



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 PARK INTERESTED IN ADOPTING: _____

PROPOSED WORKING DATES:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Communication notes:

ADOPT-A-PARK 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 park by agreeing to provide volunteer support for the removal of litter, planting, weeding, painting or specific needs of an area to enhance the beautification of a specific park 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 is needed, the Adopter may need to communicate with the department contact person at least one week prior to the work or project needs. Your Park District contact is Tina Myers at this phone number: 720.865.2434 or email tina.myers@denvergov.org Best time is Monday through Friday 6:00 a.m. to 2:30 p.m.
4. If a large amount of debris is anticipated, the Adopter will contact Tina Myers 24 hours prior to the clean up or work day. This will give her notice to pick up the garbage bags or debris left from the cleanup.
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 eighteen 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
 - * Waivers
 - * Training
 - * Tools for specific days as needed
 - * Work gloves if needed
 - * 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 720-865-2434 or tina.myers@denvergov.org

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

By: _____

Program Administrator

ORGANIZATION REPRESENTATIVE: _____

Signature

DATE: _____



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 with 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 understand 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) causes 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 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, 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).

PLEASE PRINT:

Please mark if the volunteer is a Youth or Adult

Name of Volunteer(s) _____ Youth _____ Adult _____

Email: _____ Phone: _____

Company/Group: _____

Emergency Contact _____ Phone: _____

Signature _____ Date _____

(Signature of Adult Volunteer or Adult parent or Guardian of youth under 18)

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

Denver Parks and Recreation Stewardship Program
945 S. Huron | Denver, CO 80223
www.denvergov.org/parksandrecreation
p. 720.865.2434



CITY AND COUNTY OF DENVER

DEPARTMENT OF PARKS – RECREATION

Standard Expectations and Agreement:

PARK: _____ Volunteer Team Leader: _____

The tasks volunteers must perform for basic care and maintenance of a neighborhood trail includes the following.

- All participants will complete Denver Park & Recreation Volunteer Waivers. This can be done one time for each person, yearly.
- If doing a litter and weeding program, it is suggested to do a monthly volunteer session. Go through the park and check for the following items.
- Litter is collected in and around the playground area.
- Litter is collected in or near picnic areas or tables.
- Litter is collected near waterways or drainage areas.
- Remove weeds or vegetation growing between sidewalk cracks.
- Weed shrub beds or tree pans (Park Horticulturist will assist).
- Pick up downed branches. (do not break any off. If large branches look like a danger, notify Tina Myers)
- Notify Tina Myers if there is graffiti on any of the park structures (including trashcans, posts, tables and dumpsters).
- Report any irrigation problems.
- Report any broken playground structures, plumbing in bathrooms, broken tables or and other structures throughout the park.
- Submit monthly volunteer participation hours to tina.myers@denvergov.org
- Proposed schedule workdays must be submitted to the Volunteer Office 2 weeks in advance

OTHER TASKS: _____

Agreed: _____

Adopter

Date

SUPPLY OR TOOL LIST

Denver Parks and Recreation Stewardship Program
945 S. Huron | Denver, CO 80223
www.denvergov.org/parksandrecreation
p. 720.865.2434

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		

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.



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

- Timely, accurate communication and information
- Make decisions about appropriate placement of 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

ADOPTER SIGNAGE REQUIREMENTS

Denver Parks & Recreation Stewardship Program

- Organization/Volunteer must have completed a one-year program commitment before sign installation can be initiated
- Organization/Volunteer is responsible to purchase two (2) signs:
 - 9" x 12" Primary Stewardship sign
 - 3" x 9" Companion Adoption sign
- Organization/Volunteer will be provided a template with detailed instructions and specific dimensions for signage
- Organization/Volunteer may use a printing company of their choice to produce the signage which must meet all defined parameters
- Logos or other graphics are not allowed
- Denver Parks & Recreation will provide signposts and will be responsible for installing all signs
- Organization will contact the Volunteer Program at 720.865.2434 or email tina.myers@denvergov.org when the signs are completed and ready to be installed
- If Organization/Volunteer agreement is terminated, all signs will be removed and returned to purchaser