

# Project in the Park Program

## Purpose / What You Can Do:

Project in the Park is a volunteer program that gives the community the opportunity to work with Norman Parks and Recreation to have a fixture installed in a park. Project proposals must be appropriate for an outdoor park setting.

## General Information/Expectations

- Any group or organization is welcome to submit a proposal
- Submit a letter of support from a leader of your organization
- Minimum 1 year commitment
- Projects must be aligned with the mission and goals of Norman Parks
- Group will be in regular contact with Park Development staff throughout all stages of project
- Monthly maintenance reports to be submitted to the Director of Parks and Recreation . Failure to submit for 3 months in a row or 4 months out of 12 consecutive months will result in project removal
- Safety precautions
  - Children under the age of 15 must have adult supervision
  - Always wear proper safety attire
  - Report any hazards or vandalism to Norman PD and/or Park Manager
  - Adequately hydrate volunteers during events
  - Report suspicious behavior to Norman PD
  - Notify park staff regarding any planned activities
  - Do not work at night or during hazardous weather conditions
  - Do not block pathways or trails
  - Do not use herbicide within the limits of the park for weed maintenance on turf or beds
  - Have first aid kit on hand

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This program allows Norman residents, schools, clubs and service organizations to show pride in their community and make their parks more beautiful for everyone. The volunteer work also helps extend the benefits of tax dollars by enabling city parks employees to spend more time on other projects and responsibilities.

Organizations can propose any project they like that is reasonable and appropriate for a park setting. Examples of projects that may be considered are:

- Community gardens
- Eagle Scout projects (or similar organizations)
- Plant and maintain flowers or trees, if desired (plants and planting locations must be approved in advance).

Groups are also asked to make note of:

- Vandalism damage
- Unmarked utilities
- Buildings or structures needing repair
- Unsafe conditions

Project groups are not expected to mow grass, pull weeds, or perform repairs or maintenance beyond the scope of the project. For more information, contact the City of Norman Parks and Recreation Department: (405) 366-5472.

# Project in the Park Application

The City of Norman believes that well-maintained parks and trails areas are essential to the beauty and appeal of our community. The City of Norman Project in the Park program was established to allow community initiated projects to occur within parks.

Adoptions are processed on a "First-Come, First-Served" basis in the order applications are received. Parks and Recreation staff will have 30 days to review each application and coordinate with the project organization. After the review process is complete, the project organization will be required to present their proposal to the Norman Board of Parks Commissioners at a regularly scheduled meeting. Completing the application process will not guarantee project approval. If approved, we will email you the Project in the Park agreement.

Name of Organization \_\_\_\_\_

Name of Project Coordinator \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

Date of expected start: \_\_\_\_\_

Date of expected end: \_\_\_\_\_

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maintenance Requirements: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Intent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Project Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Norman Parks & Recreation Representative \_\_\_\_\_ Date \_\_\_\_\_