



# Adopt-A-Park Community Beautification Program

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In an effort to enhance the quality of our parks, the City of Temecula encourages the community to assist with the beautification and maintenance of our parks by facilitating the enhancement of park/playground amenities and providing general upkeep and repair of equipment, recreation facilities, and trails through an Adopt-A-Park program.

The Adopt-A-Park Program allows groups to assume the responsibility for one or more eligible activities at their adopted park. The benefits of this program include:

- Enhancement of the environment
- Beautification of parks, trails, and green spaces
- Greater public education and awareness of parks, recreation and community services
- Community and/or corporate support of park-related capital improvements

## Who can Adopt-A-Park?

Businesses based or operating in the City of Temecula, non-profit groups, families, schools, government entities, or faith-based groups, whose goals and activities shall reflect the City of Temecula's Core Values and Goals, as outlined in the Quality of Life Master Plan, are eligible to participate in the Adopt-A-Park program. The organization must be free from discrimination based on race, color, creed, nationality, sex, marital status, disability, religion, or political affiliation. Parties currently involved in a lawsuit whose position is adverse to the City, and organizations that create a conflict of interest for the City will not be eligible to participate in the Adopt-A-Park program. Participants in the Adopt-A-Park program shall not be subject to the City's Corporate Sponsorship Policy.

## Potential Adopt-A-Park Activities

Activities which enhance the quality of the City's parks and trails may be eligible to be included in the Adopt-A-Park program. Some examples include:

- Reporting of suspicious or illegal activity at park site
- Purchasing items, supplies, or landscaping (e.g. benches, tree planting, etc.)
- Facility and equipment upkeep and maintenance
- Other improvements as suggested and approved by City staff

## Types of Potential Projects

The program is divided into three broad participation Tiers:

### Tier 1 (Custodial)

- Trash Pickup
- Graffiti/Gum Removal
- Minor maintenance

### Tier 2 (Beautification)

- Painting
- Landscape Planting
- Amenity Donations

### Tier 3 Donations

- Donations such as windscreens, bases, nets, dog agility courses, etc.
- Capital Improvements

## **Program Requirements**

The City of Temecula Community Services & Public Works Departments will work with the adopting group ("Adopter") to determine the specific park to be adopted and eligible activities or donations. The main focus of the program is park maintenance, beautification, and improvement. All projects must be pre-approved by the City prior to any work being undertaken. This approval process includes donations of items, supplies, plants, and labor.

The Adopter will sign an indemnify and hold harmless agreement, which is part of the Application to Adopt-A-Park. The term of the Park Adoption will be January-December of each year, unless otherwise agreed. Adopter must request a renewal extension by December 1<sup>st</sup> of each year for the following year.

If in the sole judgment of the Department, it is found that the Adopter is not meeting the terms and conditions of the agreement, the Department may terminate the agreement and remove Park Adoption signs.

## **Basic Requirements for Adopting Group**

- Adopter leaders must be at least 18 years of age and will be required to attend an orientation led by the Community Services and Public Works Department Staff prior to performing work in the adopted areas.
- Cleanup/maintenance will be done by members of the adopting organization.
- Cleanup/maintenance will be scheduled and performed at the mutual agreement of the Departments and the individuals or organization, for a designated period of time. All work shall be performed during daylight hours.
- Minimum service of once a month is recommended. Cleanup may be performed more often if it is determined that the park or facility is in need of additional improvements.
- Adopted parks will be assigned on a first-come, first served basis.
- Adoption by one organization does not preclude adoption of another area of the same park or donation to the same park from another organization.
- Adopters must comply with all safety requirements.

## **Adopter Responsibilities**

The Adopter will be responsible for:

- Completing and submitting an Application to Adopt-A-Park for approval
- Obtaining the required supplies and materials from the department during regular business hours (8:00 a.m.-5:00 p.m.), Monday-Friday
- Keeping track of the number of volunteer hours performed and submitting this information to the Department on a monthly basis
- Insuring youth participants are furnished with adequate adult supervision
- Placing filled trash bags near existing trash containers for pick up and disposal by the Department
- Returning unused materials and supplies furnished by the Department within one (1) week following clean up, unless other arrangements have been made; and
- **Notifying the Community Services & Public Works Department of items, equipment or grounds in need of attention or repair, especially when a safety concern exists**

## City Responsibilities

The City will be responsible for:

- Meeting with the Adopter (or its representatives) at the adopted park site at the start of the sponsoring period to discuss cleanup and maintenance priorities and to provide general guidance.
- Supplying certain materials and equipment when necessary (e.g., trash bags, paint supplies, flowers, mulch, etc.) NOTE: Adopters are encouraged to provide their own tools when possible
- Assisting the Adopter with planting of trees and shrubs and provide technical help when requested
- Supporting the efforts of the Adopter to keep the park clean and well maintained
- Working together with the Adopter for the betterment of the park
- Erecting a sign with the Adopter's name, acronym and/or logo displayed
- Providing volunteer logs and community service letters when requested
- Removing filled trash bags from the premises and removing large, heavy, or hazardous items when found in a park
- Following up on necessary repairs as reported by the Adopter

## Safety Rules

We value your safety. Adult group leaders will be required to attend an orientation led by the Public Works & Community Services Departments and will then be responsible for conducting a safety briefing for all participants prior to a cleanup. Participants and/or parents bear individual responsibility for personal safety and appropriate behavior in the park. Each participant must complete the Volunteer Waiver of Liability Form.

