

Stephenville

★ Parks and Recreation



Adopt-A-Spot



Adopt-A-Spot

What is Adopt-A-Spot?

This program is intended to provide residents and/or groups with a means to help keep Stephenville a wonderful place to live, work, and play for all.

The Stephenville Adopt-A-Spot program encourages citizen participation in beautification projects and litter clean-ups of designated public areas at regular intervals. A spot could be a park, trail, road, river, planter box, median, right-of-way, or City entryway monument sign. Individuals, organizations, or businesses (both large and small) may agree to keep a designated spot cleared of litter for a period of one year and/or provide beautification for an indefinite period as long as program requirements are met. Special projects can be considered as part of the Adopt-A-Spot program that add permanent site features/amenities to parks and/or large scale beautifications.

The City will create and install a sign bearing the name(s) of program participant(s) or organization(s) in their adopted area after the first completed activity and report submission. In addition, program participants will be listed on the City's website noting what spot has been adopted. At the end of the one-year period, program participants will receive a special certificate of appreciation/recognition from the City that is signed by the Mayor and may automatically renew to adopt their spot for another one year period if all program requirements have been met. Special projects can be considered for long-term adoption, signage, and recognition by the City.

Who can join?

Anybody and everybody! Groups, organizations, clubs, families or individuals.

What city property is available?

- You can choose from one of our City parks, sections of the Bosque River Trail, Bosque River, Downtown Plaza, Library, Senior Center, traffic medians and street right of ways, City entryways, flowerbeds, etc. Volunteers may even choose areas they commute daily to.
- You are not limited to the number of "spots" you can adopt
- You may also suggest a spot to adopt that is not on the available site list.

What are the responsibilities?

The responsibilities range from quarterly litter pickup, painting structures and amenities, weeding gardens or particular things the property requires.

Contact personnel for each adopting entity is required to submit a "Clean Up Report" form every time maintenance is performed. Reporting will need to be submitted through SPARD by contacting Kara Dingman at kdingman@stephenvilletx.gov or by calling (254) 918-1295

Is there a required length of time on the adoption contract?

We ask that each accepted party agree to volunteer on a (2) year commitment. Unless notified, there is an automatic renewal of the agreement. However, you may switch to a new project or defer participation until a later date. This must be approved by the Department Assistant via email at kdingman@stephenvilletx.gov or by calling (254) 918-1295.

How do I sign up?

Contact the Parks & Recreation Department by email or at (254) 918-1295. A contract, along with the policy and procedure, and a volunteer release/agreement will be emailed to you. You may also stop by the Parks & Recreation office at 378 W. Long St. to pick up a copy of the forms you will need to get started.

Once approved, an Adopt-a-Spot sign with your name or the organization will be placed at the site after the first completed activity and a maintenance report is submitted.

What are the benefits in being an Adopt-a-Spot volunteer?

With this volunteer program, you are not only helping the environment; you are also creating a beautiful place to live. Whether it's a temporary or forever home, your generosity and activism for the City of Stephenville will continue to help our community prosper, while still keeping the small town feeling alive.

So what are you waiting for? Get involved today and make Stephenville a beautiful place to live, work and play!



Adopt- A-Spot Program Agreement



Adopt-A-Spot

Streets Park Medians River Bosque River Trail
City Entry Monument Sign Library Cemetery Plots Landscaping Features
Senior Center Planter Box Median Right-of-Way Downtown Plaza

The following is a Letter of Agreement between the City of Stephenville, Texas, hereinafter called the "City", and

Hereinafter called the "Sponsor", recognizing the need and the desirability of a beautiful, litter-free community; and are entering this Agreement to permit the Sponsor to provide volunteer services at least four (4) times per year at the specific site known as

By signatures below, the Sponsor, both jointly and individually, acknowledge the potentially dangerous nature of the work and agree to the following terms and conditions:

- The Sponsor shall be required to adopt for a minimum period of two years.
- The Sponsor shall volunteer at the location a **minimum of four times a year**. It is desired that one of these days coincide with the Citywide Cleanup campaign in the spring and fall of each year. Monthly volunteering is encouraged, when possible.

Required: Litter Cleanup

Optional: (Place check by desired activities)

- Maintain Flower Bed/Landscaping: _____
- Special Project: _____

- The Sponsor shall appoint or select a chairperson to serve as spokesperson for the Sponsor, who will be responsible for recording and reporting the volunteer hours worked and number of bags collected on cleanups to the City.
- The Sponsor and participants agree to abide by all laws, regulations, and guidelines relating to safety.
- The Sponsor shall be responsible for maintaining a first-aid kit and adequate drinking water while volunteering on the adopted section.
- The Sponsor shall be responsible for prohibiting participants from either possessing or consuming alcoholic beverages while volunteering on the adopted section.
- The Sponsor shall ensure that individuals participating in a volunteer effort shall wear bright colored clothing or safety vests.
- If participants are 15 or younger, the Sponsor shall furnish adequate supervision by one or more adults.
- The Sponsor shall not subcontract or assign its duties or responsibilities to any other Sponsor organization, or enterprise without first consulting with the City of Stephenville, Texas.
- The Sponsor shall have the option of renewing the agreement subject to the approval of the City.
- The Sponsor shall report volunteer activities and hours on approved forms provided by the City of Stephenville. After each cleanup, these forms should be mailed to SPARD at 378 W. Long St. Stephenville, TX 76401 or a copy may be emailed to kdingman@stephenvilletx.gov.

