



Department of Parks and Human Services **ADOPT-A-PARK PROGRAM APPLICATION PACKET**



WHAT IS ADOPT-A-PARK?

The primary purpose of this program is to enlist the community's involvement with selective maintenance within a park in order to maintain a clean park environment for all to enjoy. Tasks may include trash pickup, graffiti reporting, weeding/raking playgrounds, sweeping shelters, cleaning picnic tables, mulching trees/shrubs, and reporting vandalism. Adopting organizations may also help with special projects, such as graffiti cover-up and painting and planting flowers. Some projects and tasks are not available year-round and may be available only at specific parks.

WHAT ARE THE ADOPT-A-PARK POLICIES?

1. The adopting organization shall commit to a one-year period of adoption. At the end of that year, an organization can renew, change sections (if available), or terminate with reasonable notice to the City in writing.
2. Monitoring of the park shall be performed on a regular basis, that is, a quarterly, bi-monthly, or monthly basis, which shall be determined by the Commission. Some sites may require additional time commitments.
3. The City of Lauderdale Lakes will provide trash bags and will be responsible for collecting and disposing of the filled bags.
4. The City of Lauderdale Lakes will place a sign in the adopted park, crediting the organization for its assistance.
5. To further enhance park amenities, organizations may seek sponsorship opportunities by working directly with the City of Lauderdale Lakes Department of Parks and Human Services ("Department").

Interested in Adopting a Park?

Please complete the Application Packet and return to the Parks and Human Services Dept.



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POLICIES AND PROCEDURES

Community groups and businesses may apply to adopt a park in the City of Lauderdale Lakes. A minimum one-year commitment is required. When an applicant's commitment expires, if acceptable to both parties, the adopting organization may renew the commitment for an additional one-year term. Requests to adopt specific parks are processed upon receipt and will be reviewed by City Staff. Each application received will be ranked according to the applicant's community commitment and participation. All community service information should be listed on the application. The final approval of each application and selection shall rest with the City Commission.

When children participate, the Adopting Organization(s) will have emergency contact information accessible at the site. There must also be one adult supervisor from the attending organization.

The Adopting Organization may elect to clean the designated park on a quarterly, bi-monthly, or monthly basis. A scheduled and approved date is required upon final approval of the application by the City Commission. The schedule will be confirmed through the Department. Certain parks may require a monthly or bi-monthly commitment.

A representative of the Adopting Organization must contact Vincent Mullen, Recreation Supervisor, at (954) 535-2785 (Monday through Friday, 9:00 AM to 5:00PM) to request bags and/or gloves at least one week in advance of the cleanup. Pickup of these items will be at Vincent Torres Park.

- Signage identifying the adopting organization
- Trash bags
- Gloves (participants may supply their own gloves if they prefer)
- Safety information



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All participants are required to read the safety information and conduct themselves in a safe manner while participating in the Program. In addition, each participant is required to wear gloves while cleaning the park.

Adopt-A-Park Benefits include:

- Recognition in City Publications and Media Outlets
- Utilization of City Facility for Community Events (as appropriate and available)

List of City of Lauderdale Lakes Parks:

Cypress Preserve Conservation Park: 2525 NW 49th Ave

Northgate Neighborhood Park: 3555 W. Oakland Park Boulevard

Otis Gray Neighborhood Park: 4800 NW 26th Street

Vincent Torres Memorial Park: 4331 NW 36th Street

Willie Webb Sr. Park: 3601 NW 21st Street

C13 Greenway Trail: (Northern Edge)

Trailhead Park (northeast corner of NW 31st Ave and NW 39th Street) *(adoption subject to approval by Community Redevelopment Agency as owner of Trailhead Park)*



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APPLICATION

ORGANIZATION NAME: _____

ORGANIZATION CONTACT PERSON: _____

TITLE OR POSITION: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

MAILING ADDRESS: _____

ESTIMATED NUMBER OF PARTICIPANTS: _____

PREFERRED ADOPT A PARK LOCATION (name of park): _____

TENTATIVE STARTING DATE: _____

NUMBER OF YEARS ORGANIZATION HAS BEEN ACTIVE IN THE CITY: _____

LIST OF EVENTS ORGANIZATION HAS HOSTED TO BENEFIT LAUDERDALE LAKES RESIDENTS:

LIST OF DONATIONS (IN-KIND OR MONETARY) ORGANIZATION HAS PROVIDED TO BENEFIT LAUDERDALE LAKES RESIDENTS:

STATEMENT OF AGREEMENT

As representative of this organization, I have read and agree to abide by the policies, regulations and safety recommendations as put forth by the City of Lauderdale Lakes in regard to the Adopt-A-Park program. I understand that this is an application for the Adopt-A-Park program and that a Parks and Human Services representative will contact me to finalize an agreement. In addition, I understand that at the Mayor and Commissioners' direction, the Director or Assistant Director of Parks and Human Services will make the final determination as to whether a group can participate and the final park assignment.

