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

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The goal of the Adopt-A-Park Program is to provide interested individuals, groups, or organizations with a public service opportunity that allows volunteers to help maintain the City of Isanti Park System. The program encourages and promotes community involvement, but also enables the City to further beautify and improve park areas. The Adopt-A-Park Program duties and responsibilities supplement the work of City staff; and by working together we hope to help area residents, businesses, and service organizations to become better connected to the community in which they live, work, and recreate.

### **Time Commitment**

1. A commitment of a minimum of one year is required.
2. By adopting a park, the volunteer(s) or participant(s) can clean-up as frequently as they so choose. However, clean-up should occur at least three (3) times each year, preferably one time each in the spring, summer, and fall.
3. The adoption commitment period begins April 1<sup>st</sup> and concludes October 31<sup>st</sup> of each year.

### **Program Guidelines**

1. All Adopt-A-Park projects should aim to benefit the majority of park users.
2. Participation in the Adopt-A-Park Program is on a first-come, first served basis. Applications are accepted throughout the year.
3. All participants under the age of 18 must have adult supervision and must submit a parental release form prior to performing any duties associated with the Adopt-A-Park Program.
4. All groups must have a designated supervisor who is able to meet the responsibilities noted for the position.
5. Adopt-A-Park activities should occur during the daylight hours of park open times (7:00 a.m. to 10:00 p.m.) and during good weather conditions.
6. Work responsibilities associated with Adopt-A-Park activities can be physically demanding. All participants should be in good physical condition and able to complete the tasks.
7. The group supervisor shall contact Isanti Parks and Recreation (PR) at (763) 762-5754 or at [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us) at least one (1) week in advance of the date that the group will be performing tasks outlined in the Adopt-A-Park Program materials.
8. Participants may not modify or add to the existing landscape or site design without receiving prior authorization from the City Council.
9. The City may contact volunteer groups for special project assistance, when needed. Participation by group members is voluntary.
10. The city of Isanti will provide bags, gloves and safety vests to the assigned group to perform tasks assigned under the Adopt-A-Park Program. All items and materials can generally be picked up within 48 hours of the group's scheduled clean-up date. Borrowed and unused supplies must be returned to Isanti City Hall within the following week of clean up. The group shall report any vandalism or potential safety hazards to the PR coordinator.

**Parks Available for Adoption**

Academy	Legacy	River Bluff Preserve	Whisper Ridge
Bluebird	Mattson	Rum River Meadows	
Isanti Hills Neighborhood	Riverside	Unity	

**Possible Tasks Associated with Adopt-A-Park Program**

Litter pick - up	Weeding	Planting/watering of flowers/trees	Painting
Raking	Sweeping	Mulching	Buckthorn Removal

**Safety Tips**

Each participant in the Adopt-A-Park Program must review the information regarding the program as well as these safety guidelines before performing services at the adopted site and abide by them while performing such services/duties.

1. Participants must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions and instructions from city staff.
2. Work only during daylight hours and in appropriate weather conditions.
3. Stay away from areas that may have recently applied chemical pesticides.
4. Participants should be aware of extreme conditions, under which they may be working, to include but is not limited to heat, insects, sun, natural environments, etc. Participants should wear protective clothing and equipment including work gloves, durable shoes and long sleeve shirts/pants to prevent injury from sharp objects, insect stings/bites, sunburn, and poison ivy. Light colored clothing is recommended as it is most visible.
5. Do not overexert yourself. Take needed breaks and drink plenty of water.
6. Participants should never pick up any heavy, large, or hazardous materials, park equipment or operate/move park maintenance equipment. Notify the city staff for pick-up of these types of materials or items.
7. Use caution in areas where hazardous conditions may exist such as: along roadways, in parking lots, on bridges, near/on construction sites, near open water, and other areas where mowing, tree trimming, or pest control is in progress.
8. Be aware of your surroundings to ensure your safety and the safety of others (group members/park patrons). Be especially careful when using tools.
9. Do not wear earphones or headsets, engage in horseplay, or other types of conduct that may divert your attention from your work or impair your ability to perceive hazardous or dangerous situations.

