

Adopt-A-Park Program

Parks and Recreation Department 420 Canyon Street, Spearfish, SD 57783 605.717-1142

About Adopt-A-Park

The City of Spearfish Department of Parks and Recreation developed the Adopt-A-Park Program to allow citizens to volunteer in our city parks. Volunteer time spent doing upkeep, cleaning, maintenance, and beautification helps to provide a safer, more beautiful park experience for the entire community. The City of Spearfish's Adopt-A-Park program creates a powerful partnership between the citizens of Spearfish and the Parks and Recreation Department. This partnership allows valuable communication and feedback which results in cleaner, safer, and more user-friendly parks in the community.

Program Guidelines:

- ♣ Parks are adopted on a first-come, first-serve basis.
- ♣ More than one group or individual may adopt the same park depending on its size and the types of projects and maintenance that are needed at that location. While the Parks Division will do its best to match groups to the park/area they are most interested in, final placement decisions are determined by the Department of Parks and Recreation.
- ♣ All volunteers under age 18 must be supervised by a responsible adult.
- ♣ The City's Parks and Recreation Department will create a sign identifying the volunteers/group which will be placed in their adopted park as recognition of their time, effort, and dedication to keeping Spearfish's parks clean and safe. Signs will be placed after volunteers have completed their year-long adoption.

How the Program Works

Interested groups or individuals should fill out an Adopt-a-Park Application and submit it to the Spearfish Parks Division. They will then meet with a representative of the Parks and Recreation Department to discuss the area to be adopted and the expectations from the City and the volunteers.

We'd like to Adopt-a-Park – What's Next?

1. The group supervisor will fill out an Adopt-a-Park application.
2. Your application will be reviewed by staff at the Parks and Recreation Department and staff will contact you when your application is approved. Be aware that you cannot perform any activities in the parks without an approved application.
3. Following approval, the City will sign the application and the group supervisor will be asked to submit liability forms for each volunteer interested in participating. Volunteers under 18 years of age must have their liability form signed by a parent or legal guardian.
4. When the application and all liability waivers have been submitted to the City, a copy of the signed application will be mailed to you, at which time your group has officially adopted the park listed!
5. Gather your volunteers for your workday(s). It is the responsibility of the group supervisor to schedule cleanup dates. It is also the responsibility of the group supervisor to ensure that each month at least one volunteer enters the park and completes a walkthrough.
6. Please schedule all volunteer activities at least seven days in advance to allow the Parks Department time to schedule dropping off supplies at the worksite, or for a volunteer to pick up supplies at the Park and Recreation Office, located in the Canyon Admin building.
7. You work in the parks! All volunteers should sign the Volunteer Sign-In Sheet and record the number of hours worked and tasks performed (forms provided). It is the responsibility of the group supervisor to submit these forms to the Parks, Recreation, and Forestry Superintendent.

Responsibilities

City of Spearfish agrees to be Responsible for:

- ♣ Approving the size and scope of any projects to be undertaken by the volunteer group.
- ♣ Providing trash bags for use during park clean up days.
- ♣ Disposing of garbage and brush collected by volunteers during park clean up.
- ♣ Posting recognition on the City's website.

Volunteers agree to be Responsible for:

- ♣ Providing supervision of individuals to maintain designated areas.
- ♣ Reporting signs of vandalism or broken equipment to the Parks Division.
- ♣ Contacting the Parks Division at least one week in advance to schedule a clean-up date.
- ♣ Identifying in writing the projects the group desires to complete as well as equipment and supplies needed.
- ♣ Receiving approval from the Parks Division before undertaking a project involving the beautification or maintenance of any park.
- ♣ Returning any equipment or unused supplies provided by the Parks Division.

Possible Tasks Associated with the Adopt-a-Park Program:

- ♣ Pick up trash & debris
- ♣ Clean and rake under large trees
- ♣ Sweep parking lots, sidewalks & picnic shelters
- ♣ Cut and remove weeds
- ♣ Painting/staining shelters, restrooms, signs, picnic tables, or playground equipment
- ♣ Replenish wood chips under play equipment
- ♣ Replace basketball hoop nets
- ♣ General park maintenance
- ♣ Mulching
- ♣ Clean out firepits and BBQ grills
- ♣ Other projects as agreed upon

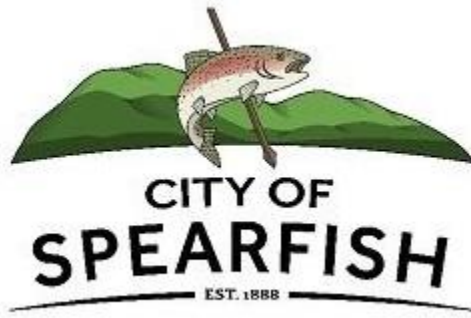
Parks Available for Adoption:

