



## **ADOPT-A-PARK OR TRAIL PROGRAM - OVERVIEW AND PROGRAM RULES**

### **Overview**

The North Bend Adopt-a-Park or Trail Program has been developed by the City of North Bend to encourage community participation in the improvement and enhancement of our City's parks, trails and open spaces. It is a volunteer program that trains residents to assist in basic care and maintenance of City parks, trails, and other outdoor public spaces. The program is open to individuals, families, groups and organizations, and is a great way to take pride in your community.

Each volunteer individual or group assumes responsibility for an adopted park or other area and agrees to participate in improvement and maintenance activities a minimum of four times per year for a minimum of one year. The City of North Bend Parks Department provides an orientation to the adopting group or individual to assist in determining appropriate maintenance activities for the adopted area, based on the abilities of the individual(s) and the particular context of the park. After the initial orientation, the volunteers should be as self-directed as possible in managing their maintenance activities.

To ensure the program runs smoothly, the City has established the following roles and responsibilities and program rules. Please read all information carefully before signing the agreement and returning it to the City.

### **Volunteer Roles and Responsibilities:**

By becoming a North Bend Adopt-a-Park or Trail volunteer, the sponsoring organization or individual agrees to:

- Submit completed and signed Adopt-A-Park or Trail applications and other releases, waivers and forms as required by the City, including a Washington State Patrol background check.
- Name a designated volunteer representative for your sponsoring group or organization to act as the primary contact for City of North Bend staff members.
- Coordinate with the Parks Department on the volunteer maintenance activities your group will conduct within your adopted park.
- Follow the Adopt-a-Park or Trail Program Rules.
- (Representative): Coordinate and direct all participants within your sponsoring group or organization, including providing training on Adopt-a-Park or Trail rules and providing adult supervision for any youth participants.
- Provide appropriate hand tools, including clippers, rakes, axes, hand sickles, brush saws, shovels, wheelbarrows, pruners, grub hoes, and brooms.
- Provide all power tools required for projects including line trimmers, brush cutters, lawn mowers, chain saws, power edgers, blowers, and hedge pruners.

### **Parks Department Roles and Responsibilities:**

The Parks Department will partner with volunteers in being responsible for:

- Managing the Adopt-a-Park and Trail Program, including processing of applications, providing orientation to sponsor representatives, and coordinating with volunteers on maintenance activities.
- Installing a sign with the sponsor's name displayed, after six months of the sponsor successfully volunteering at the park.

- Supplying certain materials and equipment when necessary (e.g. trash bags, flowers, mulch, etc.)  
Note: Sponsors are to provide their own tools.
- Removing filled trash bags from the premises and removing large, heavy or hazardous items when found in the park.
- Following up on urgent repairs as reported by the sponsor.

**Program Rules:**

Safety is a priority while working in North Bend's parks, trails and open spaces. To ensure volunteers enjoy their work and stay out of harm's way, the following rules must be reviewed with all volunteers prior to any on-site activities and adhered to at all times:

1. For larger group maintenance activities or more detailed work such as pruning or planting, notify and obtain approval from the City of North Bend of the date, time and location of work to be done on City property prior to the intended start of work.
2. Wear appropriate clothing. Gloves and clothes covering the entire body should be worn when persons are working in areas where insects or other nuisances are present. Leather work gloves over latex gloves are strongly recommended. Shoes of sufficient strength with strong soles should be worn.
3. Start work only after your group leader has set warning signs for any traffic as necessary and has approved commencement.
4. Contact the Parks Crew Chief if large items, such as appliances, couches, etc., are found, and do not try to remove them. Recycle any recyclable items.
5. Do not touch any potentially hazardous items, including pesticide containers, chemical containers or hypodermic syringes. Contact the Parks Crew Chief if you find hazardous items.
6. Have a first aid kit available at the cleanup site. Having at least one person with a valid first aid card present during cleanup activities is strongly recommended.
7. Report any on-the-job (volunteer activity) injury to the City of North Bend.
8. Provide adult supervision of at least one adult for every eight (8) participants under eighteen (18) years old during activities on site.
9. Ensure power tools are only used by fully trained volunteers 18 years or older.
10. Contact the Parks Department at 425-888-7654 or the King County Sherriff's Office at 425-888-4433 to report any suspicious items or activities.
11. Ensure there is at least one person on site during cleanup activities who has a cell phone for any emergency calls or calls regarding suspicious/large items.
12. Log and submit hours worked to the City Clerk for coverage under Washington State Department of Labor and Industries.

If in the sole judgment of the Parks Department, it is found that the sponsor is not meeting the terms and conditions of the agreement or that the volunteers are not following the program rules, the Parks Department may terminate the agreement and remove any applicable sponsorship signs.



