

## ADOPT – A – PARK PROGRAM

The goal of the Adopt-A-Park Program is to provide an opportunity for interested parties to take part in maintaining our park system. By providing this opportunity it not only encourages and promotes community involvement but also allows us to beautify and improve our parks. All Adopt – A – Park projects should aim towards benefiting the majority of park users.

### **TIME COMMITMENT**

1. By adopting a park the volunteer(s) can cleanup as frequently as they choose, but we ask a minimum of a once a month dedication in maintaining the designated park.
2. Each year the adoption commitment period begins April 1 and concludes October 31. However, we will continue to take Adopt – A – Park applications throughout the year.
3. It is each Adopt – A – Park contact person's job to organize monthly cleanups and to inform Parks & Recreation (P&R) staff.

### **GUIDELINES**

1. All activities done in the park **should** benefit the majority of park users and should be done only during daylight to ensure safety of volunteers.
2. The volunteer(s) or volunteer group **must** notify the P&R Dept. of any vandalism or potential safety hazards.
3. Volunteers **must** notify the P&R Dept. before undertaking any special projects that may include: the construction of, or rehabilitation of any proposed or existing park property or structures thereon.
4. Volunteers may not modify or add to the existing landscape or site design plan without the consent of the P&R Dept.
5. Volunteers must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions and instructions of the P&R Staff.
6. The City may contact volunteers for special projects.
7. The P&R Dept. does not provide supplies for park outings.
8. Volunteers may adopt an entire park or portion of a trail.
9. The P&R Dept. will provide a recognition sign to the volunteer(s) or volunteer group after a 60 day probationary period.

### **TASK GUIDELINES**

- ✓ Don't pick up materials that you suspect might be hazardous, such as needles, bloody objects or drug paraphernalia (contact the City if these conditions exist).
- ✓ Recycle whenever possible. Separate recyclables (glass, plastic, and aluminum) and take to a drop-off center.
- ✓ Do not use power equipment.
- ✓ Do not spray or use any chemicals.
- ✓ Do not block pathways and trails.

### **SAFETY GUIDELINES**

- ✓ Lift all objects with your legs, not your back.
- ✓ Wear light or bright colored clothing, hard soled shoes, and sturdy workgloves.
- ✓ Use sun block or wear a hat.
- ✓ Bring a water bottle and stay hydrated.
- ✓ Watch and take precaution for:
  - Snakes, other animals and insects
  - Noxious weeds
  - Glass, barbed wire, pipes and debris with sharp or rusted edges
  - Unexpected holes or ditches
- ✓ Work only during park hours.
- ✓ Do make sure that all volunteers in your business or organization are familiar with these safety precautions.



## ADOPT – A – PARK APPLICATION

### CIRCLE ONE:

Are you a:      Business              Non-Profit Group              Neighborhood              Individual/Family              Other Group/Organization

### APPLICANT INFORMATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### WE WOULD LIKE TO ADOPT

1<sup>ST</sup> CHOICE: NAME OF PARK OR TRAIL: \_\_\_\_\_

2<sup>ND</sup> CHOICE: NAME OF PARK OR TRAIL: \_\_\_\_\_

*\*The P&R Dept. will contact you if we are unable to accommodate your first choice.*

SPECIFIC TASKS YOU WOULD LIKE TO PERFORM, IF ANY: \_\_\_\_\_

### OPTIONAL:

Why do you wish to adopt the requested park or trail? (i.e. based on location? A particular park feature?)

How did you hear about the Adopt – A – Park Program?

The City of Maplewood P&R Dept. thanks you for completing the Adopt – A – Park program application. Please return this form to the P&R Dept. You will receive a letter confirming your park adoption. Please contact us with any questions. Thank you!

#### Remit form to:

Email: [recreationonline@maplewoodmn.gov](mailto:recreationonline@maplewoodmn.gov)

Fax: 651.249.2409

Mail: 1902 County Road B East  
Maplewood, MN 55109



## ADOPT – A – PARK TERMS OF AGREEMENT

I/We agree to maintain (name of park or trail) \_\_\_\_\_

I/We understand and agree to abide by the established guidelines as set forth below.

1. Scheduling park maintenance (i.e., litter pick up, raking leaves, piling up branches/sticks, ect.) outings a minimum of once a month, lasting from April 1<sup>st</sup> through October 31<sup>st</sup>. Including notifying the Park & Recreation Department of scheduled outings.
2. Prepare and maintain existing flowerbeds. (Modifications to flowerbeds can be made with consent of Parks & Recreation Department).
3. Be available for special projects, if needed by the Parks & Recreation Department.
4. Follow all guidelines as outlined in the Adopt – A – Park Program Packet.

I/We have read and agree to abide by the policies and regulations as designed by the City of Maplewood, Parks & Recreation in regard to the Adopt A-Park Program.

The undersigned do hereby adopt the agreement by and between the Maplewood Parks & Recreation Department and the City of Maplewood, Minnesota dated \_\_\_\_\_, \_\_\_\_\_, and do hereby consent and agree to be bound by all of its terms and, limitations, and conditions. The undersigned further agrees to review with and explain this agreement with all participants of the program who will be acting under his/her supervision.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City of Maplewood Staff