

What Is It?

The Adopt-a-Park, Open Space, Trail or Landscape Program provides additional maintenance to Louisville's green spaces. The program encourages businesses, organizations, clubs, churches, schools, and individuals to volunteer their time and talents to help maintain and/or improve the City's Parks, Open Space, Trails and Landscapes.

Why Is The Adopt Program So Important?

"Limited budgets only allow for minimal landscaping and maintenance in some areas," however, the need for maintenance continues to grow and the City is committed to keeping our Parks, Open Space, Trails and Landscapes beautiful and well maintained.

How Does The Program Work?

An individual or group may adopt an available Park, Open Space, Trail or Landscape of their choice. The Parks and Recreation Department is available to assist you in selecting an Adopt location. Sign an Adopt Agreement to commit to at least 4 work days (more days are desirable) doing tasks such as removing litter, pulling weeds, painting and mulching throughout the year on your Adopt location. Record your work days, hours worked and type of work completed on an Adopt Work Form to submit to Parks and Recreation staff. The Parks and Recreation Department will provide trash bags, gloves, and mulch. Staff will also provide instructions and task recommendations as needed. All Adopt Agreements are written to expire December 31st of each year regardless of when the Agreement started.

Who Is Eligible?

The entire community of Louisville is eligible to participate. Businesses, schools, churches, fraternal organizations, clubs, associations and individuals have adopted Parks, Open Space, Trails and Landscapes in the past.

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 group or individual that has adopted the Park, Open Space, Trail or Landscape.

How Do You Get Started?

Complete the attached Adopt Application and mail or deliver to: City of Louisville, Attn: Nimira Dhanani, 749 Main Street, Louisville, CO 80027. Your application will be reviewed and a representative from the Parks and Recreation Department will contact you to confirm your Adopt location and will prepare for your review and signature an Adopt Agreement.

POLICIES

An individual or group may apply to adopt a Park, Open Space, Trail or Landscape in the City of Louisville. A minimum one-year commitment is required. All Adopt Agreements will expire on December 31 of each year regardless of when an Agreement started. When an Agreement expires, if acceptable to both parties, the adopting organization or individual may renew the Agreement for an additional year.

Requests to adopt specific Parks, Open Space, Trails or Landscapes 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 Parks and Recreation Director will make the final determination as to whether a group can participate and will approve final Adopt locations.

The adopting organization or individual must agree to work at least 4 days performing tasks such as removing litter, controlling weeds, repairing or painting fences or handrails, mulching, pruning, etc. on the Adopt location. More work days, bi-monthly or monthly are highly recommended. Fill out an Adopt Work Form for each day you work on your Adopt location and submit to Parks and Recreation staff.

The adopting organization or individual may keep any proceeds derived from recycling materials cleared from Adopt locations during clean-up.

Participation in the Adopt Program can be hazardous. Each volunteer is required to complete an Adopt Application and sign an Agreement and Waiver before participating in the Adopt Program. When children under the age of eighteen participate, a parent or guardian's signature on a Waiver is required. There must be one adult/parent/guardian present for every five children participating. The Adoptee shall have emergency contact information accessible at the site.

City of Louisville will provide the following for adopting organizations or individuals:

- Signage at selected location identifying the adopting organization or individual
- Trash bags
- Gloves (participants may supply their own gloves if they prefer)
- Mulch
- Adopt Work Forms
- Safety information

A representative from the adopting organization or individual must contact the Parks and Recreation Department at 303-335-4735 (Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m.) at least 48 hours prior to your work day, so arrangements can be made to pick-up needed items and to schedule a pick-up date for bagged debris/trash collected from Adopt locations. Pick-up of items will be at 717 Main Street at the Parks and Recreation office in Louisville.

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

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, gloves, and hard-soled, protective shoes which are appropriate for the weather and work associated with the program.

DO 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 unauthorized areas.

DON'T do anything to distract passing drivers.

DON'T bring pets with you during work days.

