

LOCATION ADOPTION PROGRAM APPLICATION AND AGREEMENT

Parks, Recreation and Tourism Adoption Programs

- Adopt-A-Park
- Adopt-A-Spot in a Park
- Special Projects (One-Time Litter Cleanups/Beautification)

Public Works Adoption Programs

- Adopt-A-Highway (Roadway)
- Adopt-A-Garden
- Adopt-A-Drain

Date of Request: _____

Adopting Group or Individual: _____

Exact Name to Appear on Sign: _____

Primary Group Contact: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Secondary Contact: _____

Secondary Phone: _____

Secondary Email: _____

Type and Size of Organization: _____

Profit or Non-Profit: _____

Availability / Proposed Date(s) for Special Projects: _____

Tasks to be performed / frequency:

- Picking up Trash and Litter: _____
- Sweeping Courts, Pathways, Sidewalks: _____
- Collecting Brush: _____
- Weed Eating/Trimming: _____
- Making Minor Repairs: _____
- Clearing Debris Near Storm Drains: _____
- Removing Graffiti: _____
- Landscaping, Mulching, Raking: _____
- Planting Flowers, Weeding, Pruning: _____
- Reporting of Any Unsafe Conditions/Maintenance Needs: (every visit as necessary)
- Other: _____

NOTE: No mowing or heavy equipment usage is permitted.

In order to enhance the environment and the appearance of our community, we/I the undersigned request permission to adopt or perform a special project at the following location:

Location (i.e. park roadway): _____

Address: _____

I have read the overview, conditions and guidelines provided by the City of Chesapeake and agree to all terms. I also agree to complete all necessary forms and comply with all current and future regulations as promulgated by the City.

Authorized Signature: _____

Date: _____

For inquires about Adopt-A-Park and Adopt-A-Spot in a Park



Department of Parks, Recreation and Tourism
 1224 Progressive Drive
 Chesapeake, VA 23320
 Email: SpecialPrograms@CityofChesapeake.net




Fax: (757) 277-9365




For more information please call:
 (757) 382-6411


For inquires about Adopt-A-Highway, Adopt-A-Garden and Adopt-A-Drain



Department of Public Works
 306 Cedar Road, Third Floor
 Chesapeake, VA 23322
 Email: jabrown@CityofChesapeake.net



Fax: (757) 382-6310



For more information please call:
 (757) 382-6101

OVERVIEW

Adoption programs promote community involvement in maintaining and beautifying our City and instill a sense of pride for parks and public spaces through volunteerism. A secondary benefit is the creation of a safe, clean, and well-maintained environment for all to enjoy! The programs encourage the participation of civic leagues and alliances, businesses, schools, churches, local service groups, sports associations, youth organizations and scout troops, etc., (hereafter referred to as “Volunteer Group”) to perform various tasks on a regularly-scheduled basis from date of signed contract through the end of the calendar year. The “special projects” are designed for Volunteer Groups that would like to perform specific work on a project-only basis (examples would be trash/litter pickup and beautification projects such as planting, mulching and weeding). Volunteer Groups may renew the agreement each calendar year.

The Parks, Recreation and Tourism Department coordinates the Adopt-A-Park and Adopt-A-Spot in a Park programs. These adoptable areas are in City of Chesapeake Parks, and around community centers and libraries. At this time, adoption of Municipal Center, Deep Creek Park, Western Branch Park, City Park, Elizabeth River Park and Oak Grove Lake Park are not permitted; as these areas are well maintained by City staff and volunteers. However, litter cleanups may still be permitted at these locations.

Adopt-A-Park allows organizations to clean an entire park, while **Adopt-A-Spot in a Park** allows for the care of a section of a park. The overall program encourages adoption of smaller, neighborhood parks.

The Public Works Department coordinates the Adopt-A-Highway, Adopt-A-Garden and Adopt-A-Drain programs. Organizations who **Adopt-A-Highway** choose a stretch of available roadway to pick up litter at a minimum of every quarter. The **Adopt-A-Garden** program is a great opportunity for landscape companies and other organizations to select a roadside or intersection garden to plant and maintain. Groups must submit a garden plan and upon approval, are advised to visit the garden monthly. Those who wish to **Adopt-A-Drain** will help keep pollution out of our waterways by monitoring storm drains and safely clearing litter and debris.

What are the requirements and the benefits?

