



CITY OF EVANSTON ADOPT A PARK PROGRAM

In order to enhance the quality, usability, and lovability of our parks, the City of Evanston Parks, Recreation and Community Services Department is seeking volunteer groups to assist with litter pickup, preservation and maintenance of our parks.

WHO CAN PARTICIPATE

Volunteers from civic organizations, social clubs, neighborhood associations, individual families, church groups, school groups, or employee groups are all welcome to participate. All participants should be over 18 unless supervised by an adult.

PROGRAM COMMITMENT

The adopting group must fill out an application and commit to working at least one day per month during April through November in a specific park chosen in cooperation with the City. Parks will be adopted on a first come, first serve basis. Please keep in mind that groups may not be assigned to their first choice in parks. Groups must renew their commitment annually by February 1.

A group coordinator and co-coordinator must be identified to work directly with the City to organize cleanup dates, maintain a list of current group participants, complete required paperwork to track the group's efforts, ensure safety and coordinate equipment needs. Two coordinators should always be designated and if at any time one coordinator no longer wishes to perform these duties than another person must be selected prior to continuing any work. It is the responsibility of the coordinator to ensure that all participants complete a waiver and release of liability prior to working at the park.

The group will be responsible for debris and litter removal along with notifying City staff of any safety hazards or concerns. Any projects beyond debris and litter control, including but not limited to planting, pruning, or repairs, must be approved prior to implementing and conducted alongside City staff.

Groups are required to attend the Earth Day Kick-off in April. More details will be provided as the logistics are confirmed.

If, in the sole judgment of the Parks, Recreation and Community Services Department, it is found that the group is not meeting the terms and conditions of the agreement, the City may terminate the agreement.

GROUP RESPONSIBILITIES

The group will be responsible for:

- notifying the COE Parks Department at 847-866-2950 or 311 of items or grounds in need of attention or repair, especially when a safety concern exists
- identifying and maintaining a group coordinator and co-coordinator
- determining work days at least once a month from April-November
- confirming that all participants have completed and returned the Waiver & Release of Liability prior to any participation in the program
- obtaining the required supplies and materials from the Department during regular business hours (8:30AM-5:00PM), Monday-Friday
- keeping track of the number of volunteer hours performed, and submitting the appropriate documentation to the City on a monthly basis
- wearing appropriate clothing and work gloves
- ensuring youth participants are furnished with adequate adult supervision
- placing filled trash bags near existing trash containers for pick up and disposal
- returning unused materials and supplies furnished by the Department within one (1) week following clean up, unless other arrangements have been made

CITY OF EVANSTON RESPONSIBILITIES

The department will be responsible for:

- providing report forms
- supplying certain materials and equipment when necessary (e.g., trash bags)
Volunteers are encouraged to provide their own tools when possible.
- removing filled trash bags from the premises and removing large, heavy, or hazardous items when found in a park
- following up on necessary repairs as reported by the group

PROCEDURE FOR ADOPTING A PARK

- A representative of an interested group should complete an application
- The City of Evanston will contact the group coordinator to determine which park will be adopted

- Once the application has been approved, work dates and logistics will be determined with the group coordinator

RECOGNITION

The City of Evanston appreciates your involvement and commitment to improve our parks. Groups will be recognized on the City of Evanston website and during an end of the year volunteer event. Any group that devotes 150 total hours will be recognized with a sign located at the park.

ADOPTABLE PARKS

- | | | |
|------------------|----------------|--------------|
| • Ackerman | • Foster | • Megowen |
| • Alexander | • Garden | • Monroe |
| • Baker | • Gilbert | • Morris |
| • Beck | • Grandmother | • Oldberg |
| • Bent | • Grey | • Patriots |
| • Brummel | • Harbert | • Penny |
| • Richmond | • Hinman | • Perry |
| • Burnham Shores | • Hobart | • Philbrick |
| • Butler | • Howell | • Porter |
| • Cartwright | • Independence | • Quinlan |
| • Centennial | • Ingraham | • Raymond |
| • Chandler | • Kelley | • Sargent |
| • Clark Square | • Larimer | • Smith |
| • Clyde-Brummel | • Lawson | • Snyder |
| • Congregational | • Leah Lomar | • South Blvd |
| • Dawes | • Leahy | • Southwest |
| • Dobson-Brummel | • Levinson | • St. Paul |
| • Eggleston | • Lighthouse | • Stockham |
| • Eiden | • Landing | • Tallmadge |
| • Ellingwood | • Lovelace | • Torgerson |
| • Elliott | • Lunt | • Trahan |
| • Firemans | • Mason | • Twiggs |
| • Fitzsimons | • McCulloch | |

Submit your completed application, group roster and all waivers to:

Adopt a Park Program
2100 Ridge Ave., Suite 1100
Evanston, IL 60201

OR

Email adoptapark@cityofevanston.org



GROUP APPLICATION

Name of Group: _____

Coordinator's Name: _____

Phone Number: _____ Email: _____

Address: _____

Co-Coordinator's Name: _____

Phone Number: _____ Email: _____

Address: _____

Number of Participants: _____ Please provide a group roster (below).

