



ADOPT-A-PARK

LITTER CONTROL GUIDE SHEET

Dear Volunteer:

Thank you for your interest in the City of Coachella Adopt-A-Park Program. This Adopt-A-Park Guide is designed to make the Adopt-A-Park Program easy to understand and participate in. The list below describes the contents of this packet and gives simple directions to follow. Please reach each section carefully and call me at (760) 501-8100 if you have any questions.

Sincerely,

Adopt-A-Park Coordinator

Guidelines

The materials in this packet define the program in detail and your responsibilities as an adopter. They provide detailed descriptions of each section of the packet and offer directions for adoption.

Fact Sheet

This section provides brief information about the Adopt-A-Park Program (and can be used as a quick reference to recruit others to participate in the program).

Application Form

The application form is to be filled out by the organization, or individual, wanting to adopt a Park and should be mailed to the Adopt-A-Park Coordinator.

Agreement

The form defines the responsibilities for the contractor as well as the City of Coachella Public Works Department and should be filled out completely by the group leader. He/She should then return the signed agreement with the Application Form back to the City. The coordinator must receive the signed form before the first clean-up can be scheduled.

Hold Harmless & Release, Waiver and Indemnity Agreement

This form needs to be signed by each volunteer participating in the cleanup. All participants under the age of 18 must have a parent or guardian's signature. A copy must be sent to the City and the original maintained by the group leader. If any new volunteers participate during following cleanup activities, a signed copy must be sent to the City.



ADOPT-A-PARK

Recognition Sign Request:

Group leaders must complete this form to request the installation of Adopt-A-Park recognition signs. Indicate the group name, as you would like it to appear on the sign. This form needs to be completed by the group leader before a recognition sign is manufactured.

Safety Kit Contents

The group leader should use this list as an inventory guide when receiving the safety equipment. The safety kit items will be the group leader's responsibility for the contract period of two (2) years and will be the leader's responsibility to ensure the items are in good working condition; otherwise the group leader is required to replace safety kit items at his/her expense.

Initial _____

Maintenance Office Location

During your Adopt-A-Park clean-up activities, safety equipment is **required**. This equipment is assigned to your group upon completion of the safety meeting and will be used for the two (2) year contract commitment. Group leaders should call the coordinator at least one (1) week prior to schedule the group cleanup and arrange a specific time to pick up the safety signs. The group leaders must return the **safety signs** within two working days after the cleanup. Signs are on loan to volunteers and must be returned promptly to allow other volunteer groups to actively participate in park litter reduction.

Initial _____

Completion Form

The group leader should make several copies of this form to keep in his/her Adopt-A-Park file. After each cleanup, group leaders must either mail or fax in the results to the City, or call (760) 501-8100 to report the figures. Either speak with the coordinator directly or leave a detailed message including the information as listed on the completion form.

Locator #

Each Adopt-A-Park group is assigned a locator number to identify this file, City adopted park and their adopters.



ADOPT-A-PARK

LITTER CONTROL FACT SHEET

DESCRIPTION

- ⇒ The City of Coachella Adopt-A-Park Program is a litter-reduction campaign designed to remove litter debris from City parks and improve the quality of Coachella's environment. The program establishes a partnership between volunteer groups and the City of Coachella by working together in the effort of litter control in public parks.

GOALS

- ⇒ Create a safe, healthy, attractive, environmentally friendly Coachella.

RESULTS

- ⇒ The City of Coachella has a cleaner, more pleasant environment through the significant contributions of Adopt-A-Park volunteers.
- ⇒ A City where visitors and citizens take an active role in their community and that role is evident in Adopt-A-Park signs throughout the City.

WHO CAN APPLY?