By adopting a location, your Volunteer Group agrees to visit that area **a minimum of 4 (four) times per year** to help clean and maintain the area and make notes of any condition that requires the attention of the City maintenance staff. Through your efforts, your group helps to keep City facilities clean and maintained. It also allows City maintenance personnel more time to focus on major replacement and repair work, special events and other improvements that benefit all residents and visitors of Chesapeake. Most importantly, your Volunteer Group will be able to take pride in the fact that you will be helping to keep Chesapeake one of the most desirable places to live in the country.

What are typical tasks to be performed?

The type of cleaning and maintenance activities to be carried out can vary by location, but the following activities are generally and typically involved:

- Picking up litter
- Sweeping courts and pathways
- Collecting brush
- Weed eating, trimming
- Making minor repairs
- Clearing debris near storm drains
- Removing graffiti
- Shrubs and landscapes, mulching
- Reporting vandalism and unlawful activities
- Reporting unsafe conditions and major maintenance needs

Volunteer Groups may contact the appropriate department for trash bags, gloves, litter grabbers, safety vests, and other supplies/equipment needed to maintain an adopted location.

How will My Efforts be Recognized?

Adopting and caring for your location builds a positive image for your organization. The City of Chesapeake will have a name plate and adoption sign made identifying the Volunteer Group and erect it at the adopted area.

OVERVIEW CONTINUED

What are the Program Procedures?

A Volunteer Group interested in a program or project must complete the application and agreement and return it to respective program coordinators. Assistance in selecting an areas is available. Once completed and returned, documents will be reviewed for eligibility and safety. The application and agreement must be approved before any tasks are performed by the Volunteer Group.

Volunteer Safety Guidelines and Waiver Forms must also be completed and signed by all volunteer participants on the day of the activity and returned to the Program Coordinator. The Program Coordinator will provide information packets electronically for distribution to volunteer participants on the day of the activity. Hard copies are available upon request and must be picked up by a group representative at the Parks, Recreation and Tourism Visitor Center or Public Works office. City staff may hold a safety and orientation meeting with the Volunteer Group prior to the first activity upon request.

SCOPE OF SERVICES

- The City will coordinate, review and approve the proposed adoption areas. The application can not be approved if there is a question of safety or health risks. Upon approval of application, a volunteer group/individual participating in either adoption or special project programs agrees to complete an Adoption/Project Agreement.
- Any local neighborhood or civic league, community organization, or business will be considered for adopting a location or performing a project. Only individuals 18 years or older may lead any adoption program.
- Group members less than 18 years of age must be supervised by an adult. Large groups should be divided into teams of eight or fewer members.
- The safety guidelines for the respective program must be reviewed by each participant before performing any services or tasks and must be followed while on site. Each volunteer must complete a Waiver form before beginning any services or tasks.
- All volunteers agree to obey and abide by all City of Chesapeake rules, codes, regulations, ordinances, etc. Volunteers agree they are performing services/tasks on an uncompensated basis.
- Trash bags and gloves will be provided. Safety vests and litter grabbers are available on loan and should be arranged at least five (5) days prior to the cleanup.
- The City will assist in scheduling the disposal of filled trash bags. Please discuss disposal with City staff at least five (5) days before your first cleanup.
- A sign noting the program and the participant's name will be installed at the location by City staff after the group or individual performs at least two cleanups/projects and turns in all required paperwork.
- Participants in the adoption programs are required to adopt for a minimum of one year with a minimum of four (4) visits per year and are encouraged to schedule at least one events to coincide with the Great American Cleanup.
- After each activity, group/individual agrees to complete an Report Form detailing the location, date, volunteer information and hours spent, and return the completed report along with borrowed materials to the respective coordinator within five (5) business days.

By my signature below, I confirm that I have read and agree to the above conditions.

Applicant Signature: _____

Date: _____

INTRODUCTION

This ADOPTION AGREEMENT (hereafter referred to as the “Agreement”) made and entered into on this _____ day of _____, 20____ by and between the City of Chesapeake Parks, Recreation and Tourism Department or Chesapeake Department of Public Works (hereafter referred to as “Program Coordinator”), 306 Cedar Road, Chesapeake, Virginia 23322 and _____ (hereafter referred to as the “Volunteer Group”) a corporation, business, civic organization, church, individual, etc. Hereafter, the City and the Volunteer Group shall be referred to collectively as the “Parties.”

