



Adopt-A-Park/Trail Agreement

Date

Dear Adopter:

The Colorado Springs Parks, Recreation and Cultural Services Department extends its appreciation to you for participating in the Adopt-A-Park program and for agreeing to adopt:

To facilitate communications between our organizations, this informal Letter of Understanding will clarify our individual and mutual responsibilities.

LETTER OF UNDERSTANDING

In the spirit of cooperation, the City of Colorado Springs Parks, Recreation and Cultural Services Department and Adopter mutually agree to the following:

Parks, Recreation and Cultural Services Department Responsibilities:

- Communicate with the volunteer Group Leader regarding the performance of their regular duties and special work days.
- Coordinate and assist as needed in the completion of optional special projects.
- Supply requested trash bags.
- Arrange for the removal and disposal of any litter, trash, leaves and material collected from the adopted site.
- Continue to "maintain" open space on a regular basis. Efforts will continue to maintain trailheads and trail surface and remove hazards as resources and approved budgets will allow.
- Develop and install Adopt-A-Park/Trail sign with the adopters name on it when the adopter has satisfactorily performed the duties stated in this understanding.
- Prepare soil for any approved flowers/shrubs/trees.
- Remedy any safety hazards, which might develop within the open space area.
- Provide Adopt-A-Park/Trail t-shirt and/or water bottles upon request.

Adopter Responsibilities:

Trail User Safety:

- Throughout the volunteer work day, always have a spotter or crew leader watching for trail users and keeping a safe route open along the trail during work activities.
- Inspect trail corridor for obstacles such as low hanging tree limbs, broken glass, holes in trail surface, damaged bridge railings, broken fencing or missing signage.
- Document heavy maintenance items that need to be addressed with mechanized equipment such as moving a large boulder, removing a tree or repairing an eroded hillside. Report these items to the Parks and Recreation Department contact.
- Check surfaces for graffiti and report to Parks and Recreation Department contact.

Trail Sweeping:

- Use brooms or litter pickers to remove unnatural debris from the trail surface.
- Clean debris from any trailheads or rest stop / seating areas.
- Collect all debris in garbage bags and place in a visible pile, beside a vehicle-accessible trail, for City crews to pick up with maintenance vehicles. Report to Parks and Recreation Department contact to ensure prompt pick-up.

Vegetation Clearing and Pruning:

- Check for and remove weeds and grasses from edges of trail and possibly growing in trail surface
- Prune all vegetation within 2' of trail and within 12' of vertical clearance with loppers or pole pruners. No chainsaws.
- Scatter limbs, branches and slash a minimum of 4 feet off the trail.



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ADOPTER RESPONSIBILITIES CONTINUED...

Trash Removal:

- Collect trash throughout trail corridor (*approximately 20' out from trail centerline on both sides of trail*). Walk trails and drainage areas keeping an eye out for foreign materials, especially glass.
- Check for/pick up any pet waste. Check/restock dog stations.
- Collect all debris in garbage bags and place in a visible pile, off the trail, for City crews to pick up with maintenance vehicles.

Special Maintenance occurs on as-needed basis in conjunction with City Staff:

- Painting/staining projects as applicable.
- Repair of trail surface.
- Removal of accumulated snow and ice from shady areas or potential hazard areas.
- Trail shoulder replacement (*Breeze Gravel*)
- Trail drainage control
- Signage replacement or installation.
- Re-vegetation and habitat enhancement (*native grass areas*)
- Public awareness – special trail events
- Education – outdoor education opportunities along trails.
- Trail ambassador – bike patrol of trail to report crime, offer assistance to users and educate public about trail issues.
- Counting and documentation of trail users. This helps the Department with future planning of trails.

Mutual Responsibilities

- This Letter of Understanding will begin from this point forward and continue until December 31, 2017. Within 60 days of the term expiration, groups must submit a written request to Parks, Recreation and Cultural Services (PRCS) to continue with their adoption activities for the next year.
- Adopters agree not to modify or add to the existing landscape or park/median/trail design plan without the consent of PRCS.
- To enhance direct communications between our organizations, a primary contact person will be assigned for each party. Both parties agree to communicate on a regular basis.
- The beginning and end of this agreement will be decided by the mutual consent of both parties. PRCS can renew the agreement for any period.

INFORMED CONSENT/RELEASE

I/We offer to volunteer my/our services to the City of Colorado Springs Department of Parks, Recreation and Cultural Services (PRCS). I/We understand that I/We am working at all times on a voluntary basis, and will not be paid in any way and that this agreement can be canceled at any time by the Department or by me/us.

If I/We am injured while volunteering for the Department, I/We MAY be covered by medical insurance purchased by the Department. In order to be eligible for such coverage, I/We must attend any required training and follow all of the policies and instructions pertaining to the position that I/We fill. The Department and the City are not promising to provide medical coverage, and may under certain circumstances, restrict or discontinue it at any time without notice to me/us. I/We understand that I/We should obtain my own separate medical insurance.

I/We release PRCS and project sponsors, their employees, agents, leaders, instructors, contractors and volunteers from any liability for loss or injury to my/our person or property which might occur due to negligence or other acts or omissions. This release applies to any losses or injuries which may occur as a result of, or during my participation in, volunteer service.

I/We realize that this release is a binding contract. I/We have read and do understand it. I/We knowingly and voluntarily sign below. The City may use my/our photograph for any official Department publications and/or productions.

