of debris is anticipated, the Adopter will contact the park district 24 hours prior to the clean up or 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-Trail 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

7. 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-Trail program. A parent or guardian signature is required for children under the age of eighteen.
8. 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.
9. 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
10. 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.
11. 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.

DENVER DEPARTMENT OF PARKS AND RECREATION
THANKS YOU FOR YOUR PARTICIPATION!

By: _____
Program Administrator

REPRESENTATIVE: _____
Signature

DATE: _____

RETURN TO: PARKS OFFICE



Adopt-a-Trail Agreement

Denver Parks and Recreation

VOLUNTEER RELEASE OF LIABILITY

PLEASE PRINT:

NAME: _____

ADULT YOUTH

ADDRESS: _____

CITY: _____

ZIP: _____

EMAIL: _____

DAY PHONE: _____

EVE. PHONE: _____

OTHER PHONE: _____

FAX: _____

OCCUPATION / COMPANY / GROUP: _____

PLEASE READ BEFORE SIGNING:

Upon my signing of this release, I hereby volunteer to be a participant in or with Denver Parks and Recreation activities. I acknowledge that participation in these events and activities involves a risk of physical injury to any individual undertaking such activities. I hereby expressly assume such risk and hereby agree to hold harmless, release, waive and discharge Denver Parks and Recreation, its sponsors, agents, representatives or officials from any and all claims, losses, liabilities, damages or expenses I might have as a result of physical injury incurred by my participation in said activities. I also give permission for Denver Parks and Recreation to take photos and use them in their publications and communications. I understand I might receive up to 4 mailings from the Denver Parks & Recreation Volunteer Office. I understand photos will be taken at this event and you have my permission of "free use of any photos".

The Denver Department of Parks and Recreation sometimes receives requests from outside parties for the names and mailing addresses of Parks and Recreation volunteers, usually so that they can mail information about programs or events only that might be of interest to Parks and Recreation volunteers. Please indicate if you consent to permit the Parks and Recreation Department to share your name and mailing address for such purposes.

YES ___ NO ___

I agree to abide by all rules and regulations set forth by the Volunteer Program.

This agreement shall be effective and binding upon the parties heretofore for the date indicated.

I have read this agreement and I fully understand its terms, conditions and meaning as the language is clear and unambiguously expresses the intent of the parties.

Signature

Date

Signature of parent / guardian if under 18 years old

Date



Adopt-a-Trail Agreement

Standard Expectations and Agreement:

The assistance we need for basic care and maintenance of a neighborhood park includes the following. Those checked are the tasks the volunteers must perform.

- All participants will complete Park & Recreation Volunteer Waivers. This can be done one time for each person.
- If doing a litter and weeding program, it is suggested to do a volunteer session monthly. Go through the trail and check for the following items.
- Litter is in and around the playground area.
- Litter has collected in or near picnic areas or tables.
- Litter has collected near waterways or drainage areas.
- Weeds or vegetation is growing between sidewalk cracks.
- Shrub beds or tree pans need weeding.
- Pick up downed branches. (do not break any off – but if large branches look like a danger, notify the park district)
- Notify the Park District if there is graffiti on any of the park structures (including trashcans, posts and dumpsters).
- For late spring to fall report any irrigation problems to the designated Park District, as soon as they occur and/or call the Volunteer Office to confirm the date of the report.
- Notify the Park District if there are any broken playground structures, bathrooms, tables or and other park structures.
- Monthly report your volunteer participation hours to the Volunteer Office by any of the following; fax to 303.698.5501 or email the information to tina.myers@denvergov.org
- Report the proposed schedule of the workdays to the Volunteer Office.

OTHER TASKS: _____

Agreed:

