

Muscatine Parks and Recreation Department  
215 Sycamore Street  
Muscatine, Iowa 52761

**Application to Adopt-A-Park/Program**

<b>APPLICANT INFORMATION</b>			
Individual/Organization Name			
Primary Contact			
Address			
City		State	Zip
Phone Number	Fax Number	Email Address	
Adoption Site Name and Location:			

Please indicate with a checkmark any additional work besides the required, your group might submit a request for approval to do:

Required      Litter removal at least twice a month, including raking through sand areas, if any, to find and remove hidden litter

     Landscaping and Landscape Maintenance

     Painting and/or cleaning to Equipment

     Painting and/or cleaning to Buildings

     Planting (weed removal, trimming grass, planting flowers, watering plant materials)

     Installation of new equipment

     Other/Program Specific (please describe below)

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**Please report any items in need of repair, particularly if a safety concern is involved.**

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 Sponsor beginning any operations as requested herein.
2. Sponsor agrees to indemnify and hold harmless the City of Muscatine and the Parks and Recreation Department, 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 requests (e.g. painting, plantings, repair projects, installation of new equipment), the Sponsor agrees to contact the Parks and Recreation Office (263-0241) at least TWO WEEKS in advance to coordinate the project. Special project request form must be complete and returned to the office at that time.
4. The Sponsor 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. At least one of the contact persons must be present at the special projects.
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 Muscatine, Iowa.

In consideration of the above, the Sponsor and the 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 and Recreation Department during regular business hours (7:00am – 3:30pm, Monday through Friday). Personal motorized equipment must have approval prior to use.
5. To place filled trash bags used during collection of litter adjacent to existing park trash containers for pick up and disposal by the Department.
6. To return all unused materials and supplies furnished by the Parks and Recreation Department to the staff within ONE (1) week, unless other arrangements have been made.
7. Contact the Muscatine Parks and Recreation Department if you are interested in purchasing an Adopt-A-Park sign to be displayed at your adopted park. (Signs will be installed by Muscatine Park Staff).
8. To notify the Muscatine Parks and Recreation Department at 263-0241 of items or grounds in need of attention or repair, especially when a safety concern exists.

**Department Responsibilities:**

1. To coordinate a sign with the Sponsor.
2. To remove filled trash bags used for litter pick up by Sponsor, and to remove large, heavy or hazardous items when found in the park.
3. To assist with activity reports and other report forms to the Sponsor.
4. To supply certain materials and equipment when necessary (e.g. trash bags, paint supplies, flowers, mulch, etc. NOTE: Sponsors are encouraged to provide their own tools when possible but must have approval with personal motorized equipment prior to use).
5. To follow up on necessary repairs as reported by the Sponsor.

The City reserves the right to terminate this agreement and remove the Adopt-A-Park sign when in the sole judgment of the City, it is found that the Sponsor has not met the terms and conditions of this agreement. The City reserves the right to add or delete or modify agreements when deemed in the best interest of the city.

Applicant/Sponsor: \_\_\_\_\_  
(Please print or type name)

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

Title of Officer (if any): \_\_\_\_\_

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

Name: \_\_\_\_\_

Phone: Day \_\_\_\_\_ Evening\_\_\_\_\_

### **Muscatine Parks and Recreation Approval**

Recommended for Approval: \_\_\_\_\_  
Parks and Recreation Staff

Approved: \_\_\_\_\_  
Director of Parks and Recreation

Date: \_\_\_\_\_

### **This agreement shall remain in force**

From \_\_\_\_\_, \_\_\_\_\_ until \_\_\_\_\_, \_\_\_\_\_