WHEREAS, Program Coordinator is promoting programs to encourage Volunteer Groups to provide care and maintenance necessary for the upkeep of city neighborhood parks and public areas, and;

WHEREAS, it has been deemed in the best interest of Program Coordinators to enter into an Agreement with the Volunteer Group setting forth the respective duties and terms and conditions thereof;

ARTICLE I—VOLUNTEER RESPONSIBILITIES

1. The Volunteer Group shall provide services, tasks and contributions set forth in Scope of Services.
2. The Volunteer Group **shall not perform any task which the Program Coordinator has not specifically approved, and shall not subcontract or hire others (permitted for Adopt-A-Garden only)** to perform any services or tasks hereto.
3. The services outlined in Scope of Services may be revised by mutual written agreement by the Parties.
4. All services and tasks performed under this Agreement shall be performed on an uncompensated basis by the Volunteer Group.
5. All volunteers in the Volunteer Group agree to read and abide by the Safety Guidelines accompanying this Agreement.
6. All volunteers in the Volunteer Group agree to obey and abide by all park rules, as well as all codes, regulations, ordinances, etc., of the City of Chesapeake.
7. All volunteers who perform services and tasks covered by this Agreement shall not be considered employees of the City of Chesapeake. Accordingly, the City of Chesapeake is not responsible or liable for any injury or any other claim, expenses, or losses sustained by volunteers while engaged in any activity covered by this Agreement.
8. The authorized representative of the Volunteer Group shall be responsible for prohibiting volunteers from either possessing or consuming alcoholic beverages and/or illegal drugs while on city property. Convicted felons and/or sex offenders are prohibited from participating in this Agreement.

ARTICLE II—PERIOD OF AGREEMENT

The period of this Agreement for Adoption purposes shall be until the end of the calendar year, unless either party provides to the other written notification thirty (30) days of its intent to terminate the Agreement. Upon expiration of this Agreement, Applicant must complete a new application at least 30 days prior to the current agreement expiration date. This article does not apply to one time projects.

ARTICLE III—INDEMNIFICATION

The Volunteer Group, its employees, volunteers, successor and assigns, shall indemnify, defend, save and hold harmless, the Program Coordinator and the City of Chesapeake, its departments, employees, and officials from and against any and all claims, including claims for personal injury, death, property damage, or monetary losses, arising out of the negligent, grossly negligent or willful acts, or omissions committed by Volunteer Group, its employees, volunteers, successors or assigns in relation to this Agreement and its performance obligations set forth herein, to the extent permissible by law and without waiver of sovereign

ARTICLE IV—CITY RESPONSIBILITIES

The Program Coordinator agrees to provide the following;

1. Work with the Volunteer Group to determine the specific project or areas to be adopted, and services and tasks to be performed.
2. Provide professional advice and instructions as to means and methods best suited to perform the agreed upon services and tasks.
3. Provide gloves, trash bags, litter pickup tools, safety vests, etc. required to perform services and tasks.
4. Remove all filled trash bags and other debris resulting from the performance of services and tasks.
5. Place the Volunteer Group name on a name plate sign within the adopted location. Volunteer Group must perform agreed upon services on at least two separate occasions before signs will be ordered and installed.

ARTICLE V—CITY RIGHTS TO TERMINATE

If in the sole judgment of Program Coordinator it is found that the Volunteer Group is not meeting the terms and conditions of this Agreement, upon thirty (30) days' notice or a shorter time period if events warrant such, the Program Coordinator may terminate this Agreement. Furthermore, this Agreement may be modified in scope or altered in any manner at the sole discretion of Program Coordinator. The Program Coordinator reserves the right to modify or cancel the program at any time and for any reason at its sole discretion.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed at this place and on the day hereinabove first written:

VOLUNTEER GROUP: _____

By: _____

(Signature of Authorized Representative)

(Type or Print Name)



Approved by: _____

(Type or Print Name)

Department: _____

Date: _____

Department Use Only	Completed:	Date:
Application:	<input type="checkbox"/>	_____
Agreement:	<input type="checkbox"/>	_____
Tasks & Services:	<input type="checkbox"/>	_____
Safety Guidelines:	<input type="checkbox"/>	_____
Waiver:	<input type="checkbox"/>	_____

