



Adopt-A-Park

City of Racine Parks, Recreation & Culutral Services

Program and Policy Handbook

800 Center St. Rm 127
Racine, WI 53403
(262)636-9131
publicevents@cityofracine.org
Cityofracine.org/parksrec
facebook.com/RPRCS



CITY OF RACINE PARKS, RECREATION & CULTURAL SERVICES ADOPT-A-PARK PROGRAM



WELCOME!

Thank you for considering to become a park adopter for the City of Racine Parks, Recreation and Cultural Services Adopt-A-Park Program. The success of our park system depends on the support of the public as stewards of our parks. With your help we will continue to make Racine a great place to live, work and play!



The City of Racine Parks, Recreation & Cultural Services department consists of a large park system which requires continual maintenance and upkeep. While City Park staff addresses the basic maintenance needs of these sites, there is always opportunity for further enhancement. The Adopt-A-Park Program is designed to encourage community involvement in maintaining and beautifying our City as it instills a sense of pride for parks and public spaces through volunteerism. Another benefit of the Adopt-A-Park Program is the creation of a safe, clean and well-maintained environment for all to enjoy!

The program encourages the participation of leagues, businesses, schools, churches, local service groups, sports associations, youth organizations, individuals, etc., to perform various tasks; such as, litter pick-up, maintain flower beds, painting, spreading playground mulch, and other approved duties on a regularly-scheduled basis from date of signed agreement through the end of the calendar year.

The goal of the Adopt-A-Park Program is to build a sense of community pride and ownership around every park. The City of Racine PRCS believes that the success of its park system depends on the support, assistance, advocacy and enthusiasm of the public. Through the Adopt-A-Park Program, we seek to find the best practices and strategies to work together to enhance the park system.



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EXPECTATIONS OF INDIVIDUAL, GROUP OR ORGANIZATION

- Adopt-a-Park participants are expected to sign at minimum one-year commitment with the City of Racine Parks, Recreation & Cultural Services Department. If acceptable to both parties, the volunteer organization or individual may renew the commitment for additional years.
- Once a month volunteers are asked to enter the park and do a walkthrough. The purpose of a walkthrough is to identify damage, vandalism, or other things that need to be addressed by the PRCS Department. A form will be available for you to report what you found during your walkthrough.
- The Volunteer Organization may elect to clean their adopted park on a quarterly, bi-monthly, or monthly basis. Please include: Earth Day, Arbor Day and Make-A-Difference Day as you plan.
- Other projects, like planting flowers, adding mulch, maintaining trails, painting, and other maintenance may be completed with approval from the City of Racine PRCS Department.
- For volunteer groups that are unable to commit to a yearly contract, one-time events are also available. One-time events are perfect for groups that still want to do their part, but are unable or not interested in officially adopting a park.
- Each volunteer group will designate a group supervisor to be the contact person. The Group Supervisor will complete the Adopt-A-Park agreement and ensure each volunteer signs a waiver of liability-hold harmless agreement before any volunteer work is done.

GUIDELINES

- Parks are adopted on a first-come, first-serve basis. A list of all the adoptable parks is available within this handbook. If you would like to request an area to adopt that is not listed, please contact the PRCS Department. Park hours are 6 a.m. to 10 p.m.
- All volunteers under age 18 must be supervised by a responsible adult.
- When children participate, the Volunteer Organization will have emergency contact information accessible at the site. There must also be one adult supervisor for every five children.
- The group supervisor must contact the PRCS Department at (262)636-9459, Monday – Friday, 8 a.m. to 4:30 p.m., at least two weeks prior to the cleanup event so arrangements can be made to pick-up debris.
- All participants are required to read the safety information and conduct themselves in a safe manner at all times while participating in the program.
- Program participants will not be allowed to operate City owned, heavy equipment or specialized tools. If specialized tools and/or equipment is needed, the Parks Department will operate them.