**ADOPT-A-PARK OR TRAIL PROGRAM VOLUNTEER REPRESENTATIVE AGREEMENT**

(To be signed by the representative of the group adopting the park or trail)

By signing this agreement, volunteers adopting a North Bend park, trail or open space agree to:

- A. Participate in park improvement/maintenance activities a minimum of four times per year for a minimum of one year.
- B. Obtain permission from the Parks Crew Chief before proceeding with larger group work on City parks, trails or open spaces, or work of a more detailed or complicated nature, such as pruning, trimming, or planting.
- C. Have all participants in activities on City of North Bend property sign a liability release prior to participating (including a parental consent/waiver form for all minors), and consent to a criminal history background check.
- D. Operate in a safe manner as directed in safety rules provided by the City of North Bend, including providing adult supervision and only allowing properly trained adults to use power tools.
- E. Notify the Parks Crew Chief of unusual or suspicious activities or conditions, including vandalism.
- F. Provide tools for parks projects and secure Parks Crew Chief approval for any other materials/supplies used on City property.
- G. Follow all other rules as outlined for the Adopt-a-Park or Trail program for North Bend.

By signing this agreement, the City of North Bend agrees to:

- A. Work with the group/individual to assign appropriate maintenance tasks for the park.
- B. Supply trash bags if required for the project. Dispose of trash bags and large items.
- C. Provide materials such as wood chips, bark dust, paint, mulch and seasonal plantings as appropriate to the park or trail.
- D. Provide proper signs if working on or near a roadway.
- E. Provide an Adopt-a-Park sign recognizing the volunteer efforts following 6 months of successful volunteer participation at the park or trail.

The organization/individual listed recognizes the possible safety risks in participating in the City of North Bend's Adopt-a-Park or Trail program. The organization/individual below shall indemnify and hold harmless the City of North Bend, its officers, employees, agents and elected officials from and against any and all claims, suits, actions or liabilities of any nature, including but not limited to injury or death of any person, loss or damage to property, discrimination in violation of chapter 49.60 RCW, or any other basis whatsoever, arising out of the use of City property resulting from any act or omission, or thing done, permitted, or suffered to be done, by the organization/individual, except claims, suits or actions occasioned by the sole negligence of the City of North Bend

Park or trail requested	
Sponsoring organization	
Representative	
Email address	
Phone number	
Street address	
Mailing address	

Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

For Official Use Only:

Accepted by:	Date:	Approved Park:





**ADOPT-A-PARK OR TRAIL PROGRAM ADULT VOLUNTEER RELEASE AND WAIVER**

**This agreement shall be signed and returned to the Parks Department by every individual participating in a City of North Bend Adopt-a-Park or Trail activity prior to commencing any work on City property. For minors (under 18 years old), a parental waiver / consent form is also required.**

The individual listed below recognizes the possible safety risks in participating in the City of North Bend's Adopt-a-Park or Trail Program.

The undersigned hereby releases and waives all claims or suits that may arise against the City of North Bend, its officers, employees, agents and elected officials, arising in any manner from participation by the undersigned in the City's Adopt-a-Park or Trail Program, except such claims or suits arising from the City's sole negligence. The undersigned further agrees to defend and indemnify the City of North Bend, its officers, employees, agents and elected officials, from and against all such claims or suits.

Park or trail requested	
Sponsoring organization	
Email address	
Phone number	
Street address	
Mailing address	

Signature\_\_\_\_\_

Date\_\_\_\_\_



**ADOPT-A-PARK OR TRAIL PROGRAM YOUTH VOLUNTEER PARENTAL WAIVER AND CONSENT**

**This agreement shall be signed by any minor (under 18 years old), and signed and returned to the Parks Department by at least one parent or guardian of any minor, participating in a City of North Bend Adopt-a-Park or Trail activity prior to commencing any work on City property.**

Release, Waiver, and Indemnity. The undersigned Minor Participant hereby releases and waives all claims or suits that may arise against the City of North Bend, its officers, employees, agents and elected officials, arising in any manner from participation by the undersigned in the City's Adopt-a-Park or Trail Program, except such claims or suits arising from the City's sole negligence. The undersigned further agrees to defend and indemnify the City of North Bend, its officers, employees, agents and elected officials, from and against all such claims or suits.

Parent or Guardian Certification. The undersigned certifies that he/she is the parent or legal guardian of the Minor Participant named below, and that he/she has read and understands the foregoing Release, Waiver, and Indemnity. In consideration of the City allowing the undersigned's minor son or daughter to participate in the City of North Bend's Adopt-A-Park or Trail Program, the undersigned likewise releases and waives all claims or suits that may arise against the City of North Bend, its officers, employees, agents and elected officials, arising in any manner from participation by the undersigned or by the Minor Participant in the City's Adopt-a-Park or Trail Program, except such claims or suits arising from the City's sole negligence. The undersigned further agrees to defend and indemnify the City of North Bend, its officers, employees, agents and elected officials, from and against all such claims or suits. If the undersigned is married, he/she further executes this Release, Waiver, and Indemnity on behalf of his/her marital community.

I further grant my full consent and authorization for the below-named participant to engage in the activity.

Park or trail requested	
Sponsoring organization	
Email address	
Phone number	
Street address	
Mailing address	

Signature of Minor Participant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_