



TOWN OF LYONS

Adopt-A-Park, Trail or Landscape Program

What Is It?

The Adopt-A-Park, Trail or Landscape program provides additional maintenance to the Town's green spaces. The program encourages businesses, organizations, clubs, churches, schools and individuals to volunteer their time, talents and/or money to the maintenance and improvement of the Town parks, trails and green spaces.

Why Is the Adopt Program So Important?

Limited budgets only allow for minimal landscaping and maintenance in certain areas, however, the need for maintenance continues to grow and the Town is committed to keeping our parks, trails and green spaces beautiful and well maintained. Community involvement helps citizens become more closely involved, take more ownership and ultimately show more respect in their local park system.

How Does The Program Work?

An individual or group may adopt a park, trail or landscape with the assistance of the Department of Parks, Recreation & Cultural Events. Your commitment to the program is one year except in the first year when all contracts are written through December 31. Suggested maintenance would include such tasks as removing litter, pulling weeds, painting, mulching, planting and light pruning at regular times throughout the year (depending on the facility chosen). The Town of Lyons will provide trash bags, gloves, and mulch (depending on the materials needed). If there is a need for planting and light pruning at your adopted location, the Department of Parks, Recreation and Cultural Events will provide direction and instruction. Another way to help is to provide a donation that would be applied to general improvements to an agreed upon area or for basic general maintenance.

Who Is Eligible?

The entire community of Lyons is eligible to participate. Businesses, schools, churches, fraternal organizations, clubs and associations, are just a few of the groups that are eligible to adopt parks and trails, as well as individual citizens.

How Do We Recognize Our Volunteers?

With your one-year commitment, a sign will be placed at the adopted location bearing the name of the individual or group that has adopted the park, trail or landscape.

How Do You Get Started?

Contact the Lyons Department of Parks, Recreation and Cultural Events at 303-823-8250 or you may pick up an application at Lyons Town Hall, 432 5th Ave. Your application will be reviewed and a representative from the department will contact you to coordinate your program and a contract will be prepared for your review and signature.

TOWN OF LYONS ADOPT-A-PARK, TRAIL OR LANDSCAPE

POLICIES

An individual or group may apply to adopt a park, trail or landscape in the Town of Lyons. A minimum one-year commitment is required, except in the first year of participation when all new contracts will be written through December 31 of that year. When a contract expires, if acceptable to both parties, the adopting organization or individual may renew the commitment for an additional year.

Requests to adopt specific parks, trails or landscape are processed on a first-come, first-serve basis. If more than one organization or individual simultaneously requests the same location, a lottery will be held to select which organization or individual will adopt that location. The Director of Parks and Recreation will make the final determination as to whether a group can participate and make all final assignments.

When children participate, the Adopter will have emergency contact information accessible at the site. There must also be one adult supervisor for every five children.

The adopting organization may elect to clean the designated location on a quarterly, bi-monthly, or monthly basis. Certain areas may require a monthly commitment.

The adopting organization may elect to include maintenance (such as weeding or painting) as part of their Adopt commitment.

A representative from the adopting organization must contact the Parks and Recreation Department at 303-823-8250 (Monday through Friday between the hours of 7:30 a.m. and 4:00 p.m.) at least 24 hours prior to cleanup, so arrangements can be made to pickup debris.

The adopting organization may keep any proceeds derived from recycling materials cleared from the park during cleanup.

Participation in the Adopt program can be hazardous. Each volunteer is required to sign an Adopt Volunteer Agreement form before participating in the program. A parent or guardian's signature is required for children under the age of eighteen. When children participate, the Adopter must have emergency contact information accessible at the site.

At the time an organization or individual adopts an area, the Town of Lyons will provide the following. Please call the Parks and Recreation Department at 303-823-8250 to request bags and/or gloves at least 24 hours prior to the clean-up. Pick-up of these items will be at 432 5th Avenue at the Parks and Recreation Department office.

- Signage identifying the adopting organization or individual
- Trash bags
- Gloves (participants may supply their own gloves if they prefer)
- Safety information

All participants are required to read the safety information and conduct themselves in a safe manner at all times while participating in the program. In addition, each participant is required to wear gloves while working in your Adopt location.

TOWN OF LYONS ADOPT-A-PARK, TRAIL OR LANDSCAPE

SAFETY RECOMMENDATIONS **SAFETY DOs:**

DO make sure that all participants are familiar with these safety recommendations.

DO assign one volunteer as a safety coordinator who oversees other volunteers to ensure that work is conducted in a safe manner, paying special attention to participating children.

DO wear light or bright colored clothing which is appropriate for the work associated with the program, hard-soled, protective shoes, and gloves.

DO dress appropriately for the weather and take breaks on a regular basis.

DO work only when weather is fair and in the daylight.

DO bring a water bottle and wear sunscreen and sunglasses.

DO be aware of your physical condition and refrain from doing any activities beyond your capabilities.

DO watch and take precautions for:

- Snakes, other animals and insects
- noxious weeds
- Glass, barbed wire, pipes and debris with sharp or rusted edges
- Unexpected holes or ditches

DO be aware of traffic on adjacent roads and driveways.

SAFETY DON'Ts:

DON'T step into a roadway for any reason. Don't pick up litter or debris on a roadway surface or close to the edge of the road.