CITY OF RACINE PARKS, RECREATION & CULTURAL SERVICES ADOPT-A-PARK PROGRAM



SAFETY DO'S

- ✓ DO make sure all participants are familiar with the safety recommendations.
- ✓ DO assign one volunteer as a safety coordinator who oversees other volunteers to ensure that work is conducted in a safe manner, paying special attention to participating children.
- ✓ DO wear clothing which is appropriate for the work associated with the Program, such as long pants, shirts with long sleeves when possible, hard-soled protective shoes preferred, closed toed shoes at minimum, gloves, hats as needed, insect repellent recommended, and plenty of water for all attendees.
- ✓ DO dress appropriately for the weather and take breaks on a regular basis.
- ✓ DO work only when weather is fair and in the daylight.
- ✓ DO be aware of your physical condition and refrain from doing any activities beyond your capabilities.
- ✓ DO watch and take precautions for: Snakes, other animals and insects, glass, barbed wire, pipes and debris with sharp or rusted edges, unexpected holes or ditches
- ✓ DO be aware of traffic on adjacent roads and driveways.
- ✓ DO be aware of other users of the park, pedestrian, or bicyclists that may be in the area.
- ✓ DO postpone or stop clean-up immediately if rain, lightning or strong winds are present.
- ✓ DO leave dead animals onsite and report immediately to PRCS.

SAFETY DON'TS

- ✓ DON'T step into a roadway for any reason.
- ✓ DON'T pick up litter or debris on a roadway surface, close to the edge of the road or riverbank.
- ✓ DON'T park vehicles in "No Parking" areas.
- ✓ DON'T play around or do anything to distract passing drivers.
- ✓ DON'T bring pets to the cleanup site.
- ✓ DON'T leave children or pets in the car while participating in the program.
- ✓ DON'T pick up any materials that can be hazardous to your health. Please notify the PRCS Department right-way.
- ✓ DON'T use or bring your own power tools and motor-driven equipment unless you have been preauthorized to do so by the City of Racine PRCS Department.

******These recommendations are not all inclusive. Take all precautions necessary to avoid accidents, including having a least one (1) working cellular telephone onsite and know the emergency numbers. ******



**CITY OF RACINE PARKS, RECREATION & CULTURAL SERVICES
ADOPT-A-PARK PROGRAM**



List of Adoptable Parks

Name of Park	Address
Pershing Park	800 Pershing Dr
West Park	901 Park Ave
Carre-Hogle Park	1729 Main St
DeKoven Woods Park	525 De Koven Avenue
Dr. Hamilton Park	1774 Howe Street
Grand Park	1651 Grand Ave
Clayton Park	1843 Clayton Ave
Erskine Park	2800 Washington Avenue
Riverside Park	110 Riverside Dr
Hagerer Park	708 Hagerer St
Lakeview Park	201 Goold St
Brose Park	104 Luedtke Ave
Colonial Park	2300 W High St
Lincoln Park	2200 Dominak Dr
Matson Park	1110 South St
Robert Heck Park	2914 Donna Ave
Barbee Park	215 North Memorial Dr
Island Park	1700 Liberty St
Marino Park	1949 Albert St
Randolph Park	533 Randolph St
Harvey Park	441 Blaine Ave
Case-Harmon Park	2724 Hamilton Ave
Greencrest Park	3234 Drexel
Humble Park	2218 Blaine Ave
Lockwood Park	4300 Graceland Blvd.
N. Owen Davies Park	1700 West Blvd
Solbraa Park	3825 Sixteenth St
Hantschel Park	5400 Byrd Ave
Carlson Park	3800 N Main St

Please contact the PRCS Department for up-to-date availability of the adoptable parks. Thank you!



City of Racine Parks, Recreation & Cultural Services

City of Racine Parks, Recreation & Cultural Services ADOPT-A-PARK PROGRAM APPLICATION



Organization/Group Name: _____

(Name on the Adopt-A-Park sign will appear as written on this line.)

Organization/Group Address: _____

City: _____ State: _____ Zip: _____ Phone #: _____

Contact Person: _____

Address (City,State,Zip): _____

Phone #: _____ Fax #: _____

E-mail address: _____

Best time to contact you? Morning Afternoon Evening

Park Information

Park Requested for Adoption: _____

2nd Choice: _____ 3rd Choice: _____

Please supply us with a brief description of activities you, your group or organization would like to perform as part of the Adopt-A-Park Program.

