



# ADOPT – A- PARK PROGRAM



## **ADOPT-A-PARK PROGRAM**

### **PURPOSE**

The primary intention of this program is to enlist our community's involvement with selective maintenance and special projects within the County's park system in order to sustain a clean, safe, and aesthetic environment. Marion County's park system includes over 2,400 acres of parks, trails and natural land areas.

### **GUIDELINES**

The Adopt-a-Park Program is voluntary and designed for organizations, businesses and individuals desiring to enhance the appearance of our parks and contribute to their local community. The Marion County Parks and Recreation Department will work with individuals, groups, organizations and businesses to select a park, trail or natural area. Selection is done on a first come first served basis.

The term of the agreement will be for an initial one (1) year period. If agreeable by both parties the agreement may be renewable for additional one (1) year periods. Each adopting group will be committed to a minimum of six (6) visits per year performing the maintenance outlined in the agreement.

The Marion County Parks and Recreation Department will:

- Provide bags and be responsible for collecting and disposing of the filled bags.
- Place a sign in the park, natural area, or trail/trailhead crediting the individual, organization/group or business for their assistance.
- Identify parks, trail/trailhead/ natural areas needs and provide instruction for the assigned work project.
- Provide, if available, minor tools and equipment to conduct the project.

An adopting organization/group, individual or business may keep any and all proceeds from any materials with recyclable value that is found and identified as trash.

Children under the age of eighteen (18) participating with the adopting group will be required to have emergency contact information accessible at the site. There must also be one adult supervisor for every five (5) children. No child under the age of ten (10) will be permitted to volunteer with the group.

Adopting individuals or group will need to:

1. Complete a log sheet of the hours worked and submit them within one week of the completion of your work day to the Parks and Recreation Department. The form will be provided by the Parks and Recreation Department (see attachments).
2. Notify the Parks and Recreation Department a minimum of two weeks in advance of a work day. This notification will also include the type of work to be performed.

### **SAFETY GUIDELINES**

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

#### **Safety DO'S**

- **DO** make sure that all participants are familiar with Departmental safety recommendations
- **DO** assign one volunteer as a safety coordinator who will oversee 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 association with the program, hard-soled, closed toe and protective shoes and gloves
- **DO** dress appropriately for the weather and take breaks on a regular basis
- **DO** work only when the weather is fair and in the daylight
- **DO** bring water to drink and wear sunscreen and sunglasses
- **DO** be aware of your physical limitations. Refrain from doing any activities beyond your capabilities
- **DO** be aware of traffic on adjacent roads and driveways
- **DO** watch and take precaution for:
  - Snakes, bees, ants, other animals and insects
  - Noxious and poisonous weeds
  - Glass, barbed wire, pipes and debris with sharp or rusted edges
  - Unexpected holes or ditches

#### **Safety DON'TS**

- **DON'T** step into the 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** go bare footed or wear flip flops
- **DON'T** park vehicles in "No Parking" areas
- **DON'T** play around or do anything to distract passing drivers or park patrons
- **DON'T** bring pets to the site
- **DON'T** leave children unattended at any time
- **DON'T** pick up any materials that may be hazardous to your health (e.g. chemicals, firearms, hypodermic needles, etc.). Please notify the Parks and Recreation Department if hazardous conditions exist. Call 911 for emergencies or 352-671-8560 for non-emergencies.



## ADOPT –A- PARK APPLICATION

*Please type or print legibly*

Organization Name (as it is to appear on a sign): \_\_\_\_\_

\_\_\_\_\_

Organization Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

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

\_\_\_\_\_

Estimated # Participants: \_\_\_\_\_ Annual # of work days: \_\_\_\_\_

Preferred Adoption Location: \_\_\_\_\_

Tentative Start Date: \_\_\_\_\_

Anticipated work day:        M        T        W        H        F        Sa        Su  
(please circle one day)

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### STATEMENT OF UNDERSTANDING

As representative of this organization, I have read and agree to abide by the policies, regulations, and safety recommendations as put forth by Marion County in regard to the Adopt-A-Park Program. I understand that this is an application for the Adopt-A-Park Program and that a Department representative will contact me to finalize an Agreement. In addition, I understand that the Program Manager will make the final determination as to whether a group can participate and will make the final determination of park, natural land, trail/trailhead assignment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

IT STARTS IN  
**PARKS**  
Coaching. Connecting. Community.



**ADOPT-A-PARK  
MEMORANDUM OF UNDERSTANDING  
BETWEEN**

**Marion County Parks and Recreation Department**

**AND**

\_\_\_\_\_

THIS MEMORANDUM OF UNDERSTANDING, is hereby made and entered into at Ocala, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by and between Marion County, a political subdivision of the State of Florida, hereinafter referred to as the “Department”, the address of which is 111 S.E. 25<sup>th</sup> Avenue, Ocala, Florida 34471, and

\_\_\_\_\_, a corporation/partnership/an unincorporated association/an individual, hereinafter referred to as the “Participant”.

**PURPOSE:**

The Department is promoting an Adopt-A-Park Program to encourage corporations, organizations and /or individuals to provide care and maintenance necessary to the County’s parks, natural areas, or trails/trailheads. It has been deemed to be in the best interest of the Department to enter into a Memorandum of Understanding with the Participant setting forth the respective duties, terms and conditions.

