

## **Adopt-A-Park Program**

The purpose of the Adopt-A-Park program is to provide volunteer community support for litter prevention and park beautification programs. It is based on the premise that citizens make a difference in ensuring that every park is clean, safe, and well maintained. By adopting a park, you can make a difference in the way your park looks and operates. Please contact the Director of Parks to determine what park locations are available that are suitable for your group. Adopting groups work with the City of Lebanon Parks Department by working throughout the year on park enhancement projects:

### **The Steps to Adopt-A-Park**

1. Notify the Park Director that your group would like to adopt a park.
2. Select a park.
3. Download Adopt-A-Park form.
4. Fill out the Adopt-A-Park form and return it to the Parks Department office.
5. Identify an Adopt-A-Park Coordinator to serve as a Parks Department
6. With the assistance of the Parks Director conduct a park assessment to identify projects that you can do at the park.

### **Coordinators' Responsibilities**

1. Recruiting volunteers for the Adopt-A-Park group
2. Scheduling the park workdays. Inform the Director of Parks at least two weeks before the designated workday.
3. Obtaining necessary materials and tools from the Parks Department. After assessing the needs of your park, you may need to obtain materials (i.e. garbage bags, paint, paint brushes, rakes) The Parks Department will supply these materials.
4. Review safety guidelines below with all participants

### **Safety Guidelines**

- Wear sunscreen and a hat for sun protection
- Wear gloves at all times during cleanup
- Drink water/hydrating beverages often; avoid caffeinated drinks; alcohol and all other impairing substances are strictly prohibited and volunteers may not be under the influence while volunteering
- Boots or sturdy closed-toe shoes are recommended (absolutely no open-toed sandals)
- Be cautious when working around construction debris, steep slopes and sharp rocks. Immediately report potentially unsafe or dangerous situations to the Adopt-A-Park Coordinator.
- Properly use all safety equipment and perform the work in a safe, responsible, and professional manner.

The Lebanon Parks Department appreciates your involvement and your commitment to improve our parks. As an Adopt-A-Park group you will be presented with a special Adopt-A-Park certificate. A sign will also be hung in the park recognizing your group as an Adopt-A-Park participant. As an Adopt-A-Park group, you will have pride knowing that you care enough about your park to make a personal commitment to preserve and improve it.

**For more information contact:**

John Shelton

417-991-2222

[lebanonparks@lebanonmo.org](mailto:lebanonparks@lebanonmo.org)



City of Lebanon, Missouri
Adopt-A-Park Agreement



(Check all that apply) Litter pickup Mowing Beautification
(This Agreement is considered an application until executed by the City of Lebanon)

This Agreement is entered into by the City of Lebanon, Missouri (hereinafter, "City") and
(hereinafter, "Adopter").

Is this request being made on behalf of a group organization? Yes No
If yes, list the full name and street address of the group or organization.

Whereas, the Adopter requests permission to enter into the Adopt-A-Park program in
County on

Park Name:
Street City State Zip.

Whereas, the City has the sole responsibility in determining whether an application is rejected or accepted
and whether a highway will or will not be available for adoption; and

Whereas, the Adopter representative hereby certifies that the following information is true and accurate to
the best of his or her knowledge and if he or she has submitted any false statements of a material fact or
have practiced or attempted to practice any fraud or deception, the City may refuse to grant the request to
participate in the program.

1. Adopter Representative: The Adopter representative for the purpose of administering the
provisions of this Agreement is:

Name:
Street Address:
City: State: Zip:
Telephone (day): (night):
Fax: E-mail:

2. Eligibility: Individuals, as Adopters or as members of Adopter organizations and enterprises
must be 10 years of age or older and will not be approved to participate in the program if they
have been convicted of, or pled guilty or no contest to a violent criminal activity, unless 10 years
have passed since completion of the latest incarceration, probation or parole for violent criminal
activity.

3. Amendments: Any charge in this Agreement, whether by modification or supplementation, must
be accomplished by a formal contract amendment signed and approved by the Adopter
representative and the City of Lebanon

4. **Signs:** The sign shall have the actual name of either the adopter, or an individual in whose memory the adoption is being made, and shall not include telephone numbers, logos, slogans, dates, addresses, or internet addresses. Please keep verbiage to a minimum for ease of reading. The Adopter’s requested identification on the sign is worded as follows, with one character allowed per space:


5. **(cont.) Sign:** The sign shall identify the adopter or, subject to the approval of the City, may identify an individual in whose memory the adoption is being made; be designed by the department as to size, color, and text; and have the actual name of the adopter, or individual in whose memory the adoption is being made, with no telephone numbers, logos, slogans, dates or addresses, including internet addresses, with verbiage kept to a minimum. The signs shall not contain wording that is obscene, profane, or sexually suggestive or implies an obscenity, profanity or sexual content. The sign is not intended to be an advertising medium or serve as a means of providing a public forum for the participants. The sign shall not be allowed or decorated by the adopter at any time. The erection of a sign is not a requirement for participants. The erection of a sign is not a requirement for participation in the program. If, during the length of the agreement, the sign is damaged, destroyed, stolen, or removed from its foundation by an act of vandalism, the department will erect a single replacement sign at department cost. The repair and reinstallation of a removed sign is counted as a replacement sign erection. One (1) sign will be erected for each adopter at the adopted park, at a location determined by the department.
6. **Requirements:** The adopter must do the following; collect litter in the adopted park once a month, do one beautification or painting project, during the time period of May thru September.
7. **Safety:** Properly use all safety equipment provided by the department and perform the work in a safe, responsible, and professional manner; provide one (1) adult supervisor for every eight (8) participants between thirteen and seventeen(13-17) years of age and one (1) adult supervisor for every four (4) participants between ten and twelve (10-12) years of age. No one under the age of ten (10) will be allowed to participate in the program; restrict program activities to the areas of right-of-way outside the pavement and shoulder areas; Perform program activity between the hours of one (1) hour after sunrise to one (1) hour before sunset and not during inclement weather; prohibit participants from possessing, consuming, or being under the influence of alcohol or drugs while participating in the program activity.
8. **Identification:** To the extent allowed by law, the Adopter assumes the obligation to indemnify and hold harmless the City, including in officers, employees and agents, from every expenses, liability or payment arising from any claim, lawsuit or liability which may arise from the Adopter’s participation in the program. Indemnify and hold harmless the city and their officers,

employees and agents from any claim, lawsuit or liability which may arise from adopter's participation in the program or as provided by the law.

**9. Renewal:** The adopter must re-apply every year if they want to continue participation in the program.

**10. Responsibility of City:** Determine the Park that is to be adopted; install and maintain a sign, if desired by the adopter; provide the adopter with trash bags; provide the adopter with specialized safety equipment; paint or other materials needed to beautify the park.

In Witness Whereof, the parties have entered into this Agreement on the date last written below.

Executed by the Adopter this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Executed by the City this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

**11. Modifications of Termination:** The agreement may be modified or terminated at the discretion of the Director of Parks, Lebanon City Park Board or City Administrator.

**City of Lebanon, Missouri  
Director of Parks**

\_\_\_\_\_  
**Adopter Name**

\_\_\_\_\_  
**Parks Director**

\_\_\_\_\_  
**Adopter Representative**