STATEMENT OF AGREEMENT:

As a representative of this family, group or organization, I have read and agree to follow the policies, regulations and safety guidelines of the City of Racine's Parks Recreation & Cultural Services Adopt-A-Park Program. I agree to ensure all members of this group have signed a City of Racine PRCS Volunteer Waiver and Hold Harmless agreement and all minors participating have a waiver signed by a parent/guardian. I agree to notify the PRCS Department of any changes in the contact or contract information. I understand a City PRCS representative will contact me to finalize an agreement. We have also provided a letter of support and understanding from the organization/group President/Director stating that the organization/group will be participating in the City of Racine Parks, Recreation & Cultural Services Adopt-A-Park Program.

I understand the City of Racine PRCS Adopt-A-Park Coordinator will make the final determination as to whether a family, group or organization can participate and the final adoption location.

Signature

Date

FOR OFFICE USE ONLY

Date application received: _____ Processing PRCS Rep Initials: _____

Assigned Location: _____ Adoption Dates: *From:* _____ *To:* _____

New Signs: Yes No Date ordered: _____ Date installed: _____ Date of 1st project: _____

Special notes:



City of Racine Parks, Recreation & Cultural Services **ADOPT-A-PARK PROGRAM** **Volunteer Agreement**



Adopt-A-Park Location: _____ Date(s) of Event: _____

Group Supervisor Information:

Last Name: _____ First Name: _____ MI: _____
 Address: _____ City: _____ Zip: _____
 Phone #: _____ E-mail _____

LIABILITY RELEASE AGREEMENT

In consideration for being permitted to perform the described activities, the undersigned Volunteer agrees to release, indemnify and hold harmless the City of Racine, its departments, elected officials, officers, agents, employees and volunteers for any costs (without limit), damages, expenses or liability for personal injuries, bodily injuries, sickness, disease, death, property damage, or lost wages which arise in whole or in part out of or are in any manner connected with the below-described activities without regard to whose negligence caused the costs, damages, expenses or liability.

Volunteer acknowledges that Community Service is not related to, arising from, or incidental to employment with the City of Racine for any purpose.

Volunteer understands that he/she may be exposed to: **1)** adverse weather conditions and is solely responsible for appropriate clothing; **2)** regulation and non-regulation equipment or devices that may be hazardous when handled by careless or inexperienced persons; **3)** competitive/aggressive players or spectators resulting in verbal or physical confrontation; **4)** moving equipment and devices resulting in eye injuries, facial injuries, bruises, broken bones, muscular sprains and strains, and stress to the nervous system, skeletal system, circulatory system and respiratory system; and **5)** facilities, vehicles, equipment and devices that are subject to “wear and tear” malfunctions or design problems.

It is further understood that the described activity is not monitored or controlled by professionals; equipment and devices used may cause injuries to participants; and some activities carry inherent risk of bodily injuries, death or property damage.

I have read this release and waiver of liability, fully understand its terms, and understand that I have given up substantial rights by signing it.

Print name: _____	Signature: _____	Date: _____
Print name: _____	Signature: _____	Date: _____
Print name: _____	Signature: _____	Date: _____
Print name: _____	Signature: _____	Date: _____
Print name: _____	Signature: _____	Date: _____
Print name: _____	Signature: _____	Date: _____
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Print name: _____	Signature: _____	Date: _____
Print name: _____	Signature: _____	Date: _____



City of Racine
Parks, Recreation & Cultural Services
ADOPT-A-PARK PROGRAM
Photo Release Form



The undersigned, an adult resident of the State of Wisconsin, hereby agrees that the City of Racine, its departments, officers, agents, and employees may take and use photographs of myself, or my minor children, during my visits to a Parks Department facility and open park space.

I hereby acknowledge that the City will use any and all photographs for promotional purposes, and that I shall not receive any monetary compensation or other consideration in exchange for the use of said photographs. Further, I acknowledge that all photographs are the property of the City of Racine and failure to return this release form within ten (10) days from the date of distribution will constitute approval of the above requests..

Please print legibly

Name: _____
Address: _____
City, State, Zip _____ Phone number: _____
Date: _____ Signature: _____

If the volunteer is a minor:

Name of minor: _____ Age: _____ Grade: _____
Address: _____ City, State, Zip: _____
Phone: _____ E-mail: _____
School: _____
Signature of parent/guardian: _____ Date: _____

After this form is signed it will be valid until the City of Racine Parks, Recreation & Cultural Services Adopt-A-Park Program receives, in writing, notification that you wish to no longer grant permission for your image.