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 (e.g. chemical, firearms, hypodermic needles, etc.). Please notify the City 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.*****



Adopt-a-Park, Open Space, Trail or Landscape Program Application

ORGANIZATION OR INDIVIDUAL NAME _____
(As it is to appear on sign)

(up to 20 characters per line – one or two lines)

GROUP CONTACT PERSON _____

TITLE OR POSITION _____

EMAIL ADDRESS _____

PHONE NUMBER (Day) _____ (Evening) _____

MAILING ADDRESS _____

ESTIMATED NUMBER OF PARTICIPANTS _____

PREFERRED ADOPT LOCATION _____

TENTATIVE STARTING DATE _____

ANTICIPATED NUMBER OF WORK DAYS _____

I have read and agree to abide by the policies, regulations and safety recommendations (attached) as put forth by the City of Louisville in regard to the Adopt-a-Park, Open Space, Trail or Landscape program. I understand a Parks and Recreation Department representative will contact me to finalize an Adopt Agreement. In addition, I understand that the Director of Parks and Recreation will make the final determination as to whether a group can participate and will approve the final adopt location.

SIGNATURE _____ DATE _____

Any questions, call 303-335-4735 or email to nimirad@louisvilleco.gov

FOR OFFICE USE ONLY

Assigned Location: _____

Dates of Adoption: From _____ To _____

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

New Signs: Date Ordered _____ Date Installed _____

VOLUNTEER WAIVER
FOR PARTICIPATING MINORS

I, the undersigned, hereby represent that my child(ren) has/have volunteered to participate in the Adopt-a-Park, Open Space, Trail, or Landscape Program during the 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 City, 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, Open Space, 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, Open Space, Trail or Landscape Program.

THIS FORM MUST BE TURNED INTO THE CITY CONTACT PERSON AT LEAST 3 DAYS PRIOR TO STARTING THE FIRST CLEAN-UP. ADDITIONAL SHEETS MUST ALSO BE TURNED IN IF VOLUNTEERS ARE ADDED AFTER FIRST CLEAN-UP.

1.) NAME OF CHILD: _____

2.) NAME OF CHILD: _____

3.) NAME OF CHILD: _____

CONTACT IN CASE OF EMERGENCY: _____

EMERGENCY CONTACT PHONE NUMBER: _____

PARENT/GUARDIAN NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

VOLUNTEER WAIVER
FOR PARTICIPATING ADULTS

I, the undersigned, hereby represent that I have volunteered to participate in the Adopt-a-Park, Open Space, Trail, or Landscape Program during the year _____. I 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 City, 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, Open Space, 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, Open Space, Trail, or Landscape Program.

THIS FORM MUST BE TURNED INTO THE CITY CONTACT PERSON AT LEAST 3 DAYS PRIOR TO STARTING THE FIRST CLEAN-UP. ADDITIONAL SHEETS MUST ALSO BE TURNED IN IF VOLUNTEERS ARE ADDED AFTER FIRST CLEAN-UP.

1.) NAME OF PARTICIPANT: _____ PHONE #: _____

PARTICIPANT SIGNATURE: _____ DATE: _____

EMERGENCY CONTACT: _____ CONTACT PHONE #: _____

2.) NAME OF PARTICIPANT: _____ PHONE #: _____

PARTICIPANT SIGNATURE: _____ DATE: _____

EMERGENCY CONTACT: _____ CONTACT PHONE #: _____

3.) NAME OF PARTICIPANT: _____ PHONE #: _____

PARTICIPANT SIGNATURE: _____ DATE: _____

EMERGENCY CONTACT: _____ CONTACT PHONE #: _____



**-Work Form-
For The
Adopt-a-Park, Open Space, Trail or
Landscape Program**

Adopt Site:		Date of Work:
Group Name (if applicable):		
Start Time:	End Time:	
Participant Names		Hours Worked / Participant
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		
TOTAL # Participants:	TOTAL Hours Worked:	
TOTAL Group Time Worked (total # participants X total hours worked):		

Work Completed (e.g. trash pick-up, weed removal, trail repair, painting, fence repair, pruning, mulching, etc):

Notes for Staff - additional repairs or maintenance needed at the site (vandalism, trail conditions, parking lots, etc):

A work form should be completed after each visit to your site and emailed to ChristineP@louisvilleco.gov or mailed to:

City of Louisville
Attn: Christine Prah
749 Main Street
Louisville, CO 80027