HORSHAM TOWNSHIP

Adopt-A-Park Program

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ADOPT-A-PARK PROGRAM

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Horsham Township Parks Department
1025 Horsham Road
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215-643-3131
www.horsham.org
recreation@horsham.org

I. PURPOSE OF THE ADOPT-A-PARK PROGRAM

The purpose of this program is to create a framework under which citizen groups can contribute to the community by adopting a park, open space or trail and agreeing to improve it through various tasks and projects as specified. This program has been established as an environmental stewardship and public service program.

II. ADOPT-A-PARK GOALS

Horsham Township's goal is to have all our parks adopted so that we can offer our residents even better experiences when they use any of our parks. The Horsham Township Parks Department shall work in partnership with businesses and citizen groups to assist in the reduction of maintenance costs and more importantly to build civic pride in Horsham's park system.

Prudential volunteers at Kohler Park

The Adopt-A-Park Program was created to give the residents or local businesses the opportunity to come out and help take care of the parks. Horsham Township has a wonderful park system but help is always appreciated and participating in the Adopt-A-Park Program gives those volunteers a greater sense of pride in their local parks. We are looking for those groups interested in adopting a park to commit to four work events during a year. These events can be anything from planting flowers or weeding flower beds to painting and cleaning up trash.

Prudential volunteers at Kohler Park

The rewards are endless...

* A sense of accomplishment
* A sense of community pride and ownership
* The opportunity to make a visible difference
* Keep taxes stable

III. DEFINITIONS

- **Adopt-A-Park:** A Township wide opportunity whereby volunteer organizations may contribute to the regular maintenance, upkeep and possible park development.

- **Adopt-A-Park Sign**: A sign on each park section referring to the Department's Adopt-A-Park program and identifying the volunteer organization responsible for that site.

- **Adopt-A-Park Application**: A document to be completed by volunteer organizations to apply for the Adopt-A-Park program.

- **Memorandum of Understanding (MOU):** An agreement/contract between Horsham Township and the volunteer organization participating in the Adopt-A-Park program that delineates the responsibilities of all parties involved with the Adopt-A-Park program.

- **Volunteer Organization**: Any organization empowered by law to enter into contractual agreements which permit volunteers to participate in the Adopt-A-Park program.

- **Volunteer Release Waiver and Hold Harmless**: A waiver signed by each participant releasing the Township, its sponsors, employees, heirs from legal responsibility for accidents, injury or loss of property while participating in, while in route to, or from an Adopt-A-Park activity.

- **Parental Permission form/waiver**: A portion of the Volunteer Release Waiver and Hold Harmless form that must be completely filled out and on file for all volunteers under the age of eighteen (18) to be allowed to participate in the Adopt-A-Park activities.

- **Photo Release Waiver**: A waiver signed by participants and business/organization agreeing to allow photo's taken of them while participating in the Adopt-A-Park program to be used for publicity purposes for the department.

IV. ADOPT-A-PARK VOLUNTEER RESPONSIBILITIES

Adopt –A-Park Partners shall:

- Commit to adopt a park section of a park for a minimum of two (2) years.
- Sign a Memorandum of Understanding (MOU) with the Township.
- Commitment to a minimum of four (4) maintenance sessions per year.
- Meet with Horsham Parks Director and other representatives to discuss plan of action and walking tour for the adopted park.
- Notify Horsham Parks of the date, time and location of work to be done in the adopted area a minimum of two (2) weeks in advance of the intended start of work.
- Provide all tools, materials and supplies (other than trash bags) needed to complete their work.
- Pick up trash bags from the Horsham Parks Department during regular business hours a day prior to work date.

- Return any unused trash bags to the Parks Department the next working day after the work date.
- Obey and abide by laws and regulations related to safety and other terms and conditions.
- Work in conjunction with all youth sports associations who also may call the adopted park home.
- Place litter in trash bags provided and deposit filled trash bags in the adopted park or section as designated by the Township.
- Tag large, heavy or hazardous items and report the location to Horsham Township Parks Department for pick-up.
- Have at least one telephone with them at all times.
- Remain alert near roadways or in areas where snakes, poison ivy or stinging insects may be present.
- Provide one adult supervisor for every five (5) youth volunteers under the age of 18 that are working in the adopted park.
- Maintain a first aid kit and adequate supply of drinking water while members are working in the adopted park.
- Wear appropriate clothing and foot wear. Gloves and clothes that cover the entire body should be worn when persons are working areas where insects or other nuisances are present.
- Be responsible for prohibiting members from possessing, consuming, or being under the influence of alcohol or drugs while working in the adopted park or section thereof.
- Township does not carry individual accident insurance, nor will be responsible for any claim of property losses or personal injury sustained in association with the Adopt-A-Park program.

