

**PARKS & RECREATION DEPARTMENT**

**One City Plaza, Yuma, AZ 85364-**

**4711 (928) 373-5200 or (928) 373-**

**5000 Telephone**

**(877)782-2584 FAX**

**CITY OF YUMA**

**ADOPT-A-PARK PROGRAM**

**I. POLICY**

The City of Yuma (“City”) has a direct interest in reducing litter and graffiti in City parks, to include linear parks. The Adopt-A-Park Program encourages organizations, businesses, civic groups, families and friends, referred to as “Participants,” to clean up litter and cover graffiti in adopted Parks around the City.

Bringing attention to litter control and graffiti abatement efforts and crediting volunteers for their work is important to recruiting, encouraging, and thanking volunteers. The City will do so by creating and installing Recognition Signs naming and crediting Participants.

**II. ELIGIBILITY**

Individuals, families, corporations, businesses, and organizations may participate in the Adopt-A-Park.

**III. RULES AND CONDITIONS**

- A. Large parks may be adopted in their entirety, or Participants made adopt a portion. The smallest area a Participant may adopt is three (3) acres.
- B. Participants may seek to adopt smaller parks or basins.
- C. All proposed adoptions are subject to City approval.
- D. Participants must complete an Adopt-A-Park application.
- E. Participants shall provide adequate supervision for all Adopt-A-Park activities. Participants must have one adult, 21 years of age or older, present for every 10 members under the age of 18 years.
- F. Recognition Signs are property of the City. The City may edit the wording of the sign as it deems necessary and has final approval of the sign.
- G. Recognition Signs are not intended to be an advertising medium. Recognition Signs identify and recognize the Participants responsible for the maintenance performed.
- H. The City shall install and maintain the Recognition Signs.
- I. Adoptions are granted on a first come-first serve basis.
- J. Upon request, the City will provide litter bags and/or graffiti abatement supplies to Participants.
- K. Upon request, the City will remove and dispose of filled litter bags, as well as graffiti abatement used supplies or debris.
- L. Participants shall only use paint provided by the City for graffiti abatement.
- M. The City shall provide safety vests to Participants. Participants are responsible for ensuring safety vests are properly used while conducting Adopt-A-Park activities.

- N. Participants shall appoint an Adopt-A-Park Coordinator from its membership to oversee its work. The Coordinator will be the point of contact for the City.
- O. Participants must complete an Adopt-A-Park orientation/safety presentation, provided by the City, before engaging in Adopt-A-Park activities.
- P. The Coordinator shall review the Safety Requirements with the Participant and members prior to clean-up. All Participants shall follow the safety requirements.
- Q. Participants shall coordinate their clean-up schedules with the Parks and Recreation Department.
- R. Adopt-A-Park activities shall be conducted during daylight hours.
- S. Participants shall conduct Park clean-ups at least four (4) times a year. If a Participant fails to meet this commitments, the City may cancel the adoption. Cancellations will be in writing and sent to the address provided on the application.
- T. Participants engage in clean-up efforts at their own risk. The City is not responsible for any injuries or property damage to any Participants or Participants' members.
- U. The Coordinator shall ensure each individual participating in the clean-up signs a waiver before work commences. If the individual is a minor, the waiver shall be signed by a parent or guardian. Waivers shall be submitted to the Parks and Recreation Department prior to Adopt-A-Park activities. Email submission is preferred.
- V. Adoptions are granted for a period of two (2) years. Renewal is available if the Participant has maintained its Park in an acceptable manner, as determined by the Parks Manager. If the Parks Manager determines the Participant has not met its obligations, or the Park has not been properly maintained, renewal may be denied.

