



CITY AND COUNTY OF DENVER

DEPARTMENT OF PARKS – RECREATION

PARK STEWARDSHIP PROGRAM APPLICATION INFORMATION

Date of Request: _____

ORGANIZATION: _____

GROUP CONTACT PERSON(S): _____

EMAIL: _____

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

MAILING ADDRESS: _____

ESTIMATED NUMBER OF PARTICIPANTS: _____

ORIENTATION DATE: _____

START UP DATE: _____

NAME OF FLOWERBED INTERESTED IN ADOPTING: _____

PROPOSED WORKING DATES:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Communication notes:



ADOPT-A-FLOWERBED AGREEMENT:

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

The Adopter: _____

For this area: _____

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, 2019 through October, 2019

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 contact is Tina Myers at this phone number: 720.865.2434. Best time is Monday through Friday 6:00 am to 2:30 pm or email tina.myers@denvergov.org

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 volunteer office. This will give them notice to pick up the garbage bags or debris left from the cleanup.

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-FLOWERBER 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

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
Park District will 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 Volunteer Office
- **COMMUNICATE:** The group will need to report the past month statistics and the next month work plan. Email communications to tina.myers@denvergov.org or call 720.865.2434

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 person's 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

Many of the Denver Parks and Recreation staff are certified in CPR and First Aid. In 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.

Program Administrator

Date

Adopter

Date

Denver Parks and Recreation Stewardship Program
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p. 720.865.2434