

# **Adopt-A-Park Program Reference Manual**



**General Service Department  
Indian River County Parks and Recreation**

# INDIAN RIVER COUNTY PARKS AND RECREATION DIVISION

## ADOPT-A-PARK PROGRAM

### PURPOSE:

The primary purpose of this program is to enlist the community's involvement with litter control within the County's park system in order to maintain a clean and aesthetic environment for all to enjoy. Adopt-A-Park Program tasks primarily include litter pick-up, but may be expanded to include other acts as approved by the Parks Superintendent.

### POLICIES & PROCEDURES:

1. The adopting group commits to a two-year period of adoption.
2. Monitoring of the park, natural land, trail, beach or trailhead should be done on a regular basis, but not less than 6 times a year.
3. Only remove litter during daylight hours and during appropriate weather.
4. Indian River County Parks and Recreation will be responsible for collecting and disposing of the filled trash bags and large non-bagged items.
5. Indian River County Parks and Recreation will place a sign in the adopted park, conservation land or beach crediting the organization/group for their assistance.
6. The adopting group may keep any and all proceeds from any materials of recyclable value collected as litter.
7. Complete and submit an incident report within one (1) day after the clean-up event which an accident or injury occurred.
8. Require that all participants sign the County volunteer release form, including the parent/guardian of each minor participant.
9. Participating youth must be at least 8 years of age. When children under the age of eighteen years (18) participate, the adopter will have a parent/guardian's signature and emergency contact information accessible at the site. There must also be one adult supervisor for every five (5) children under the age of 12 and one adult supervisor for every ten (10) children 13-17.
10. Check and clear all participant's names against the FDLE Sexual Predator list prior to the scheduled clean-up event.

11. Adopting Group must provide public access to all records concerning this Agreement according to applicable Florida laws including Chapter 119, Florida Statutes. Adopting Group has the burden to assert and defend any exemptions to Florida's public record laws.

12. A representative from the adopting group must contact the Parks Superintendent, Monday through Friday, 7:00AM to 3:30PM to request necessary equipment, at least twenty-four (24) hours prior to clean-up. Pick-up of items will be coordinated through the Parks Superintendent.

For information on how to apply, contact the Indian River County Parks Maintenance Office at 772-226-1872.

Any organized group, including for profit and non-profit organizations, may apply to adopt a park in Indian River County. Requests to adopt specific parks, conservation land and beaches are approved on a first-come, first-served basis.

**INSURANCE REQUIREMENTS:**

Adopting Group shall provide evidence of the following insurance:

1. General Liability Insurance for any and all damage and bodily injury claims in the amount of \$1,000,000 per occurrence and \$2,000,000 aggregate.
2. Workers Compensation Insurance as required by Chapter 440, Florida Statutes or evidence of self-insurance or exemption from the Statute.
3. A certificate of insurance evidencing such insurance and listing Indian River County as an additional insured provided to the County prior to scheduling any activities under this Agreement.

# Indian River County Parks and Recreation

## ADOPT-A-PARK PROGRAM

### APPLICATION

Organization (as it appears on a sign): \_\_\_\_\_

\_\_\_\_\_

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

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

Title or Position with Organization: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Estimated Number of Participants: \_\_\_\_\_

Preferred location for Adoption: \_\_\_\_\_

Tentative Starting Date: \_\_\_\_\_

Annual Number of Work Days: \_\_\_\_\_

Anticipated Work Day: (please circle one)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

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### STATEMENT OF AGREEMENT

A representative of this organization, I have read and agree to abide by the policies, regulations, and safety recommendations as put forth by Indian River 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 Division representative will contact me to finalize an Agreement. In addition, I understand that the Parks and Recreation Director will make the final determination as to whether a group can participate and will make the final determination of park, natural land, trail, beach and/or trailhead assignment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Indian River County Parks and Recreation

## ADOPT-A-PARK PROGRAM

### MINOR PARTICIPANTS

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 Indian River 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 Emergency: \_\_\_\_\_

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

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

# Indian River County Parks and Recreation

## ADOPT-A-PARK PROGRAM

### SAFETY RECOMMENDATIONS

#### SAFETY DO'S:

- DO follow all Park and CDC guidelines related to COVID-19.
- 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 be aware of traffic on adjacent roads and driveways.
- DO watch and take precaution for: snakes, other animals and insects, noxious weeds, glass, barbed wire, pipes and debris with sharp or rusted edges or unexpected holes or ditches

#### 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 or park patrons.
- DON'T bring pets to the Adopt-A-Park site.
- DON'T leave children or pets in the care while participating in the program.
- DON'T pick up any materials that may be hazardous to your health (e.g. chemicals, firearms, hypodermic needles, etc.). Please notify the County if hazardous conditions exist by calling 911.
- DON'T leave children unattended at any time. These recommendations are not all inclusive. Take all precautions necessary to avoid accidents.

# Indian River County Parks and Recreation

## ADOPT-A-PARK PROGRAM

### VOLUNTEER HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

I, \_\_\_\_\_ ( a minor) wish to perform services at \_\_\_\_\_ for the Board of County Commissioners of Indian River County, Florida in the \_\_\_\_\_ as a volunteer.

I undertake to perform these services for the experience and self-satisfaction I will gain from this public service. I understand that County and Adopting Group shall be and act as independent contractors, and under no circumstances shall this Agreement be construed as one of agency or employment between the parties. I am not, nor will I be, a County employee nor will I be eligible for any of the benefits of a County employee except to the extent State law mandates volunteer participation in a benefits program.

(We, \_\_\_\_\_ and, Parent(s) or guardian(s) of \_\_\_\_\_, wish our child/ward to have the benefit of performing services for the County.

In consideration of the County's permission to perform volunteer services, I, for myself and my assigns ( and we, as parents or guardians, for ourselves and our assigns) do hereby release and discharge Indian River County, its agents, officers and employees from any and all claims, demands, grievances, and causes of action of every kind whatsoever, including, but not by way of limitation, all liability for property damages and personal injury of every kind, nature or description arising or which may hereafter arise from said permission, volunteer's performance of services or volunteer's presence on the work site.

I/We hereby indemnify and hold harmless Indian River County for any and all claims, demands and causes of action of every kind and nature arising out of said permission, volunteer's performance of services, or volunteer's presence on the work site.

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Volunteer's Signature

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Print Name

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Address

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City State Zip

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IF MINOR, Signature of Parent(s) or Guardian(s)

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Parks and Recreation Director

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Date