#### IV. PROCEDURES

- A. Persons or organizations interested in becoming Participants may contact the Parks and Recreation Department at 928-373-5225 or visit the Parks and Recreation Department counter in One City Plaza.
- B. An Adopt-A-Park application shall be completed by an individual authorized to commit the interested person or organization.
- C. By signing the application, the applicant and the person or organization represented by the applicant agree to abide by all the rules and conditions set forth above, in the application, and in the waiver, as well as all safety requirements and directives contained in the orientation.
- D. Upon acceptance, the Participant shall schedule an Adopt-A-Park orientation. All individuals who will participate in clean-ups must attend.
- E. After completion, the Participant's Coordinator shall coordinate with the Parks and Recreation Department to schedule clean-up events and obtain safety vests, litter bags, and graffiti abatement supplies.
- F. Following any Adopt-A-Park activity, the Coordinator shall complete and return to an Adopt-A-Park Activity Reporting Form to the Parks and Recreation Department. Email submission is preferred.

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### ADOPT-A-PARK SAFETY REQUIREMENTS

The following safety guidelines must be followed when participating on any Adopt-A-Park activity.

1. Never work alone.
2. Receive a safety presentation from the Coordinator prior to beginning any clean-up activities.
3. Assemble in an off-site area and carpool to minimize the number of cars at the Park. Vehicles shall be parked lawfully at all times and in a manner to promote safety (e.g. to allow for safe street crossings).
4. Wear safety vests at all times during Adopt-A-Park activities.
5. Do not permit anyone under the age of twelve (12) to participate or be present at Parks during clean-up activities.
6. Have a designated supervisor at each Park.
7. Have a designated supervisor over the age of twenty-one (21) for every ten (10) participating individuals under the age of eighteen (18).
8. Conduct Adopt-A-Park activities only during daylight hours and during good weather.
9. Face oncoming traffic along trails and streets.
10. Do not cross streets unnecessarily and only at crosswalks, crossing lights, or as permitted by law. Designated crossing locations should be identified by supervisors prior to starting work.
11. Remain with the group to which you are assigned.
12. Do not pick up litter or abate graffiti in the median or on any traveled portion of streets.
13. Know what you are picking up. Discarded chemical containers may sometimes be hazardous. Be cautious of powders and possible narcotics. When in doubt do not touch or collect these items.
14. Do not perform Adopt-A-Park activities during hours other than those agreed on with the Parks and Recreation Department.
15. Do not distract trail users or drivers with horseplay or abrupt erratic movements. Horseplay of any kind is strictly forbidden.
16. Do not engage in Adopt-A-Park activities when impaired by drugs or alcohol, whether legal, illegal, or prescription. Do not use illegal drugs, marijuana, or alcohol when present at Adopt-A-Park activities. All persons believed to be impaired or using prohibited substances shall be removed from the Park during clean-ups.
17. Keep away from any construction.
18. Do not enter utility installations, culverts or drainage structures.
19. Do not pick up heavy objects.
20. Use caution when you encounter the following: cactus, animals, steep slopes, uneven terrain, sharp rocks, insects, barbed wire, traffic, and other unusual circumstances.
21. Ensure at least one participant is experienced in first aid, to include CPR.
22. Have first aid kits available on-site, and transportation nearby for emergencies.
23. Have water available and in sufficient quantity. Alcoholic beverages are prohibited.
24. Wear appropriate (comfortable) clothes, gloves, hats, and boots or hard-sole shoes with closed toes.

**CITY OF YUMA**

**APPLICATION FOR ADOPT-A-PARK PROGRAM**

Application to participate in the City of Yuma Adopt-A-Park Program is made on behalf of:

*Organization*

*Individual*

**By signing below, I avow I have the authority to act on behalf of, and to bind, the below named individual or organization. I agree all individuals who engage in Adopt-A-Park activities pursuant to this application will abide by and follow all rules, regulations, policies, procedures and guidance set forth in Pages 1 through 3, the orientation and safety presentation and any accompanying waiver.**

Requested Park:	
Organization/Individual Name:	Coordinator Name:
Mailing Address:	Contact Phone Number:
Signature:	