**Group Supervisor Responsibilities**

1. Identify in writing to the PR Department the projects to be completed and date of the proposed clean-up. Such information shall be provided at least one (1) week prior to the clean-up day.
2. If intended projects would result in modifications, changes, or additions to the park landscape or design; those shall be provided to PR staff in advance using the Alteration Request Form, so as to be reviewed by the Parks and Recreation Board and approved by the City Council.
3. Submit a complete roster with all group volunteers.
4. Return all completed and signed Adoption Registration Form and Adoption Agreement as well as Liability Waivers and/or Parental Release Forms for each participant.
5. Provide a first aid kit on the day of the event for participants and have emergency contact numbers available.



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## Adopt-A-Park Registration Form

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Name of Group or Individual: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **Primary Contact Person**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **Secondary Contact Person**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **Adoption Information**

Name of Preferred Park: \_\_\_\_\_

Second Park Option: \_\_\_\_\_

Can you commit to a one-year term:  YES  NO

Please list task(s) you are interested in accomplishing: \_\_\_\_\_

\_\_\_\_\_

Any other information that you would like for us to know about your organization/group.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Group Participants**

<b>Name</b>	<b>Address</b>	<b>Age (if under 18 years)</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		



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## Adopt-A-Park Agreement Form

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The City of Isanti, acting by and through its Parks and Recreation Department, Public Works Department, and \_\_\_\_\_ (“volunteer/participant”) agree to the terms set forth in this Agreement which governs the services the Volunteer(s)/Participant(s) will perform at \_\_\_\_\_ (Park Location).

### Recital

The City desires to provide interested persons and organizations with an opportunity for community involvement through voluntary participation in an Adopt-A-Park Program.

### Agreement

1. The Participant(s) will provide the services designated on the possible tasks associated with the Adopt-A-Park Program. All services performed under this Agreement shall be performed on an uncompensated basis by Individual/Group volunteers. The Individual/Group will perform any activity which the City has previously approved and will not subcontract or hire others to perform services hereunder. The City may perform or cause others to perform the activities listed in the possible tasks associated with the Adopt-A-Park Program at its discretion.
2. The participant(s) will use only non-motorized hand tools to perform services under this Agreement and will take all reasonable precautions to protect its participating members and the public against injury and against damage to property.
3. The participant(s) shall abide by the Safety Tips. The representative (“group supervisor”) who signs this Agreement, or his or her designee, shall ensure that each person to perform services under this Agreement will read and abide by the Safety Tips and will sign a Liability Waiver in the form accompanying this Agreement.
4. The participant(s) will not discriminate against any person desiring to perform services under this Agreement due to the person’s race, color, creed, religion, national origin, disability, age, gender, affectional preference, marital status or status with regards to public assistance.
5. All participant(s) and any other persons who may perform any activities covered under this Agreement shall not be considered employees of the City. Accordingly, the City is not responsible or liable for any injury or any other claims, expenses, or losses sustained by such persons while engaged in any of the activities covered under this Agreement.

6. The participant(s) shall defend, indemnify and hold harmless the City of Isanti, its officials, employees and agents, from any and all claims, causes of action, lawsuits, damages, losses or expenses, including attorney fees, arising out of or resulting from the volunteer's (including volunteer, officials, agents or employees) performance of the duties required under this Agreement.
7. Either party may terminate this Agreement at any time upon written notice to the other party.

\_\_\_\_\_  
**Group Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parks & Recreation Coordinator**

\_\_\_\_\_  
**Date**



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## Adopt-A-Park Liability Waiver Form

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The waiver must be signed by each person participating in the Isanti Adopt-A-Park Program. If the participant is under the age of 18, the Adopt-A-Park Parental Release Form must be completed and returned by the participant's parent or guardian.

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Participant's Name

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Participant's Home Address (Street, City, State, and Zip Code)

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Name of Park where Participant will perform services

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Group Name

I intend to participate in the Isanti Adopt-A-Park Program either individually or with an assigned group. I agree that my participation is completely voluntary and that I am not entitled to payment for any services rendered.