Requested Park Name:

1st Choice _____

2nd Choice _____

Agreement

Each volunteer adopting group assumes responsibility for the assigned park or section of a park and agrees to participate as outlined above. I understand that this is an application for the Adopt a Park Program and that a City representative will make the final determination as to whether a group can participate and the final park assignment. I understand the City of Evanston will also have the authority to remove groups from the program if they do not uphold the guidelines of the Adopt a Park Program. It is my responsibility to have all participants involved in the Adopt a Park Program sign the waiver and release liability form. I have read and agree to follow the above guidelines for adopting a park and sign this agreement voluntarily.

Coordinator's Signature: _____

Co-Coordinator's Signature: _____



GROUP ROSTER

Name of Group: _____

	FIRST NAME	LAST NAME	AGE	WAIVER (check)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
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14				
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**CITY OF EVANSTON ADOPT A PARK PROGRAM
WAIVER & RELEASE OF LIABILITY**

I, the undersigned, in consideration of the permission extended to me by the City of Evanston, to participate in the Adopt a Park Program, and for other valuable consideration, I, for myself, my heirs, executors, personal representatives, administrators and assigns do hereby FULLY AND FOREVER RELEASE AND DISCHARGE AND AGREES NOT TO SUE THE CITY OF EVANSTON, THEIR ELECTED OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, AND ATTORNEYS, FOR LIABILITY FROM ANY AND ALL LOSS OR DAMAGE, PERSONAL INJURY, OR DEATH ARISING OUT OF OR IN ANY WAY ASSOCIATED WITH MY PARTICIPATION IN THE ADOPT A PARK PROGRAM.

I UNDERSTAND THAT AS A PARTICIPANT IN ANY PHYSICAL ACTIVITY AND THERE ARE INHERENT RISKS WITH VOLUNTEERING IN THE ADOPT A PARK PROGRAM. THERE EXISTS THE POSSIBILITY THAT I MAY EXPERIENCE ONE OR MORE OF THE FOLLOWING INCLUDING: CRAMPS, SPRAINS, BRUISES, MUSCLE INJURIES, FRACTURES, CARDIOVASCULAR OR PULMONARY PROBLEMS, AND OTHER INJURIES INCLUDING DEATH.

I have read this document and understand that it is a promise not to sue and that I release the City of Evanston, elected officials, employees, agents and attorneys for any and all claims. I considered this Release and Waiver carefully before signing it. If I am signing this document with an electronic signature, I execute this Release and Waiver with the intent to sign the record.

Date: _____

Volunteer name (PRINT): _____

Volunteer signature: _____

**CITY OF EVANSTON ADOPT-A-PARK PROGRAM
WAIVER & RELEASE OF LIABILITY**

My child, _____, (insert name of minor child under the age of 18) in consideration of the permission extended to me by the City of Evanston, is hereby authorized and has my permission to participate in the Adopt-a-Park Program, and for other valuable consideration, I, the parent/guardian of the above named minor, for myself and on behalf of my child, do hereby FULLY AND FOREVER RELEASE AND DISCHARGE AND AGREES NOT TO SUE THE CITY OF EVANSTON, THEIR ELECTED OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, AND ATTORNEYS, FOR LIABILITY FROM ANY AND ALL LOSS OR DAMAGE, PERSONAL INJURY, OR DEATH ARISING OUT OF OR IN ANY WAY ASSOCIATED WITH MY PARTICIPATION IN THE ADOPT-A-PARK PROGRAM.

I UNDERSTAND THAT MY CHILD MAY PARTICIPATE IN PHYSICAL ACTIVITY AND THERE ARE INHERENT RISKS WITH VOLUNTEERING IN THE ADOPT-A-PARK PROGRAM. THERE EXISTS THE POSSIBILITY THAT MY CHILD MAY EXPERIENCE ONE OR MORE OF THE FOLLOWING INCLUDING: CRAMPS, SPRAINS, BRUISES, MUSCLE INJURIES, FRACTURES, CARDIOVASCULAR OR PULMONARY PROBLEMS, AND OTHER INJURIES INCLUDING DEATH.

I have read this document and understand that it is a promise not to sue and that I release the City of Evanston, elected officials, employees, agents and attorneys for any and all claims. I considered this Release and Waiver carefully before signing it. If I am signing this document with an electronic signature, I execute this Release and Waiver with the intent to sign the record.

Date: _____

Volunteer/Minor's name (PRINT): _____

Parent/Guardian's name (PRINT): _____

Parent/Guardian's signature: _____