Adopt-A-Park Partners shall NOT:

- Make additions to park property without written request to and approved by the Parks Director.
- Perform work on bridges tunnels, over-passes, in rivers, or streams or in areas that may present any type of hazard. Work shall be performed on park property only.
- Conduct activities during hazardous weather conditions.
- Sub contract or assign its duties or responsibilities to any other group or organization.

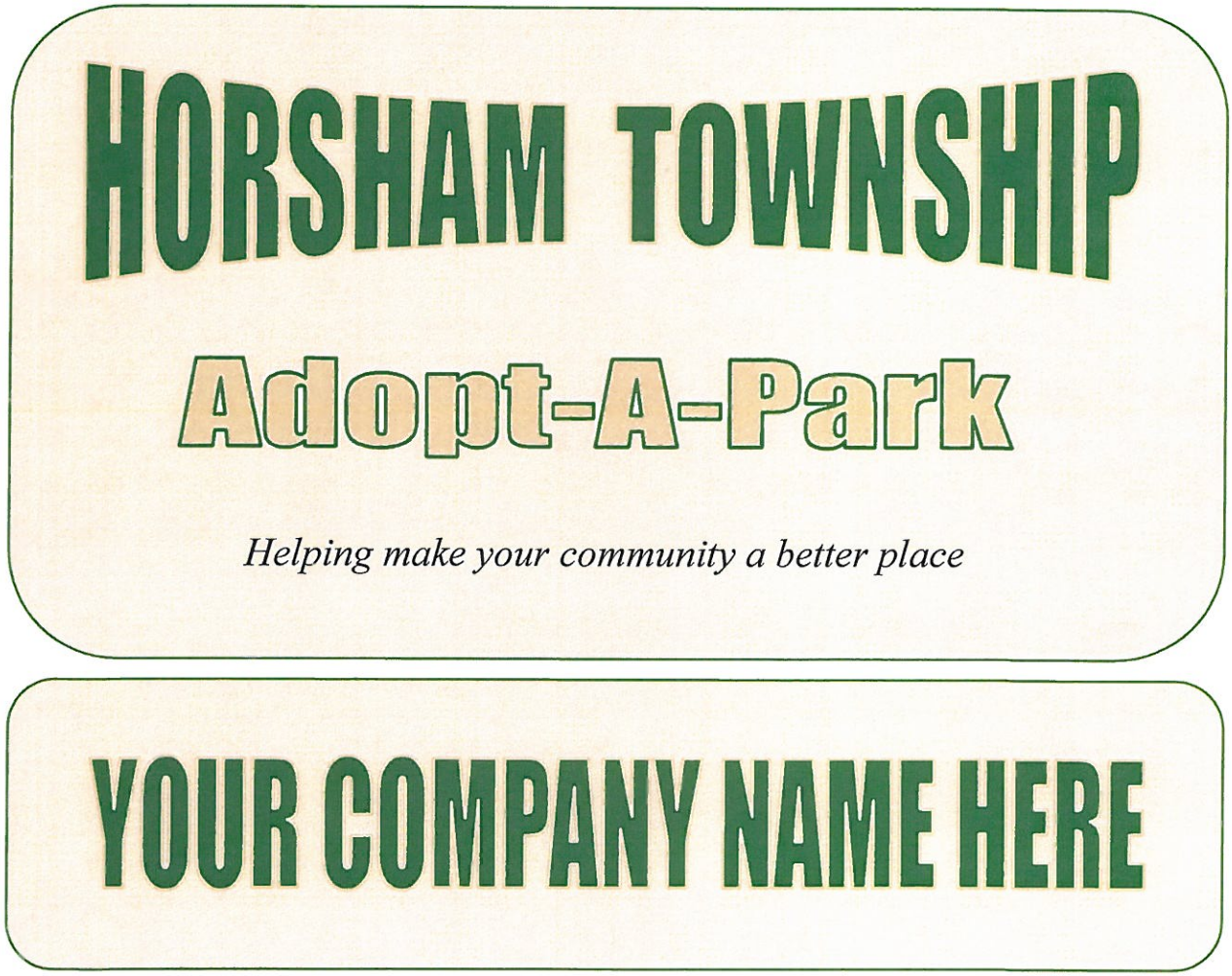
A. Activity Suggestions

- Maintain limestone and woodchip trails and paths
- Spring clean-up
- Pick-up litter
- Clean and paint facilities and equipment
- Repair or replace signs
- Improve landscaping (plant trees, flowers or shrubs; weed and mulch trees and other planting beds)
- Pile fallen branches
- Rake leaves
- Use business expertise to further enhance and or develop the Horsham Township Parks system.
- Provide monetary funds for projects or equipment in their or other parks.