The City agrees to accomplish the following:

- Work with the Sponsor to determine the specific section to be adopted.
- Place a sign identifying the adopted section with the Sponsor's name or acronyms displayed (after the first completed activity and report submission).
- Recognize Group, Organization, or Individual(s) on the City of Stephenville Website.
- Certificate of Appreciation signed by Mayor at the end of two year agreement.

If, in the sole judgment of the City, it is found that the adopting Sponsor is not meeting the terms and conditions of this agreement, upon 30 days' notice, the City may terminate the adopting agreement and remove the signs. This agreement may be modified in scope or altered in any other manner at the sole discretion of the City. The City reserves the right to modify or cancel the Adoption Program at any time and for any reason, at the sole discretion of the City. It is also agreed that the City does not assume liability for the actions of the Sponsor in performing maintenance on City property. This agreement may be amended at any time by mutual agreement of both the City and the Sponsor.

This agreement shall commence on the date listed by the Sponsor below and shall endure until terminated by either the Sponsor or the City.

Printed Name of Sponsor	Sponsor Mailing Address
Printed Name of Chairperson	Chairperson Mailing Address
Primary Phone Number	Secondary Phone Number
Email Address	Sponsor Website
Chairperson Signature	Date
City of Stephenville, Texas Representative Signature	Date

Please Return to:

City of Stephenville, Texas Parks and Recreation Department

Address: 378 Long St. Stephenville, Texas 76401

Phone: 254-918-1295

Email: kdingman@stephenvilletx.gov



Adopt-A-Spot



Volunteers

Location: _____ DATE _____

Your Organization or Group: _____

Name _____

Date of Birth _____ Email address _____

Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

In case of emergency, please notify:

Name _____ Relationship _____ Phone _____

WAIVER OF LIABILITY, RELEASE, AND INDEMNITY AGREEMENT

WAIVER OF LIABILITY

IN CONSIDERATION OF THE PRIVILEGE OF PARTICIPATING IN THE VOLUNTEER PROJECT ("PROJECT") AND RECOGNIZING THAT THE ACTIVITIES RELATED TO PERFORMANCE OF THE PROJECT MAY INVOLVE CERTAIN INHERENT DANGERS, I DO HEREBY AGREE TO ASSUME THE RISKS ATTENDANT TO SUCH ACTIVITY, TO INCLUDE BUT NOT LIMITED TO: PROPERTY DAMAGE OR PERSONAL INJURY TO MYSELF RESULTING FROM THE ACTS, ERRORS, OMISSIONS OR NEGLIGENCE OF THE CITY OF STEPHENVILLE, CITY EMPLOYEES, THIRD PARTIES, MYSELF, OR OTHER PROJECT PARTICIPANTS. I HEREBY WAIVE ALL CLAIMS, RELEASE, INDEMNIFY, DEFEND AND HOLD HARMLESS THE CITY, OFFICIALS, AGENTS AND EMPLOYEES, IN BOTH THEIR PRIVATE AND PUBLIC CAPACITIES, FROM ANY AND ALL LIABILITY, CLAIMS, SUITS, DEMANDS, OR CAUSES OF ACTION WHICH MAY ARISE FROM MY PARTICIPATION IN THE PROJECT

FURTHER, I, ON BEHALF OF MYSELF, AND MY HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS, FOREVER RELEASE AND DISCHARGE ANY AND ALL RIGHTS, DEMANDS, CLAIMS AND CAUSES OF SUIT OR ACTION, KNOWN OR UNKNOWN, WHETHER ARISING NOW OR IN THE FUTURE, THAT I MAY HAVE AGAINST THE CITY, FOR ANY AND ALL INJURIES, INCLUDING DEATH AND PROPERTY DAMAGE IN ANY MANNER ARISING OR RESULTING FROM MY PARTICIPATION IN THE PROJECT. I HEREBY AFFIRMATIVELY STATE THAT I HAVE CAREFULLY READ THIS RELEASE, KNOW THE CONTENTS OF THE RELEASE AND SIGNED THE RELEASE OF MY OWN FREE WILL.

I CERTIFY THAT ALL INFORMATION PROVIDED ON THIS APPLICATION AND DURING THE INTERVIEW PROCESS IS TRUE AND COMPLETE. I UNDERSTAND THAT FALSIFICATION OR SIGNIFICANT OMISSIONS OF ANY INFORMATION MAY BE CONSIDERED JUSTIFICATION FOR NON-ACCEPTANCE OR DISMISSAL IF DISCOVERED AT A LATER DATE AND THAT APPOINTMENT TO A VOLUNTEER POSITION MAY BE CONTINGENT UPON THE COMPLETION AND REVIEW OF A CRIMINAL BACKGROUND CHECK.

PRINT NAME _____ DATE _____

SIGNATURE _____

Stephenville

★ Parks and Recreation



Adopt-A-Spot

Cleanup Report Form

***To be completed and returned to the City within 5 days after each cleanup.**

Organization Name _____

Name of Person Completing Form _____

Phone Number _____ E-mail _____

Location of Clean-up _____

Date of Clean-up ____/____/____ Number of Volunteers _____

1) Work hours per person? _____

2) Type of work performed? _____

3) Approximate number of bags filled _____

4) Additional tasks? _____

Comments: _____

Please complete and return this form to:

378 W. Long St.

Fax: 254-918-1295

E-mail: kdingman@stephenvilletx.gov