

# City of Clintonville Parks & Recreation Department

Parks & Recreation Department  
55 East 12<sup>th</sup> Street  
Clintonville, WI 54929  
(715) 250-0216

## ADOPT-A-PARK APPLICATION

Name of the Park you wish to Adopt:

**Park:** \_\_\_\_\_

**Name of the Sponsor (organization, business, group or individual):**

\_\_\_\_\_

(Please print the name as it should appear on the Adopt-A-Park sign)

**Sponsor's Mailing Address:**

\_\_\_\_\_  
(Street/PO Box) (City) (State) (Zip Code)

**Please list two contact persons for the group:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**The Sponsor proposes to perform the following described work (as indicated with a check mark) within the above-named city park:**

**Required:** Litter removal at least twice a month from turf areas, asphalt areas and wooded areas if the park has a wooded area.

- Landscaping & Landscape Maintenance
- Paint any needed surfaces on signs, buildings or other structures
- Miscellaneous small projects approved by the Parks & Recreation Director
- Clear dead leaves and limbs from mowed areas
- Plantings (weed removal/debris removal from planting beds) installation of flowers, watering plant material

**Please be our eyes in your park and report anything that needs repair, particularly if a safety concern is involved to (715) 250-0216 Parks & Recreation Director**

**The Sponsor agrees that if approval is given to adopt the above named park the following stipulations shall govern:**

1. This application shall have been approved and signed prior to sponsors beginning any operations as requested herein unless prior authorization has been given by the Parks & Recreation Department.
2. Sponsors agree to indemnify and hold harmless the City of Clintonville, its officers, agents and employees from all liability, judgment costs, expenses and claims growing out of damages, or alleged damages of any nature whatsoever to any person or property arising from the performance or non-performance of the Sponsor's Adopt-A-Park agreement, Sponsorship, sponsorship activities or work.
3. For special projects (e.g. planting, repair projects, installations of new amenities), the Sponsors agrees to contact the Parks & Recreation Director (715) 250-0216 at least one week in advance to coordinate the project and make sure proper plants and installation procedures are followed.
4. The Sponsors shall carry on the work as required and authorized by the agreement with serious regard to the safety of the traveling public, adjacent property owners and volunteers or employees of the sponsor. The Sponsor agrees to instruct their volunteers in safety precautions.
5. The Sponsor acknowledges that all personnel involved in the project are initiators and volunteers directed by the Sponsor and that the Sponsor accepts full responsibility for any injuries or damages sustained by or caused by such personnel. The Sponsor acknowledges that they or their volunteers are in no way considered to be employees of the City of Clintonville, Wisconsin.

**In consideration of the above, the Sponsor and the Parks & Recreation Department further agree to the following terms and conditions of this agreement:**

**Sponsor's Additional Responsibilities:**

1. To perform the work specified in a safe and satisfactory manner.
2. To keep track of the number of volunteer hours performed, and submit this information to the Department on a monthly basis.
3. To provide adult supervision at the work site when volunteers include youth.
4. To obtain required supplies and materials as may be needed from the Parks & Recreation Department during regular business hours (7:00am – 3:00pm, Mon – Fri).
5. To place filled trash bags used during collection of litter at the City Garage trash containers. Any larger items deemed garbage should be placed around or near the trash containers at the City Garage and the Parks & Recreation Director should be notified when larger items are placed near or around the trash containers at the City Garage.
6. To return all unused materials and supplies and/or equipment furnished by the Parks & Recreation Department within one week, unless other arrangements have been made.
7. **To notify the Parks & Recreation Department at (715) 250-0216 of items or grounds in need of attention or repair, especially when a safety concern exists.**

**Parks & Recreation Department Responsibilities:**

1. To erect a sign with the Sponsor displayed.
2. To remove large, heavy or hazardous items when found in the park.
3. To supply certain material and equipment when necessary (e.g. trash bags, paint supplies, flowers, mulch, etc. NOTE: Sponsors are encouraged to provide their own tools when possible).
4. To follow up on necessary repairs as reported by the Sponsor.

**The Parks & Recreation Department reserves the right to terminate this agreement and remove the Adopt-A-Park sign when the sole judgment of the Parks & Recreation Department, it is found that the Sponsor has not met the terms and conditions of this agreement. This Agreement is in effect for one year from the date below and may be canceled at any time by the City of Clintonville at its sole discretion.**

APPLICANT/SPONSOR (Please print name): \_\_\_\_\_

SIGNATURE (If an organization, an officer of the organization must sign): \_\_\_\_\_

TITLE OF THE OFFICER (If any): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: DAY \_\_\_\_\_ EVENING \_\_\_\_\_

**PARKS & RECREATION DEPARTMENT APPROVAL**

APPROVED: \_\_\_\_\_

Parks & Recreation Director

DATE: \_\_\_\_\_

**THIS AGREEMENT SHALL REMAIN IN FORCE**

FROM: \_\_\_\_\_, \_\_\_\_\_ UNTIL: \_\_\_\_\_, \_\_\_\_\_