



## **ADOPT-A-PARK PROGRAM**

The goal of the Adopt-A-Park-Program is to provide an opportunity for interested parties to take part in maintaining our park system. By providing this opportunity it not only encourages and promotes community involvement but also allows us to beautify and improve our parks. All Adopt-A-Park projects should aim towards benefiting the majority of park users.

### **TIME COMMITMENT**

1. By adopting a park the volunteer(s) can cleanup as frequently as they choose, but we as a minimum of once a month dedication in maintaining the designated park.
2. Each year the adoption commitment period begins April 1 and concludes October 31. However, we will continue to take Adopt-A-Park applications throughout the year.
3. It is each Adopt-A-Park contact person's job to organize monthly cleanups and to inform Parks & Recreation (P&R) staff.

### **GUIDELINES**

1. All activities done in the park should benefit the majority of park users and should be done only during daylight to ensure the safety of volunteers.
2. The volunteer(s) or volunteer group must notify the P&R Dept. of any vandalism or potential safety hazards.
3. Volunteers must notify the P&R Dept. before undertaking any special projects that may include: the construction of, or rehabilitation of any proposed or existing park property or structures thereon.
4. Volunteers may not modify or add to the existing landscape or site design plan without the consent of the P&R Dept.
5. Volunteers must abide by all state and local laws, rules and regulations, all written and verbal guidelines, directions and instructions of the P&R staff.
6. The City of Willmar may contact volunteers for special projects.
7. The P&R Dept. does not provide supplies for park outings.
8. Volunteers may adopt an entire park or portion of a trail.
9. The P&R Dept. will provide a recognition sign to the volunteer(s) or volunteer group after a 60 day probationary period.

### **TASK GUIDELINES**

- ✓ Don't pick up materials that you suspect might be hazardous, such as needles, bloody objects or drug paraphernalia (contact the City of Willmar if these conditions exist)
- ✓ Recycle whenever possible. Separate recyclables (glass, plastic and aluminum)
- ✓ Do not use power equipment
- ✓ Do not spray or use any chemicals
- ✓ Do not block pathways and trails

### **SAFETY GUIDELINES**

- ✓ Lift all objects with your legs, not your back
- ✓ Wear light or bright colored clothing, hard soled shoes and sturdy work gloves
- ✓ Use sun block or wear a hat
- ✓ Bring a water bottle and stay hydrated
- ✓ Watch and take precaution for: snakes, other animals and insects, noxious weeds, glass, barbed wire, pipes and debris with sharp rusted edges, and unexpected holes or ditches.
- ✓ Work only during park hours.
- ✓ Do make sure that all volunteers in your business or organization are familiar with these safety precautions.



## ADOPT-A-PARK APPLICATION

**CIRCLE ONE:**

Are you a:  Business  Non-Profit Group  Neighborhood  Individual/Family  Other Group/Organization

**APPLICANT INFORMATION**

**NAME:** \_\_\_\_\_

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

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**WE WOULD LIKE TO ADOPT**

**1ST CHOICE: NAME OF PARK OR TRAIL:** \_\_\_\_\_

**2ND CHOICE: NAME OF PARK OR TRAIL:** \_\_\_\_\_

*\*Department staff will contact you if we are unable to accommodate your first choice.*

**SPECIFIC TASKS YOU WOULD LIKE TO PERFORM, IF ANY:** \_\_\_\_\_

**OPTIONAL:** Why do you wish to adopt the requested park or trail? (i.e. based on location? A particular park feature?)

How did you hear about the Adopt – A – Park Program?

The City of Willmar Parks and Recreation Department thanks you for completing the Adopt – A – Park program application. Please return this form by sending it to the email below or by mail. You will receive a letter confirming your park adoption. Please contact us with any questions. Thank you!

**Remit form to:**

Email: [rbaumgarn@willmarmn.gov](mailto:rbaumgarn@willmarmn.gov)

Mail: 2707 Arena Dr

Willmar, MN 56201

City of Willmar, Parks and Recreation

2707 Arena Dr

Willmar, MN 56201



**ADOPT – A – PARK TERMS OF AGREEMENT**

I/We agree to maintain (name of park or trail) \_\_\_\_\_

I/We understand and agree to abide by the established guidelines as set forth below.

1. Scheduling park maintenance (i.e., litter pick up, raking leaves, piling up branches/sticks, ect.) outings a minimum of once a month, lasting from April 1 through October 31. Including notifying the department staff of scheduled outings.
2. Prepare and maintain existing flowerbeds. (Modifications to flowerbeds can be made with consent of Parks & Recreation Department).
3. Be available for special projects, if needed, by the Parks & Recreation Department.
4. Follow all guidelines as outlined in the Adopt – A – Park Program Packet.

I/We have read and agree to abide by the policies and regulations in regards to the Adopt A-Park Program.

The undersigned do hereby adopt the agreement by and between the City of Willmar, Minnesota Parks and Recreation Department dated \_\_\_\_\_, and do hereby consent and agree to be bound by all of its terms and, limitations, and conditions. The undersigned further agrees to review with and explain this agreement with all participants of the program who will be acting under his/her supervision.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City of Willmar Staff

City of Willmar, Parks and Recreation  
2707 Arena Dr  
Willmar, MN 56201