SIGNATURE _____ DATE _____



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FOR OFFICE USE ONLY

Internal Ranking Sheet

Organization Name: _____

1. Number of year's organization has been active in the City

- 1 1 year or less
- 2 2-3 years
- 3 4-5 years
- 4 5-9 years
- 5 10 years or more

2. Organization has partnered with the City to organize events in the community to benefit residents

- 1 At least one event
- 2 2-3 events
- 3 4-5 events
- 4 5-9 events
- 5 10 events or more

3. Organization has exhibited community services through Donations (in-kind or monetary)

- 1 Strongly Agree
- 2 Agree
- 3 Neutral
- 4 Disagree
- 5 Strongly Disagree

Total Points:



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AGREEMENT

This agreement is made and entered into this [DATE OF AGREEMENT] _____ by and between the City of Lauderdale Lakes, Florida, a municipal corporation ("City") and [NAME OF ORGANIZATION] _____ ("Adopting Organization").

WITNESSETH:

WHEREAS, the City recognizes the need and benefits of clean, litter-free parks; and

WHEREAS, the City has established an Adopt-A-Park program (the "Program") to enable community groups and businesses to help keep our community litter-free; and

WHEREAS, the Adopting Organization desires to adopt a park by agreeing to provide volunteer support for the removal of litter at the [NAME OF PARK] _____; and

WHEREAS, the Adopting Organization desires to provide volunteer support for selective maintenance activities as set forth in the Program policy; and

WHEREAS, the Adopting Organization is aware that the nature of the work to be performed may be hazardous, particularly due to the presence of traffic near roadways, and the potential for encountering snakes, insects, and other animals, noxious weeds, debris, and unexpected holes and ditches.

NOW, THEREFORE, the parties agree to the following:

The City recognizes [NAME OF ORGANIZATION] _____ as the Adopting Organization for [NAME OF PARK] _____ for a period commencing on [DATE AGREEMENT BEGINS] _____ and ending on [DATE AGREEMENT EXPIRES] _____.

At the end of the year, this agreement shall terminate. However, if acceptable to both parties, the Adopting Organization may renew this agreement for an additional year. If a renewal occurs, the Adopting Organization must abide by all policies in place at the time of the renewal period.

- 1.) The Adopting Organization accepts responsibility for clearing litter and debris from the Park. Pickups will be scheduled by the Adopting Organization every [PICKUPS SCHEDULED EVERY] _____ month(s), weather permitting, during the adoption period.
- 2.) If the Adopting Organization has also volunteered to provide support for maintenance



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activities within the Park, the Adopting Organization will communicate with the City contact person at least one week prior to the scheduled cleanup so that appropriate steps can be taken to arrange the project(s).

- 3.) The Adopting Organization will notify the City contact person at least one week prior to the cleanup so that arrangements can be made to pick up debris.
- 4.) The Adopting Organization has read the City's Adopt-A-Park Program Policies, Safety Recommendations, and Volunteer Agreement (a release of liability) and will provide the information to each volunteer prior to participation in the program. The Adopting Organization and its volunteers agree to abide by these policies, regulations, and safety recommendations.
- 5.) The Adopting Organization agrees that it will be responsible for any of its volunteers or members performing the work and will defend, indemnify, and hold the City harmless from and against any and all liability, claims, and demands on account of any injury or loss that a volunteer might incur when engaged in the work or in any other way related to the work performed under the Adopt-A-Park program. The Adopting Organization will obtain the signature of each volunteer on the Volunteer Agreement form prior to the individual's participation in the Adopt-A-Park program. A parent or guardian's signature is required for children under the age of eighteen.
- 6.) When children under the age of sixteen participate in the program, there must be one adult supervisor from the Adopting Organization. When children participate, the Adopting Organization will have emergency contact information accessible at the site.
- 7.) The City recognizes [NAME OF ORGANIZATION] _____ as the Adopting Organization and the City will install signage identifying the organization specified above. The organization's name will appear on the sign as follows:

[SIGN LINE 1] _____

[SIGN LINE 2] _____

- 8.) The City of Lauderdale Lakes will provide the following to each participating organization:
 - Trash bags
 - Disposable gloves
 - Safety information

In the event that either party fails to perform its duties in accordance with the terms hereof, the sole remedy for the non-defaulting party is the termination of this contract and neither party shall have a cause of action against the party in breach hereof, whether for damages, specific performance or quantum merit.



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ATTEST:

Title:

CITY OF LAUDERDALE LAKES

By: _____

ADOPTING ORGANIZATION

Signature: _____

Title: _____

Organization: _____

Address: _____

Representative: _____

(please print)