Adopter

Date

SUPPLY OR TOOL LIST

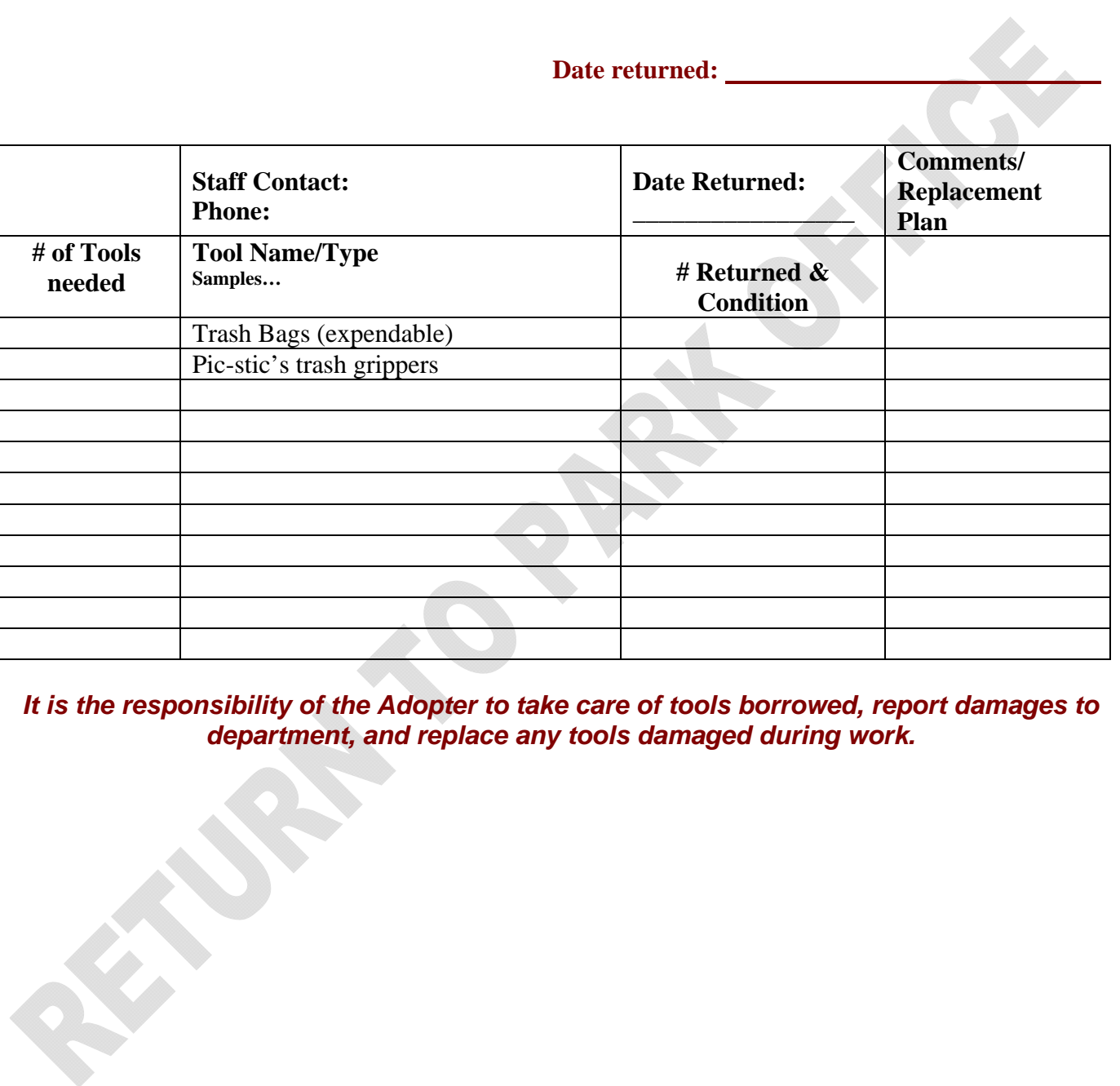
Adopter: _____

Date of checkout: _____

Date returned: _____

	Staff Contact: Phone:	Date Returned: _____	Comments/ Replacement Plan
# of Tools needed	Tool Name/Type Samples...	# Returned & Condition	
	Trash Bags (expendable)		
	Pic-stic's trash grippers		

It is the responsibility of the Adopter to take care of tools borrowed, report damages to department, and replace any tools damaged during work.





MICHAEL B. HANCOCK
MAYOR

CITY AND COUNTY OF DENVER

DEPARTMENT OF PARKS - RECREATION

VOLUNTEER OFFICE
945 S. HURON
DENVER, CO 80223

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.

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

- Wear appropriate clothing for work and weather
- Wear sturdy footwear. No open toed-shoes
- Wear sunscreen and/or hat when appropriate
- Do not wear headsets due to safety concerns
- Be sure to eat a good breakfast
- Bring lunch and/or snacks
- Bring work gloves
- Bring filled water bottle, stay hydrated during the duration of the project
- Any 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 project leader before the project. This will help determine what action to take.
- Take breaks as needed
- Have copies of each persons waiver on site in case of an emergency
- A cell phone would be good to have in case of an emergency
- Report any injuries/fatigue immediately to the project leader

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 Bicyclists on trails
- Be aware of waste hazards, glass, needles, empty containers, etc., always sweep, rake or shovel glass. Never pick up sharp objects with your hands.
- NEVER TOUCH NEEDLES! Notify the volunteer office immediately, and he/she will dispose of the needles
- Do not reach into "blind" areas with bare hands
- Cross streets at signals or crosswalks
- When working in or around a gutter, work from the sidewalk
- Do not get near homeless camps. Do not dispose of their belongings – notify the Volunteer Office where these camps are located

Tool Safety:

- Always carry tools at your side with the most dangerous part turned down
- Keep a safe distance when carrying 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 tool users, and non users
- Store your tool properly, in a central location, not scattered around
- Use the proper tool for each task

RETURN TO PARK OFFICE