Adopting organizations will work without direct City of Temecula supervision. One adult supervisor (aged 18 or older) must be present for every five minors over the age of seven years and one adult supervisor must be present for every two children under the age of seven years.

Adoptable areas will be selected for safety and appropriateness for the participants. We urge you to remember:

- The program depends upon the common sense and responsibility of individual participants.
- For the protection of our participants, the use of power tools such as mowers, tractors or chain saws will not be permitted.

## Safety Requirements

- Wear comfortable clothes and closed-toed shoes
- Wear gloves
- Secure all bagged trash (placing filled trash bags in/near existing trash containers for disposal)
- Be aware of traffic and remain alert to your surroundings at all times
- Do not pick up broken glass without adult supervision
- Do not touch anything that may be toxic/hazardous i.e. oil, paint, gasoline, etc.
- Report all suspected toxic/hazardous materials to the Public Works Department

## Suggested Tools

- Garbage bags
- Rakes
- Leather gloves
- Brooms
- Shovels
- Trash grabbers

### **Procedure for Adopting a Park**

A representative of an interested group should apply online at [TemeculaCA.gov/AdoptAPark](https://TemeculaCA.gov/AdoptAPark). The Adopter must complete the Adopt-A-Park application and return it to the Community Services Department. When possible, the Adopter should identify two alternate parks in case their first choice is not available. Once the application has been approved, a City representative will contact the applicant to finalize the adoption.

### **Eligible Parks**

A list of eligible parks can be provided upon request. In addition to the City parks, any trail listed in the Bikeways and Trails Master Plan is eligible for adoption. Other green spaces not listed may also be available, pending approval from the Public Works & Community Services Department.



## Adopt-A-Park Application

Please complete and return to City of Temecula, Community Services Department  
41000 Main St. - Temecula, CA 92590

### Contact Information

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Person's Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

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

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

### Park Preference

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

Second Choice Location: \_\_\_\_\_

Third Choice Location: \_\_\_\_\_

### Adoption Method

Please specify which level of adoption you would prefer by checking the box(es) below:

Custodial

Beautification

Donation

Project Description: \_\_\_\_\_

Work Schedule: \_\_\_\_\_ Total Monthly Hours: \_\_\_\_\_

Type of Donation: \_\_\_\_\_

### Term of Agreement

I certify that I understand the Adopt-A-Park guidelines and that I possess the authority to execute this agreement on behalf of the organization. I understand this is an application for the Adopt-A-Park Program and the Community Services Department will contact me to finalize the agreement.

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Official Use Only

Date Received: \_\_\_\_\_ Approved/Denied (Circle) Assigned Facility: \_\_\_\_\_

Adoption Term: \_\_\_\_\_ Training Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ Sign Installed: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

The Adopter agrees that if approval is given to adopt the above-named park, the following stipulations shall govern:

1. This application shall have been approved and signed prior to Adopter beginning any operations as requested herein.
2. Adopter agrees to indemnify and hold harmless the City of Temecula, its officers, agents and employees from all liability, judgment costs, expenses and claims growing out of damages, or alleged damages of any nature whatsoever to any person or property arising from the performance or non-performance of the Adopter's Adopt-A-Park Agreement, Donations, Adoption activities or work.
3. For special projects (e.g. plantings, repair projects, installation of new equipment), the Adopter agrees to contact the Community Services & Public Works Department in advance to coordinate the project.
4. The Adopter shall carry on the work as required and authorized by the agreement with serious regard to the safety of the traveling public, adjacent property owners and volunteers or employees of the Adopter. The Adopter agrees to instruct their volunteers in safety precautions.
5. The Adopter acknowledges that all personnel involved in the project are initiators and volunteers directed by the Adopter and that the Adopter accepts full responsibility for any injuries or damages sustained by or caused by such personnel. The Adopter acknowledges that they or their volunteers are in no way considered to be employees of the City of Temecula.

In consideration of the above, the Adopter and the Department further agree to the following terms and conditions of this agreement:

**Adopter's Additional Responsibilities:**

1. To perform the work specified in a safe and satisfactory manner.
2. To keep track of the number of volunteer hours performed and submit this information to the Department on a monthly basis.
3. To provide adult supervision at the work site when volunteers include youth.
4. To obtain required supplies and materials as may be needed from City staff during regular business hours (8:00 a.m. – 5:00 p.m., Monday – Friday).
5. To place filled trash bags used during collection of litter adjacent to existing park trash containers for pick-up and disposal by the Department.
6. To return all unused materials and supplies furnished by the Parks/Facilities division to the Department within one (1) week, unless other arrangements have been made.
7. ***To notify the Public Works Department at 694-6411 of items or grounds in need of attention or repair, especially when a safety concern exists.***

**Department Responsibilities**

1. To erect a sign with the Adopter's name or acronym displayed.
2. To remove filled trash bags used for litter pick-up by Adopter, and to remove large, heavy or hazardous items when found in the park.
3. To provide report forms and envelopes to the Adopter.
4. To supply certain materials and equipment when necessary (e.g., trash bags, paint supplies, flowers, mulch, etc. – Note: Adopters are encouraged to provide their own tools when possible).
5. To follow-up on necessary repairs as reported by the Adopter.