

**Parks and Open Space Division  
Adopt-A-Park Information Sheet**



**Initial Contact:** Date of Call: \_\_\_\_\_

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

Name of Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

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

Phone Number: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Park(s) and/or other locations discussed: \_\_\_\_\_

- Age of Participants:
- Senior
  - Adult
  - Youth
  - Children (5-12)
  - Preschool (2-5)

Number of participants: \_\_\_\_\_

Would anyone in your group (organization) require assistance or accommodations to participate?

Yes                  No

If yes, please specify: \_\_\_\_\_

Activities discussed (*preliminary discussions with volunteer*): \_\_\_\_\_

Supplies requested: \_\_\_\_\_

Personal Protective Equipment Volunteers require:

Length of commitment: \_\_\_\_\_

Start-up meeting scheduled:                  Yes                  No

Follow Up meeting requested:                  Yes                  No

**Final Arrangements**

**Responsibilities of the volunteer:**

- Remove weeds from shrub bed
- Litter pickup
- Raking sand under play structure
- Flowerbed maintenance
- Pleasure rink shoveling
- Tipping Fee Waiver Application (Water & Waste)

Other: \_\_\_\_\_

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**Responsibilities of Park Services:**

- Review of volunteer responsibilities & scheduled events
- Cut grass and pick up litter on a two-week cycle as part of our regular maintenance program
- Supplies where possible
- Respond to hazardous conditions (*Note: If you notice any safety concerns i.e.: dead animals, needles, syringes please do not touch. For damaged playground equipment contact the Customer Service at 986-7623 or the technical assistant at \_\_\_\_\_ from 8:30 am to 4:00 pm Monday to Friday*)
- Will remove filled garbage bags at the end of the event

Other: \_\_\_\_\_

Certificate required:            Yes            No            Date Issued: \_\_\_\_\_

**Additional Information:**

Adopt-A-Park sign required:            Yes            No            Date Installed: \_\_\_\_\_

News release required:            Yes            No

Equipment loan sheet attached:            Yes            No

Letter of Intent approved by Superintendent?            Yes            N/A            Date Received: \_\_\_\_\_

Schedule of date or time line for agreed upon activity: \_\_\_\_\_