- ⇒ Individuals
- ⇒ Civic and Nonprofit Organizations
- ⇒ Service Clubs and Organizations
- ⇒ Volunteers from Commercial and Private Enterprises



ADOPT-A-PARK
LITTER CONTROL
APPLICATION

Locator # _____

| | |
|--|--|
| Contact Person | Date of Application |
| Name of Organization | Daytime Phone |
| Mailing Address | Evening Phone |
| City, State, Zip | Email Address |
| Are any volunteers below 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/> | Approximate number of people participating in litter cleanup effort: _____ |

Park group is interested in adopting:

Public Works Maintenance Review:

Park Choice: _____

Approval: _____

Return or Mail form to:
Vincent Orfano
City of Coachella - Public Works
53462 Enterprise Way
Coachella, CA 92236

Traffic Review:



ADOPT-A-PARK LITTER CONTROL AGREEMENT

Locator # _____

The City of Coachella, hereinafter called the “City” and _____, hereinafter called the “Volunteer”, are entering into this agreement to permit Volunteer to contribute toward the effort of maintaining a litter free and aesthetically pleasing park.

By signing below, the Volunteer acknowledges awareness that the safety of participants is of primary important and agrees to the following terms and conditions.

VOLUNTEER AGREES TO TERMS AND CONDITIONS:

- Participants shall pick-up litter on a pre-selected section of park area that has been approved by the City.
- Participants shall be 18 years of age or older unless prior approval was granted by the City. The Volunteer shall furnish supervision by one or more adults for every (4) minors participating in the program. A parent or legal guardian must sign the Hold Harmless and Release, Waiver and Indemnity Agreement on behalf of the participant minor.
- The Volunteer shall remove litter from the adopted Park a minimum of four times a year for a two-year period.
- The Volunteer shall obtain required supplies and materials from the City during regular business hours.
- The Volunteer shall place filled trash bags at designated locations for pickup and disposal by the City.
- The Volunteer shall return safety equipment and unused trash bags (furnished by the City) to the City within three working days following the cleanup.
- Each cleanup crew shall have a leader. The group leader shall have a copy of this agreement with him/her on the job site.
- All participants shall wear safety equipment at all times when at the site. Crew size will be limited to the amount of safety equipment available.
- Participants shall NOT touch anything that might be hazardous or cause injury. This includes such things as: syringes, needles, broken glass, animal bodies, and heavy objects such as tires or appliances. The leaders shall report these items to the City (760-501-8100) or the police.
- Participants shall not drink alcohol prior to or while participating in litter pick-up activities.
- All participants shall sign a Hold Harmless Agreement prior to their participation. A parent of legal guardian must sign for a minor.

THE CITY AGREES TO DO THE FOLLOWING:

- Furnish and install a permanent sign with the Volunteer’s name or acronym at the adopted area.
- Provide trash bags, safety literature, and other appropriate safety equipment.
- Remove the filled trash bags from designated locations for pickup.
- Coordinate, at its discretion, publicity efforts with the Volunteer to solicit local media coverage.

ADOPT-A-PARK

- Assist the Volunteer in cleaning up litter under unusual circumstances, i.e., when large, heavy or hazardous items are found.
- Conduct a safety orientation for the Volunteer for the first cleanup and thereafter when appropriate.

If, in the sole judgement of the City, the Volunteer is not meeting the terms and conditions of this agreement, the City may terminate the adoption agreement and remove the group's permanent signs upon 30 days' notice.

GROUP HOLD HARMLESS:

On behalf of _____, sponsoring organization, I have read the terms and conditions for participation, and I agree and acknowledge for the following:

1. Participants in this program are under the control of our group and not the City of Coachella. Our organization will evaluate all participants to determine that they are responsible individuals who will abide b the rules of the parks and use due care and caution while participating in this cleanup program.
2. Our organization will train each participant prior to his/her participation in any activity. Each participant will be knowledgeable of the rules of the park as they pertain to pedestrians, and the terms and conditions of participation.
3. We recognize that this program will expose participants to traffic along parkways being cleaned, as well as other potential hazards. It is our responsibility to obtain and send to the City of Coachella the signed Hold Harmless Agreement from each participant prior to his/her participation in the program.
4. It is further agreed that, in consideration for City of Coachella's disposal of litter collected in this cleanup, the permanent sign furnished and installed a with the Volunteer's name or acronym at the adopted area, media exposure, and other related efforts by the City Coachella, our organization and all of its participants will save and hold harmless, protect and defend the City of Coachella, its agents, employees and officials from any claim by our organization, any participants from our organization, or any third parties, arising out of our participation in this project.

I CERTIFY THAT I AM AUTHORIZED TO SIGN THIS AGREEMENT ON BEHALF OF OUR ORGANIZATION, AND THAT EACH PARTICIPANT HAS REVIEWED THIS AGREEMENT AND CONSENTS TO ITS TERMS.