DON'T park vehicles in "No Parking" areas.

DON'T play around or do anything to distract passing drivers.

DON'T bring pets to the cleanup site.

DON'T leave children or pets in the car while participating in the program.

DON'T pickup any materials which may be hazardous to your health (ex: chemical, firearms, hypodermic needles, etc.). Please notify the Town of Lyons if hazardous conditions exist (911 for emergencies or 441-4444 for non-emergencies).

****These recommendations are not all inclusive. Take all precautions necessary to avoid accidents. ****

TOWN OF LYONS ADOPT A PARK, TRAIL OR LANDSCAPE APPLICATION

ORGANIZATION (As it is to appear on the sign up to 20 characters per line – one or two lines): _____

GROUP CONTACT PERSON: _____

TITLE OR POSITION: _____

PHONE NUMBER (Day) _____ (Evening) _____

MAILING ADDRESS: _____

ESTIMATED NUMBER OF PARTICIPANTS: _____

PREFERRED ADOPT LOCATION _____

TENTATIVE STARTING DATE _____

ANNUAL NUMBER OF PICKUPS (Four, Six, or Twelve) _____

ANTICIPATED PICKUP DAY _____

STATEMENT OF AGREEMENT

As representative of this organization, I have read and agree to abide by the policies, regulations and safety recommendations (attached) as put forth by the Town of Lyons in regard to the Adopt a Park, Trail or Landscape program. I understand a Department of Parks, Recreation & Cultural Events representative will contact me to finalize an agreement. In addition, I understand that the Director of Parks, Recreation & Cultural Events will make the final determination as to whether a group can participate and the final adopt location.

SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY

Assigned Location: _____

Dates of Adoption: From _____ **To** _____

Organization (As it will appear on the sign): Line One _____

Line Two _____

New Signs: Date Ordered _____ **Date Installed** _____

TOWN OF LYONS ADOPT A PARK, TRAIL OR LANDSCAPE

VOLUNTEER AGREEMENT Minor Participants

I, the undersigned, hereby represent that my child(ren) has/have volunteered to participate in the Adopt A Park, Trail or Landscape program during the year [YEAR]. I have read the safety recommendations associated with the program and have discussed them with my child(ren).

I acknowledge and am aware that participation in this program has inherent risks and hazards. I understand that it is my child(ren)'s responsibility to be aware of his or her physical condition and refrain from doing any physical activities beyond his or her capabilities.

I agree to defend, indemnify and hold harmless the Town of Lyons, and its officers and its employees, and hereby release the same, from and against any and all liability, claims, demands and expenses, including court costs and reasonable attorney fees, on account of any property damage, bodily injury, sickness, damage, or other loss of any kind whatsoever, which arise out of or are in any manner connected with the work to be performed under the Adopt a Park, Trail or Landscape program, if such injury, loss, or damage is cause in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, or other fault of my children or of any other volunteer participating in the Adopt a Park, Trail or Landscape program.

THIS FORM MUST BE TURNED INTO THE TOWN OF LYONS CONTACT PERSON AT LEAST 3 DAYS PRIOR TO STARTING THE FIRST CLEANUP. ADDITIONAL SHEETS MUST ALSO BE TURNED IN IF VOLUNTEERS ARE ADDED AFTER FIRST CLEANUP.

1.) NAME OF CHILD ADDRESS

2.) NAME OF CHILD ADDRESS

3.) NAME OF CHILD ADDRESS

CONTACT IN CASE OF EMERGENCY PHONE NUMBER

DOCTOR PHONE NUMBER

PARENT SIGNATURE PHONE NUMBER DATE

TOWN OF LYONS ADOPT A PARK, TRAIL OR LANDSCAPE

VOLUNTEER AGREEMENT

I, undersigned, hereby represent that I have volunteered to participate in the Adopt a Park, Trail or Landscape program during the year [_____] and have read the safety recommendations associated with the program.

I acknowledge and am aware that participation in this program has inherent risks and hazards. I understand that it is my responsibility to be aware of my physical condition and will refrain from doing any physical activities beyond my capabilities.

I agree to defend, indemnify and hold harmless the Town of Lyons, and its officers and its employees, and hereby release the same, from and against any and all liability, claims, demands and expenses, including court costs and reasonable attorney fees, on account of any property damage, bodily injury, sickness, damage, or other loss of any kind whatsoever, which arise out of or are in any manner connected with the work to be performed under the Adopt a Park, Trail or Landscape program, if such injury, loss, or damage is caused in whole or in part by, or is claimed to be caused in whole or in part by, the act, omission, or other fault of myself or of any other volunteer participating in the Adopt a Park, Trail or Landscape program.

THIS FORM MUST BE TURNED INTO THE TOWN OF LYONS CONTACT PERSON AT LEAST 3 DAYS PRIOR TO STARTING THE FIRST CLEANUP. ADDITIONAL SHEETS MUST ALSO BE TURNED IN IF VOLUNTEERS ARE ADDED AFTER FIRST CLEANUP.

<u>NAME</u>	<u>ADDRESS</u>	<u>SIGNATURE</u>	<u>PARENT'S SIGNATURE (if applicable)</u>
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