I confirm that I am 18 years or older.

I understand that participation involves actual maintenance of a public park area and acknowledge that possible risks involved in the nature of the work. I have read and agree to comply with the provisions of the Adopt-A-Park Program.

I agree that the City of Isanti shall not be liable for any claims, injuries, damages or causes of action incurred by me as a result of my participation in the City of Isanti Adopt-A-Park Program. I also agree to waive and hold harmless the City of Isanti, its officials, employees, and agents, from and against, any and all claims, injuries, damages, and all causes of action of any nature incurred by me arising out of my participation in the Isanti Adopt-A-Park Program. This includes any injuries or other related claims that may result from the condition of the City of Isanti property where services are rendered.

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Signature of Participant

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Date



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## Adopt-A-Park Parental Release Form

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Name of Participant: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Group: \_\_\_\_\_

I hereby give my permission for \_\_\_\_\_, a minor, to participate in the City of Isanti Adopt-A-Park Program either individually or as a member of the above named group. I agree that participation is completely voluntary and that the participant is not entitled to payment for any services rendered.

I understand that participation involves actual maintenance of a public park area and acknowledge that possible risks involved in the nature of the work. I have read and agree to comply with the provisions of the Adopt-A-Park Program.

I agree that the City of Isanti shall not be liable for any claims, injuries, damages or causes of action incurred by me as a result of my participation in the City of Isanti Adopt-A-Park Program. I also agree to waive and hold harmless the City of Isanti, its officials, employees, and agents, from and against, any and all claims, injuries, damages, and all causes of action of any nature incurred by me arising out of my participation in the Isanti Adopt-A-Park Program. This includes any injuries or other related claims that may result from the condition of the City of Isanti property where services are rendered.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date

### **Contact information for parent/guardian**

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_





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## Adopt-A-Park Alteration Request Form

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To request a modification, change or addition to your designated park property, fill out the below request form and attach any supporting documents to reinforce your request. All requests are reviewed by PR staff and subsequently by the PR Board and City Council for necessary approval.

Name of Participant/Group: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Name of Park: \_\_\_\_\_

Requested Park Alteration: \_\_\_\_\_

\_\_\_\_\_

How would this alteration serve the community?: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would this alteration be temporary, seasonal or permanent? Please describe the intended length of use.: \_\_\_\_\_

\_\_\_\_\_

What support, equipment, and/or processes would be needed to maintain this alteration?:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you/your group willing to maintain this alteration for the intended time period or for the remainder of your program participation? \_\_\_\_\_

\_\_\_\_\_

Please submit this completed form along with the Alteration Request Agreement to the PR supervisor at [isantiparks@cityofisanti.us](mailto:isantiparks@cityofisanti.us). Any additional materials or necessary adjustments will be requested by the supervisor.



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## Adopt-A-Park Alteration Request Agreement

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In submitting this alteration request, I, \_\_\_\_\_, hereby acknowledge that in approving this request, responsibility for the upkeep and maintenance of the approved alteration may become the responsibility of the adoptee in the sole discretion of the City Council, and the Council retains the right to restore the park to its original condition if doing so is in the best interest of the City. I understand that participation is completely voluntary and that I am not entitled to payment for any services rendered pursuant to this Agreement. This Agreement is an amendment to the original Adopt-A-Park agreement.

I understand that participation involves actual maintenance of a public park area and acknowledge that possible risks may be involved in the nature of the work. I have read and agree to comply with the provisions of the Adopt-A-Park Program with the amendment to include this approved alteration.

I agree to defend and indemnify the City of Isanti from any claims, injuries, damages or causes of action of third parties resulting from my actions or omissions relating to Adopt-A-Park Program, including the additional responsibilities provided with this alteration. I also agree to waive any and all claims for my injuries arising out of my participation in the Isanti Adopt-A-Park Program. This includes claims for injuries that result from the condition of the City of Isanti property where services are rendered, except to the extent caused by the gross negligence or intentional misconduct of the City, its employees or agents.

\_\_\_\_\_  
Signature of Participant

\_\_\_\_\_  
Date