- ♣ City Park
- ♣ Sandstone Park
- ♣ Heritage Park
- ♣ Mountain Shadows Park
- ♣ Brady Park

- ♣ Lion's Park
- ♣ Rotary Park
- ♣ Salem Park
- ♣ Lookout Park
- ♣ Jorgensen Park and Arboretum
- ♣ Evans Park
- ♣ Reserve Park
- ♣ Spartan Park and Off-Leash Dog Park
- ♣ RSVP Memorial Gardens
- ♣ Lookout Mountain Park
- ♣ Sections of the Rec Path

Guidelines:

- ♣ Bring work gloves, closed-toed shoes or boots and wear light-colored clothing and long pants.
- ♣ Bring sunscreen and apply it regularly to prevent sunburn. Hats and sunglasses are also recommended.
- ♣ Beware of bees, poison ivy, poison oak, and other irritants. Avoid bites by wearing insect repellent.
- ♣ Do not over-exert yourself; take breaks and drink plenty of liquids. Be sure to bring water with you as not all parks have water available.
- ♣ Work during daylight hours and within the park's posted hours unless permission is given by the City to work off-hours.
- ♣ Do not use or bring your power tools or motor-driven equipment unless you have been preauthorized and trained to do so by the City's Parks and Recreation Department.
- ♣ Postpone or stop clean-up immediately if rain, lightning, or strong winds are present.
- ♣ Leave dead animals on-site and report them to the Parks Department.
- ♣ Do not pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Report suspect materials to the Spearfish Police Department immediately through their dispatch line (605) 642-1300.
- ♣ Do not bring pets, or leave pets in the car, while you volunteer in the park.



Parks and Recreation Department 420 Canyon Street, Spearfish, SD 57783 605.717-1142

Adopt-A-Park Program Application

Name of Organization: _____

Address: _____

Contact Person: _____

Phone: _____ Email: _____

Purpose of Organization:

Park you wish to adopt: _____

Approximate number of people participating in the program: _____

Representative of Organization: _____ Date: _____

Parks and Recreation Representative: _____ Date: _____

The City of Spearfish reserves the right to reject this application for any reason.

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF THE RISK AND
INDEMNITY AGREEMENT AND CONSENT TO MEDICAL TREATMENT

By my signature below, I acknowledge that I am aware of, appreciate the character of, and voluntarily assume the risks involved in participating in:

By my signature below, on behalf of myself, my heirs, next of kin, successors in interest, assigns, personal representatives, and agents, I hereby:

1. Waive any claim or cause of action against and release from liability the City of Spearfish, its officers, employees, and agents for any liability for injuries to my person or property resulting from my participation in the activity listed above;
2. Agree to indemnify and hold harmless the City of Spearfish, its officers, employees, and agents for any claims, causes of action, or liability to any other person arising from my participation in the activity listed above; and
3. Consent to receive any medical treatment deemed advisable during my participation in the activity listed above.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF THE RISK AND INDEMNITY AGREEMENT AND CONSENT TO MEDICAL TREATMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Print Name: _____ Date of Birth: _____

Address: _____ Phone number: _____

Signature: _____ Date: _____

Emergency contact name: _____

Emergency contact number: _____

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF THE RISK AND INDEMNITY AGREEMENT AND CONSENT TO MEDICAL TREATMENT

By our signatures below, we acknowledge that we are aware of, appreciate the character of, and voluntarily assume the risks involved in participating in:

By our signatures below, on behalf of ourselves, our heirs, next of kin, successors in interest, assigns, personal representatives, and agents, we hereby:

1. Waive any claim or cause of action against and release from liability the City of Spearfish, its officers, employees, and agents for any liability for injuries to person or property resulting from participation in the activity listed above;
2. Agree to indemnify and hold harmless the City of Spearfish, its officers, employees, and agents for any claims, causes of action, or liability to any other person arising from participation in the activity listed above;
3. Consent to receive any medical treatment deemed advisable during participation in the activity listed above; and
4. Acknowledge that we are signing below as a minor child and as the parent or legal guardian of the minor child named below.

I HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF THE RISK AND INDEMNITY AGREEMENT AND CONSENT TO MEDICAL TREATMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE, OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Minor's Name: _____ Date of Birth: _____

Address: _____ Phone number: _____

Signature: _____ Date: _____

Parent/Guardian's Name: _____ Date of Birth: _____

Address: _____ Phone number: _____

Signature: _____ Date: _____