



The City of Lancaster's Adopt-a-Spot Program Packet

*Thank you for
Keeping Lancaster Beautiful*



*For information and support on Adopt-a-Spot, please contact the Parks & Recreation Department
James Mays, 972-218-3708 (o) - 972-218-3626 (f)
jmays@lancaster-tx.com*

City of Lancaster Neighborhood Adopt-A-Spot Program

Purpose

The Adopt-a-Spot Program is a joint effort between our city government and residents to keep our City and neighborhoods clean and beautiful. This program allows our residents, businesses, clubs and organizations to express their pride and commitment to the community, while providing them with signage recognition for their time and efforts spent beautifying the City of Lancaster.

Agreement Conditions

- Adopters will adopt a site within the city limits to be determined by agreement of the Adopters and the City of Lancaster, according to the age of the group members and area to be adopted.
- The Adopters will appoint or select a member to serve as spokesperson/contact person for the group if there is more than one individual adopting the area.
- Adopters must clean up the site monthly on an agreed upon date.
- Post-Cleanup report forms must be completed and submitted via email or hand delivery to 1700 Veterans Memorial Pkwy., within 72 hours of cleaning the site.
- The Adopters will agree to a minimum of a 3 month agreement, renewable upon approval.

Litter Pick-Up

- Litter pick up will be at a minimum of **1 time per month** during the one year adoption period. One of the pick-ups must occur on one of the City of Lancaster's Trash-Off Events. Adopters must submit the results of each clean up (Post-Cleanup report) via email (or) hand delivery within 72 hours of cleaning the site to include the number participating, hours worked and amount of trash collected to the City of Lancaster as soon as possible following a cleanup.
- The City of Lancaster will be responsible for supplying trash bags for the group in the clean up of their adopted area. Requests for bags must be made seven days in advance of clean up.
- The City of Lancaster will pick up and dispose of the trash bags filled by the Adopters after they complete each clean up. The filled trash bags may be left in a neat pile at agreed on location. The City of Lancaster must be notified in advance of your scheduled cleanup day, so that arrangements can be made to collect the filled trash bags and dispose.
- Should any large items such as old furniture, large appliances, etc. be found during litter pick-up, the Adopters should note the location and notify the City of Lancaster. The Adopters should not pick up any materials other than what fits the criteria of household garbage and what is able to be disposed of inside of a trash bag.

City of Lancaster Neighborhood Adopt-A-Spot Program -continued

Litter Pick-Up - continued

- Should any hazardous waste be found during litter pick up, the Adopters should note the location and notify Parks Department staff. Adopters should not handle or move any hazardous waste/materials.
- The city reserves the right to end Adoptions in cases where litter is not reasonably kept picked up according to Adoption guidelines and remove name from Adopt a Spot signage.

Safety:

- Each Adopter will be responsible for maintaining a first-aid kit while participating in the litter pick-up on the adopted section.
- Participants in the group agree to obey and abide by all laws and regulations relating to safety as may be required by the City of Lancaster. (The City of Lancaster will furnish the Adopters with a Safety Tips Sheet).
- When participants are 15 years of age or younger the Adopters will furnish adult supervision. During that time, the adults are held responsible to ensure that adequate safety measures are taken.

Signage:

- The City of Lancaster agrees to provide an **Adopt-A-Spot sign** and include the name(s) of the individual/group after successful completion of established probationary period of **3 months**.

By the signature below, the Adopters acknowledge the hazardous nature of the work and agree to the above conditions. The Adopters also agree to release, indemnify and hold harmless the City of Lancaster, its officers, agents and employees liable for any claims, damages, and injury (including death) resulting directly or indirectly from cleaning up the adopted area. The signature of each individual in the group (or legal guardian if under 18 years of age) must appear below. If the undersigned is other than an individual, the undersigned certifies, warrants and represents that the individual whose signature appears below is duly authorized to execute this agreement on behalf of the firm, corporation, partnership, club, organization or other entity which desires to be an Adopter.

Adopters:

_____	_____
_____	_____
_____	_____
_____	_____

Add additional sheets if needed.



City of Lancaster
Parks & Recreation Department

1700 Veterans Memorial Pkwy, TX 75134 * 972.218.3708 * 972.218.3626 FAX
www.lancaster-tx.com

CITY OF LANCASTER ADOPT-A-SPOT APPLICATION

Name of Applicant/Organization: _____

Type of Organization (individual, club, corporation): _____

Number of People in Group (if applicable): _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____

Mailing Address: _____

Home Phone: _____ Work Phone _____

Fax: _____ E-Mail _____

Area of City you are interested in adopting:

The City of Lancaster will assist the adopting group in determining the specific area to be adopted.

Circle one: First Time Adopting Renewal Adoption

Name to appear on Adopt-A-Spot Signs _____

Adoption Period will begin _____ (month/year) and run through
_____ (month/year).