VOLUNTEER

CITY OF COACHELLA

Signature Date

Signature Date

Print Name Date

Print Name Date

Organization





ADOPT-A-PARK
LITTER CONTROL
HOLD HARMLESS AGREEMENT

Locator # _____

| | | |
|--------------|-------------------------|-------|
| Group Leader | Organization/Group Name | Phone |
|--------------|-------------------------|-------|

| | | |
|---------|------|-----|
| Address | City | Zip |
|---------|------|-----|

| | | |
|---|--------------|-------|
| Person (not participating) to be notified in case of an Emergency | Relationship | Phone |
|---|--------------|-------|

| | | |
|---------|------|-----|
| Address | City | Zip |
|---------|------|-----|

By SIGNING BELOW I READ AND I UNDERSTAND the rights, responsibilities and privileges of participation in the Adopt-a-Park Program and I AGREE:

I am participating and am under control of our volunteer group and not the City of Coachella. I agree to abide by the terms and conditions of the group's agreement with the City of Coachella. (The group leader will have a copy of this agreement with him/her on the job site for you to review.)

I recognize that this program will expose participants to the public park being cleaned, as well as other potential hazards as described in more detail in the group's agreement with the City of Coachella. I further agree that, in consideration for the City of Coachella's disposal of litter collected in this cleanup, the permanent sign furnished and installed with the Organizations name or acronym at the adopted area, media exposure, and other related efforts by the City Coachella, I, including anyone authorized to act on my behalf, will save and hold harmless, protect and defend the City of Coachella, its agents, employees and officials from liability for damages or injury resulting from my participation in the program.

| | | |
|---------------------|---|-------------|
| Name (print) | Signature of Participant, or Parent/Guardian if program participant is under 18 yrs. of age. | Date |
|---------------------|---|-------------|



ADOPT-A-PARK

RELEASE, WAIVER AND INDEMNITY AGREEMENT

For and in consideration of permitting _____ (“Volunteer”) to participate in the Adopt-A-Park Program, and to the furthest extent by law, Volunteer agrees to release, indemnify, hold harmless and defend the City of Coachella and its officers, officials, agents, employees and volunteers (hereinafter referred to as “City”) from and against any and all loss, liability, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by City, Volunteer or any other person, and from any and all claims, demands and actions in law or equity (including attorney’s fees and litigation expenses), arising or alleged to have arisen directly or indirectly out of Volunteer’s participation in the Adopt-A-Park Program. VOLUNTEER AGREES TO ASSUME THE RISK OF PERSONAL INJURY, PROPERTY DAMAGE AND/OR WRONGFUL DEATH TO HIMSELF/HERSELF WHILE PARTICIPATING IN THE ADOPT-A-PARK PROGRAM AND HE/SHE DOES HEREBY VOLUNTARILY RELEASE THE CITY FROM, AND DOES WAIVE ANY RIGHT OF ACTION OR CLAIM FOR, ANY LIABILITY FOR PERSONAL INJURY, PROPERTY DAMAGE AND/OR WRONGFUL DEATH CAUSED BY AN OF THEIR NEGLIGENCE.

The Undersigned, for him/herself, his/her heirs, executors, administrators or assigns agrees and understands that participating in the Adopt-a-Park Program does not make him/herself an employee of the City of Coachella and does not grant them any right, title or interest in any Workers’ Compensation benefits offered employees of the City of Coachella. Further the Undersigned, for him/herself, his/her heirs, executors, administrators or assigns waives and relinquishes any interest or right to claim any interest in the City of Coachella employment benefits offered employees of the City by reason of any common law employee rights theory or similar employment entitlements of any kind.

City shall be reimbursed for all costs (including attorney’s fees and legal expenses) incurred by City in enforcing this Agreement.

This Agreement shall survive the Volunteer’s participation in the Adopt-A-Park Program.

The undersigned agrees that the contents of this document shall be binding upon his/her heirs, executors, administrators and assigns.