V. PROGRAM MANAGER RESPONSIBILITIES

Horsham Township Parks Department will:

- Approve/make recommendations on Adopt-A-Park applications.
- Erect signs at the adopted park displaying the Adopt-A-Park logo and name or acronym of the Adopt-A-Park partner.
- Remove filled garbage bags and/or piled limbs and brush from the adopted area as soon as practical after litter collection is completed.
- Maintain the right to terminate the adoption if a group/organization does not meet the terms and conditions of the agreement.
- Provide technical assistance in program development and coordination based upon approved Township Master Plan.
- Provide technical assistance with tree, shrub and garden plantings.
- Provide publicity of the Adopt-A-Park program to local news and media agencies.



Sample Signage at Park

ADOPT-A-PARK PROGRAM

Adoption Application Form

Organization Information:

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

Organization Address: _____
_____

Contact Person: _____

Address: _____
_____

Phone Number: _____ Fax Number: _____

Email Address: _____

Park Requested for Adoption:

1st Choice: _____ 2nd Choice: _____

Please supply us with a brief description of activities your organization would like to perform as part of the Adopt-a-Park program:

Statement of Agreement:
I have read and agree to abide by the policies and regulations as designed by Horsham Township, Parks Department in regard to the Adopt-A-Park program. We have also provided a letter or support and understanding from the organization President/Director stating that the organization will be participating in the Horsham Township Adopt-A-Park program.

_____ _____
Name Date

For Office Use Only

Assigned Park: _____

Adoption Dates: To: _____ From: _____

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Memorandum of Understanding

Horsham Township recognizes the group/organization below as being responsible for Adopt-A-Park activities at _____(Name of Park)
The Adoption of the Park/Open Space/Trail will begin on _____, 2___ and will be offered for renewal in January of each subsequent year.

Organization Name: _____

Organization Address: _____
_____

Contact Person: _____

Address: _____
_____

Phone Number: _____ Fax Number: _____

Email Address: _____

Number of Participants in your volunteer group: _____

- It is understood the organization representative will attend a mandatory planning meeting with the Horsham Township Parks Director and/or Adopt-A-Park Coordinator.
- It is understood that the organization will require all volunteers to wear appropriate safety attire for the activity.
- It is understood that all volunteers will complete a Release Waiver/Hold Harmless form and Photo Release Form.
- It is understood that no activities will take place without notification and acceptance by the Horsham Township Parks Director and/or Adopt-A-Park Coordinator.
- It is understood that the above named organization, will at a minimum, complete the following described activities:
  _____
  _____

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Volunteer Release Waiver and Hold Harmless

Horsham Township Adopt-A-Park program is for volunteers who donate their time to help keep the township beautiful. Participants are advised that working in, and or, adjacent to a township park can be hazardous. Participants shall exercise proper care in performing Adopt-A-Park activities. Participants must wear appropriate personal protective equipment while performing Adopt-A-Park activities to ensure their well-being.

I am aware that the work contemplated in the Adopt-A-Park program involves the potential of physical injury to oneself. Being fully informed as to these risks and in consideration of being given the privilege to participate in the Adopt-A-Park Program, I hereby, on behalf of myself and my heirs, assume all risks in conjunction with my participation in this program and I further hold harmless the Township of Horsham, its officials, employees and agents for any and all claims and lawsuits for injury, loss, or damages to persons or entities which may arise in the future as a result of or in conjunction with my participation in the Adopt-A-Park program

_____
Name of Participant

_____ _____
Signature of Participant Date

Parental Permission Form/Waiver

I certify that I am the parent or legal guardian of the participant above named; that I have read and understood the foregoing release and waiver, and that in consideration of allowing the participant to participate in the Horsham Township Adopt-A-Park program I join in the release and waiver without reservation and agree to release and waive any claim or legal cause of action that I might have against Horsham Township, its officials, employees and agents. I further grant my full consent and authorization for the above-named participant to engage in the activities described above.

_____ _____
Signature of Participant Date

_____ _____
Signature of Guardian Date
(If participant is under the age of 18)

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Photo Release Form

To Whom It May Concern:

I, _____(Print Name) hereby consent to the use of my photograph/video image in any brochure, publication, website produced by Horsham Township. I understand that this is on a voluntary basis and I will not be compensated for the use of my image.

Horsham Township thanks all participants volunteering for the Adopt-A-Park program, and encourages all to use and enjoy Horsham's park system and remember to "leave no trace" so others may enjoy also.

Name:_____

Address:_____

City/State/Zip:_____

Date: _____

After this form is signed it will be valid until the Township Adopt-A-Park program is notified that you wish not to grant permission for your image

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Activity Request Form

Please complete the form and notify Horsham Township Parks Department via fax number below of planned upcoming Adopt-A-Park activities. Many people, groups and organizations use the Horsham Parks System and to avoid any conflicts with any other activities planned in the parks a minimum of two (2) week notice would be greatly appreciated.

Group Name: _____

Activity Planned: _____

Location: _____

Dates: _____

Times: Start: _____ am/pm End: _____ am/pm

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Comments: _____

_____

We will call or e-mail back with confirmation if the date and/or times will not conflict with other events in the parks.

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