Results of each clean-up must be turned in to Parks and Recreation Department within 5 days after clean-up has occurred. Information to be recorded – Number of participants and number of bags of trash collected. Results may be mailed, called in or emailed to the address below:

Please return form(s) and results of each clean up to:
Parks & Recreation Department
Attn: Jim Mays
1700 Veterans Memorial Parkway, Lancaster, TX 75134
Fax (972) 218-3626 Phone (972) 218-3708 Email: jmays@lancaster-tx.com

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Parks & Recreation Department

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**SAFETY TIP SHEET FOR VOLUNTEERS - ADOPT-A-SPOT
PROGRAM**

Below is a list of suggestions from Keep Lancaster Beautiful to help make your cleanup experience a safe one!

SAFETY TIPS DO'S

- √ Have a first aid kit handy
- √ Obey all laws and regulations, term and condition that relates to safety as required by the City of Lancaster for the area under clean-up
- √ If participants are 15 years of age or under an adult must be present.
- √ Prohibit possession or consumption of any alcoholic beverage.
- √ Wear gloves and thick-soled, closed shoes
- √ Wear long pants and long-sleeved shirts
- √ Wear safety vests or bright-colored clothing for roadside cleanups
- √ Wear sunscreen and bug repellent
- √ Drink plenty of fluids in extreme temperatures
- √ Be aware of your surroundings and the potential hazards associated with them (passing cars, hazardous tree branches, poison ivy, bees etc.)
- √ Use the "buddy system" working in teams of two or three facing on coming traffic to maximize safety
- √ Keep pre-moistened towelettes on hand
- √ Wash hands with antibacterial soap after the cleanup
- √ Know emergency procedures, such as the location of the nearest emergency facility and how to quickly summon an ambulance or the police

SAFETY TIPS DON'T

- √ Perform any activities outside of your physical capabilities
- √ Use of power tools or motor-driven equipment
- √ Pick hazardous materials such as hypodermic needles, sharp objects, old car batteries, animal carcasses or other unidentified, questionable objects
- √ Overstuff bags
- √ Attempt to move large objects – report them to Recycling and Solid Waste Division
- √ Schedule cleanups during peak pedestrian or traffic hours
- √ Conduct cleanups during extremely inclement weather
- √ Conduct cleanups near or around construction sites
- √ Allow minor children to participate in cleanups

City of Lancaster
Parks & Recreation Department

1700 Veterans Memorial Parkway · Lancaster, TX 75134
972.218.3708 · 972.218.3626 (FAX)
www.lancaster-tx.com

Adopt-A-Spot - Release Form

1. **Voluntary Participation:** I acknowledge that I have voluntarily applied to assist in the Adopt-a-Spot Program, where volunteers collect trash/recyclables from designated area and dispose/deposit it in the appropriate trash/recycling location. I understand as a volunteer, that I will not be paid for my services; that I will not be covered by any medical or other insurance coverage provided by Keep Lancaster Beautiful, my organization or the City of Lancaster; and that I will not be eligible for any Workers Compensation benefits during my volunteer time.

2. **Release:** I agree that I, my assignees, heirs, guardians and legal representatives, will not make a claim against and will hold harmless Keep Lancaster Beautiful, my organization, the City of Lancaster or any of its affiliated organizations, or either their employees, officers or directors, collectively or individually, or the supplier of any materials or equipment used in the project, or any of the volunteer workers, for the injury or death to me or damage to my property, however caused, arising from my participation in the Adopt-a-Spot Program .

3. **Waiver:** I hereby waive and forever release all rights, actions, or causes of action, known or unknown, resulting from personal injury or death to me, or damage to my property, sustained in connection with my participation in the event.

4. **Consent:** I will assume and pay any medical and/or emergency expenses in the event of accident, injury or illness, regardless of whether I have authorized such expenses. I further consent to the unrestricted use by City of Lancaster and/or persons authorized by them of any photographs, interviews, videotapes, or similar visual recording of me.

SIGNED, of my own free will, this _____ day of _____, _____, in Lancaster, Texas.

Volunteer's Signature

Organization or Group

Print Name
(Parents Signature if volunteer is a minor)

Home Address

Print Parent Name

City and Zip code

Emergency Contact

Phone Number

Emergency Contact Phone Number

Email Address _____

Adopt-A-Spot Post-Clean Report Form

REMEMBER: Make extra copies of this blank form, so you will have some to send in for your future cleanups.

After each cleanup, please complete this form and return it to:

Adopt-A-Spot
1700 Veterans Memorial Pkwy.
Lancaster, TX 75134

or FAX to: (972) 218-3626
Scan & Email to: jmays@lancaster-tx.com

Name of Organization

**Report Date
Number**

Contact Person

Phone

Cleanup Location

of Hours Worked

of Bags Filled

Do we need to arrange to have the bags and/or waste picked up? **YES** **NO**

Other comments: _____

Thank You for helping to keep the City of Lancaster beautiful!!!