**SCOPE OF SERVICES**

The Participant shall provide the services and/or contributions set forth herein below in the parks, natural areas, trails/trailheads, or other public areas described as:

NAME OF AREA: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
(hereinafter “Adopted Area”).



A. Services to be provided by the Participant in accordance with all county, state, and federal guidelines:

a. Please check the items to be done by the Participant

- i. Pick up litter and debris \_\_\_\_\_
- ii. Edge and weed grass and planting beds \_\_\_\_\_
- iii. Remove weeds, vines and unwanted volunteer trees and plants \_\_\_\_\_
- iv. Water plants/trees as needed according to the Marion County Parks and Recreation Department's Policy \_\_\_\_\_
- v. Graffiti reporting and removal \_\_\_\_\_
- vi. Raking playgrounds and landscape areas \_\_\_\_\_
- vii. Sweeping shelters/pavilions \_\_\_\_\_
- viii. Cleaning Picnic Tables \_\_\_\_\_
- ix. Mulching planting beds \_\_\_\_\_
- x. Reporting vandalism \_\_\_\_\_
- xi. Painting of facilities and equipment as determined by Parks and Recreation Staff \_\_\_\_\_
- xii. Install plant material or trees as directed by Parks and Recreation staff \_\_\_\_\_
- xiii. OTHER: \_\_\_\_\_  
\_\_\_\_\_

B. These items may be provided by the Participant (with approval of the Parks and Recreation Department):

a. \_\_\_\_\_ Contribute and install grass, plants, trees or other landscaping material as described below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. \_\_\_\_\_ Contribute and install an irrigation system approved by the Parks and Recreation Department if none presently exists.

The work outlined in sections a and b above will be accomplished by one of the following means:

- i. \_\_\_\_\_ Participants in-house employees or neighborhood volunteers
- ii. \_\_\_\_\_ Contract with a certified licensed landscaped maintenance or irrigation contractor. List name, address and phone number of contractor below:

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- C. The Participant shall notify the Parks and Recreation Department in the event of a problem or if repairs to the Adopted Area are necessary which the Participant is unable to or is unauthorized to do or if the Participant can no longer be obligated to maintain the Adopt-A-Park area(s).
- D. The County shall have no obligation to replace any plants or trees, contributed or paid for by the Participant, which subsequently die, whether such death is the result of neglect by the Participant, the County or otherwise.
- E. In the event the Participant, with the Parks and Recreations Department's prior approval, changes or improves upon the design or landscape of the Adopted Area, and the work is damaged or destroyed by a third party, the County may, at its sole discretion, replace or repair the damage to the original design or landscape of the Adopted Area, not to the design or landscape as changed or improved upon by the Participant.
- F. The County shall recognize the participant of the Adopt-A-Park Program. The County shall install a standard sign in the Adopted Area containing the name of the Participant, at the Participants request and County's approval.



G. In order to identify the Adoptee group on scheduled work days, each participant shall wear identifiable clothing. T-shirts will be provided by the Parks and Recreation Department. Prior to the scheduled work date, the Adoptee will notify the Department as to the number of volunteers to work to ensure adequate T-shirts will be provided.

H. Should the Participant fail to meet the expectations of the signed Memorandum of Understanding, the agreement will be terminated, signage will be removed, and the park area will become available for another group or individual to adopt.

#### COMMENCEMENT/EXPIRATION DATE

The period of this understanding shall be for one (1) year from the date hereinabove first written and shall be automatically extended for successive one (1) year periods under the same terms and conditions, unless either party provides the other with a written notification forty-five (45) days prior to the end of any one (1) year term of its intent not to extend the Agreement.

#### NEGATION OF AGENT OR EMPLOYEE STATUS

The Participant shall perform the services provided under this understanding as an independent contractor; and nothing contained herein shall in any way be construed to constitute the Participant, its officers, employees, agents, or subcontractors to be a representative, agent subagent, or employee of the County or any political subdivision of the State of Florida.

#### NO ASSUMPTION OF LIABILITY

The County shall neither be responsible nor incur any liability for the actions, inactions, omission or commissions of the Participant or any of its officers, employees or agents in performing under this Agreement.





## ***ADOPT-A-PARK PROGRAM***

### **MINOR PARTICIPANT AGREEMENT**

I, the undersigned, hereby represent that my child(ren) has/have volunteered to participate in the Adopt-A-Park Program during the Agreement Period \_\_\_\_\_.

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/her physical condition and refrain from doing any physical activities beyond his/her capabilities.

I agree to defend, indemnify and hold harmless Marion County, 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 Program, if such injury, loss or damage is caused in whole or in part by, the act, omission, or other fault of my child(ren).

Name of Child: \_\_\_\_\_  
Address: \_\_\_\_\_

Name of Child: \_\_\_\_\_  
Address: \_\_\_\_\_

Name of Child: \_\_\_\_\_  
Address: \_\_\_\_\_

Contact in Case of an Emergency: \_\_\_\_\_

Emergency Contact Telephone Number(s): \_\_\_\_\_

Parent's/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Participant/Organization:**

**PARK SITE:**

**ADOPT – A - PARK**

Date	Name of Participants	Job Tasks	Time In	Time Out
01/01/2010	<i>Jane Doe</i>	<i>Litter and Debris pick-up</i>	<i>9:00 AM</i>	<i>3:00 PM</i>

