

# WOODBURN

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## ADOPT-A-PARK PROGRAM



City of Woodburn Community Services Department

October 2019

### **Introduction**

Government officials have recognized the many benefits associated with implementing Adopt-A-Park programs across the state of Oregon. In creating an Adopt-A-Park program, the City of Woodburn will be able to provide local citizens the opportunity to help beautify and care for city parks while assisting the City in maintaining clean, safe, and attractive parks for its citizens.

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### **Purpose**

The City of Woodburn Park Maintenance is responsible for maintaining thirteen developed park sites throughout the City. The attractiveness of many of the parks can be enhanced with the assistance of concerned citizens and organizations willing to donate their time and efforts in support of park maintenance and beautification programs. The programs serve to:

- Intensify the maintenance and cleanliness of adopted parks.
- Promote community support for park beautification and anti-vandalism programs.
- Increase a sense of stewardship and pride towards the locally adopted parks.
- Build a positive image for the individual, family, business, or organization in the City of Woodburn.
- Educate the public about park maintenance activities and the recreational opportunities offered through their City Parks.

### **Program Criteria**

The program is intended for motivated organizations, groups or families who understand the physical work demand involved in Park Maintenance and acknowledge that safety precautions must be taken while performing maintenance work within a public park. The optimum size of participating groups is from two to ten people, depending upon the size of the adopted park and the tasks they agree to perform. Larger groups can be accommodated for specialized projects.

Political organizations desiring to use the program in campaign of a political cause would constitute an inappropriate use of City funds and is therefore prohibited.

Participants will be required to conduct specific park maintenance activities on their “adopted” park no less than (four) times yearly. Park Maintenance will work with the adopting group to select the specific (Park or) section of park to be adopted depending on the size of the park and/or group.



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The list of maintenance activities to be carried out varies slightly from park to park, but generally the activities involve general cleaning, minor repairs, painting, tables, and buildings, trash removal, litter pickup, cultivating shrub beds that includes, weeding, planting, trimming brush, pruning, and drip irrigation adjustments.

An organization, group or family will be required to sign an agreement with the City of Woodburn, which will outline responsibilities and obligations of each party.

Participants may only adopt one park at a time.

Participants must adopt a park for a minimum of two years.

Participating organizations, groups or families will be required to conduct safety meetings involving all participants prior to park maintenance activities.

The City will provide safety equipment, park maintenance and safety orientation, paint, hand tools, trash bags, gloves and other maintenance supplies.

The City will notify news media of the organization's activity and issue certificates of appreciation to participating organizations either during or upon completion of the adoption.

The City will, at the entrance of the adopted park, provide an erected Adopt-A-Park sign bearing the name of the organization, individual, or family.

The organization will provide advance notification to the City of litter collection activities, collect and place debris in a manner indicated, and pick up and return materials provided by the City Maintenance staff as communicated.

Participants 18 years of age or older will be required to sign individual releases waiving the City of Woodburn from liability arising from activities in the program. Parents will be required to sign releases for children under the age of 18 who participate in the program.

The organization will **not** be able to make physical changes to the park including but not limited to: painting, creation of paths, addition or subtraction of park plants not including weeds without the permission of the City.

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### Procedures

1. Organizations, groups or families interested in the program should direct inquiries to the City of Woodburn Community Services, 270 Montgomery Street, Woodburn, OR 97071, or call **503-982-5266**.
2. The Community Services Department will provide information concerning the program and distribute information packets upon request.
3. Applications returned to Community Services Department, will be reviewed for eligibility and safety with respect to the Park desired for adoption. If assistance is requested in selecting an appropriate park for the group, the Recreation and Parks Manager or designee will assist in making a determination.
4. Upon approval of an application, the organization will be asked to submit a properly completed agreement along with signed individual releases.
5. The department will proceed to have Adopt-A-Park signs made and erected at each adopted park.
6. The organization will notify the Park Maintenance Supervisor at least fifteen (15) working days in advance of a planning Park Maintenance event.
7. The Park Maintenance Supervisor or his designee will provide the organization upon request, all supplies and equipment necessary to perform the required maintenance.
8. The group will hold a safety and orientation meeting with Park Maintenance personnel prior to the first park maintenance activities.

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I would like to adopt a park, application.

**1<sup>st</sup> choice park:** \_\_\_\_\_

**2nd choice park:** \_\_\_\_\_

**3<sup>rd</sup> choice park:** \_\_\_\_\_

**Name of agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State & Zip:** \_\_\_\_\_

**Months selected for service days:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

\_\_\_\_\_  
*Signature of Applicant  
or Designee*

\_\_\_\_\_  
*Signature of WRPD Manager*