The undersigned acknowledges that he/she (i) has read and fully understands the content of this Release, Waiver and Indemnity Agreement; (ii) is aware that this is a release of liability; (iii) has been fully and completely advised of the potential dangers incidental to participating in the Adopt-A-Park Program; (iv) has had the opportunity to consult with his/her attorney, in his/her discretion; and (v) is fully aware of the legal consequences of signing this document.

Signature of Volunteer

Date

Witness

Date



ADOPT-A-PARK
LITTER CONTROL
RECOGNITION SIGN REQUEST

Locator # _____

City of Coachella will install two Adopt-A-Park signs acknowledging your organization's contribution to park litter reduction. Sign requests are made at the end of the month of your organization's first cleanup. It will take approximately two months, from the time of request, for the signs to be installed. In order to assist us in the sign fabrication and installation processes, please complete the following:

Group Name (as you would like it to appear on the signs):

Group Leader and Telephone Number:

Adopted Park:



ADOPT-A-PARK
LITTER CONTROL
SAFETY GUIDELINES

Locator # _____

Safety Guidelines:

1. Hold safety meeting before each pickup.
 2. Try to rideshare and take as few cars as possible to the pick-up site.
 3. Park vehicles clear of the parkway.
 4. Work facing on-coming traffic.
 5. Work during non-peak traffic hours when there are few vehicles on the park.
 6. Stop work if weather gets bad.
 7. Do not over exert yourself, especially on hot days.
 8. Do not attempt to handle hazardous substances (e.g., car batteries, pesticide containers, needles).
 9. Avoid noxious weeds (e.g., poison ivy).
 10. Do not enter littered bridges, tunnels or overpasses.
 11. Stay clear of construction activities.
 12. Refrain from picking up trash on the Park pavement, City Park sweepers will clean the park surface.
 13. Use caution as you work near any Park.
 14. Never step out into the Park.
 15. Cross Parks only at crosswalks.
 16. Wear light colored clothing and safety vests at all times.
 17. Wear heavy gloves, and sturdy shoes or boots.
 18. Wear a hat.
 19. Have first aid kit on-site.
 20. Use a buddy system.
 21. Look out for each other.
 22. Have a cellular phone on hand.
 23. Wear high visibility safety vests at all times.
 24. Do not enter private property without prior permission in writing. Have permission with you at event.
-



ADOPT-A-PARK
LITTER CONTROL
SAFETY KIT CONTENTS

Locator # _____

The Safety Kit is designed to provide Adopt-A-Park volunteers with the necessary materials to have a successful and safe clean up event. It is essential to properly use all materials provided, during the cleanup.

The coordinator provides safety orientations to all adopting volunteer groups prior to the first cleanup. Additional safety information is provided in the Volunteer Safety Guidelines located in this packet.

The following items are included in the safety kit upon completion of a safety meeting:

- 2 Litter Pik-Stix
- Safety Reflective Vests
- Work Gloves
- Plastic Litter Bags

Prior to a cleanup activity, the group leader will pick-up the following: excluding Citywide Clean-up Day events:

- (1) Clean-up Crew Ahead Sign
- (1) Sign holder
- Extra litter bags if needed

The safety signs can be picked up between the hours of 8:00 a.m. – 3:00 p.m. from the Public Works Yard located at 53462 Enterprise Way, Coachella, California 92236 and must be returned within two (2) working days of the cleanup activity. Also if you have any questions about the proper use of equipment, please ask.

Initial _____



ADOPT-A-PARK
LITTER CONTROL
COMPLETION FORM

Locator # _____

This form is used by the Adopt-A-Park Program Coordinator to keep track of program participants and the frequency of projects they are involved in. Please remember to always report information on this form after each cleanup event.

Cleanup completion date: _____

Group leader: _____ Phone #: _____

Name of Organization: _____

Park adopted: _____

Number of miles adopted: _____

Number of volunteers that participated: _____

Number of ours the cleanup lasted: _____

Approximately how many bags of trash: _____

We anticipate our next cleanup will be on (date): _____

We participated in the recycling program: Yes No (circle one)

We turned in _____ lbs. of recycling to _____ transfer station.

Were there any unusual incidents or injuries during the cleanup? _____

If so, please describe:

Return or Mail form to: Vincent Orfano
City of Coachella - Public Works
53462 Enterprise Way
Coachella, CA 92236