

City of Los Angeles
Department of Recreation and Parks

Adopt-A-Park
Agreement

This agreement is made and entered into between the City of Los Angeles, Department of Recreation and Parks, hereinafter called the “City” and

Hereinafter called the “grantee”

The City does hereby authorize the grantee permission to participate in the Adopt –A-Park Program starting _____ and expiring on _____

Whereas City resolution _____ authorizes the City to establish a City-Wide Adopt-A-Park program by engaging in such activities as picking up litter, planting flower beds, or painting park equipment, within the assigned sections of Department of Recreation and Parks’ operated facilities, in accordance with the following terms and conditions:

The grantee does hereby agree:

- To conduct clean-up activities in a safe manner
- To abide by all park rules and ordinances
- To notify Staff if resigning
- To return all supplies upon completing task/duties
- To assign a clean up crew leader. The crew leader will
 - maintain a sign in and out sheet /roster of volunteers
 - retain a copy of this agreement during the clean ups
 - post signage which reads “ Volunteer Clean Up Crew Ahead” in an area visible to people and especially automotive traffic
 - Notify City Site Supervisor within 24 hours of an accident or injury so that a City special occurrence and a non employee injury form may be completed and filed
 - Maintain a first aid kit on hand during clean ups
- To have all volunteers sign in and out on a Sign in Sheet every time hours are worked. The Sign in Sheet must be submitted monthly, by the 5th, to our department for tracking of hours of service which helps:
 - Justify the need for more tools and supplies when submitting reports for budget purpose
 - Account for total donated time to the City for annual statistic reports.
 - Students that are required to perform non court referral community service hours
 - Confirm the growth or decline in volunteer participation.
 - Our Department provide volunteer awards and recognition

- To report any hazardous material (e.g. needles) to your City Volunteer Supervisor. Please Do Not Pick Them Up.
- To report all accidents involving injury or equipment damage to their agency supervisor and City Volunteer Supervisor.
- To inform volunteers they should work in pairs or groups when possible
- If working alone, you must be an adult (18 years or older) and *always, let* the Volunteer Supervisor know your location.
- To not operate machinery or dangerous equipment
- To wear appropriate attire for clean ups including shoes, gloves, etc..
- To coordinate with City Volunteer Site Supervisor to obtain supplies and materials from the City, during business hours
- To place filled trash bags in designated area for disposal by the City

The City agrees to:

- Advertise Grantee on the City of Los Angeles, Department of Recreation and Parks Web Site
- Mention Grantee on Park Program Brochure or at least one park flyer
- Publicly credit Grantee at Adopted Park Events
- Invite Grantee to at least one Citywide event honoring volunteers/sponsors
- Recognize Grantee via a sign furnished and posted by our department
- Issue Grantee an official Certificate of Adoption
- Furnish the grantee
- Provide Grantee with traffic control equipment, which consists of an advance warning sign which reads “Volunteer Clean Up Crew Ahead”.
- Coordinate with Grantee to ensure materials and supplies as necessary to enable the volunteers to perform their donated services.
- Assist the Grantee in cleaning up litter if necessary, for example, when large heavy or dangerous items are found.
- Maintain records of Grantees hours of service
- Recyclable items collected by volunteers may be removed from the site at the option of the Grantee. Profits from the sale of recyclables shall belong to the Grantee

The City recommends the Grantee have at least one person with a valid first aid card be present during clean up activities. The City also recommends the Grantee have a cellular phone or radio communication at clean up site. Finally, this agreement may be suspended by the City temporarily because of construction in the assigned area. Once construction is complete the Grantee will be notified and the agreement restored.