



## ADOPT-A-PARK/TRAIL PROGRAM GUIDELINES

### PURPOSE

Menifee Community Services Department oversees and maintains more than 62 acres of park land and 5.5 miles of trails with the number of parks and trails increasing as the City of Menifee continues to grow. The Adopt-A-Park/Trail Program is a volunteer-based community program for interested citizens to show their pride and support for their community by helping to maintain the cleanliness and safety of these parks and trails.

The signature to the Adopt-A-Park/Trail Program agreement signifies that the Adopter organization/company or individuals agree to abide by its content, as well as the reciprocating agreement by the City of Menifee Community Services Department. By signing this agreement, both parties agree to work together to establish the adopted parks and/or trails as a top priority for the City and communities within Menifee.

### ELIGIBILITY

Anyone who is interested in adopting a park, trail, or part of a park or trail is welcome to participate in the program. Adopters can include:

- Individuals and families
- Corporation
- Community Groups
- Schools
- Neighborhood Associations
- Civic Associations
- Community Groups
- Clubs

Adopters are encouraged to visit their adopted park or trail at least once every two months. Adopters are advised to wear personal protective equipment necessary for the work being performed and may need to provide their own tools and equipment. In addition to maintaining your adopted park the Community Services Department may sponsor additional projects to improve parks and facilities throughout the city. Adopters will be asked to commit to one special project a year.

Adopters will be required to complete and submit Volunteer Application for each individual volunteering in the park or on the trail. Prior to submitting an Adopt-A-Park/Trail Agreement, we encourage the Adopter to visit the park or trail in person to determine the area of the park or trail to adopt (the whole park or trail, or a selected portion of the park or trail) and develop an idea of what type of cleanup plan they will be able to accomplish.

### GENERAL GUIDELINES

While each park and trail may have its own specific needs, Adopters will generally:

- Pick up litter and place in trash bags and then place trash bags in/beside existing trash cans or remove from park or trail for disposal;
- Remove or push aside debris blocking trails or walkways in the park or on the trail;

## Adopt-A-Park/Trail Program (continued)

- Keep park or trail signs clean and visible;
- Monitor trees for obvious signs of illness, dead limbs, or dangerous hanging branches;
- Monitor park or trail for inappropriate use and report inappropriate use to the Park Ranger;
- Remove any homemade signs, posters or advertisements;
- Report any graffiti, safety issues, or tree-related concerns on the activity reporting form and submit to the Adopt-A-Park/Trail Coordinator;
- Visit the park or trail on a regular basis (at least bimonthly)

The initial term of this agreement is for two calendar years. If Adopter desires to renew this agreement for the following year, written notification should be submitted to the Adopt-A-Park/Trail Coordinator December 1st of the current agreement year.

The City of Menifee Community Services Department shall maintain full authority and responsibility for the park and trail. All final decisions regarding direction and development rest with the Community Services Department. Adoptees may not make alterations to any park, trail or landscaped area without prior approval from the Park/Landscape Maintenance Supervisor.

### RESPONSIBILITIES

The Adopter agrees:

- That a Volunteer Application is completed and submitted to the Adopt-A-Park/Trail Coordinator or their representative for each individual participating in the program prior to the individual beginning work.
- Volunteers are required to follow all parks rules and regulations and will report observed violations to a Park Ranger or other law enforcement.
- Adopter shall designate a Safety Coordinator to act as the primary contact for the group. This representative is responsible for informing workers of the hazardous nature of the work they will be performing. Safety requirements must be discussed before each cleanup event.
- Volunteers are expected to perform general maintenance tasks to include trash removal, sweeping, weeding, pruning, removing obstructions, and basic repairs.
- No person(s) under the age of 18 years will be permitted to work unsupervised. There must be at least one adult aged 21 years or older assigned to supervise a maximum of five (5) persons under the age of 18.
- Volunteers must coordinate their cleanup schedules with Community Services to prevent conflicts with park and trail maintenance work. Contact the Adopt-A-Park/Trail Coordinator or their representative one week prior to a scheduled cleanup. If supplies are available, (trash bags, supplies, materials, etc.) they can be picked up from the Community Services Department during regular business hours of 8:00 a.m. - 5:30 p.m. Monday-Friday prior to the scheduled cleanup. Unused supplies shall be returned to the department within one week following a cleanup.
- After each cleanup, organization must complete activity reports detailing the number of people involved, number of bags of trash collected, other services performed, and number of hours spent. Photos should be taken when possible to show results of each cleanup. This record keeping function is crucial to track the program's success. Cleanup report forms will be furnished by the Adopt-A-Park/Trail Coordinator when each agreement is signed, and forms should be delivered, faxed, emailed, or mailed back after each cleanup event.

## Adopt-A-Park/Trail Program (continued)

- Participate in one special project designated by the Community Services Department each year which supports activities which will influence and encourage the public to improve park appearance.
- Meet with the Adopt-A-Park/Trail Coordinator or their representative prior to the first scheduled cleanup and quarterly thereafter.

The City of Menifee Community Services Department agrees to:

- Provide Report Forms, Volunteer Application, etc.
- Supply certain materials (e.g., trash bags, paint supplies, flowers, mulch, etc.) and equipment when requested and based upon its availability to be picked up during normal business hours.
- Remove filled trash bags from the park and remove large, heavy, or hazardous items when found in a park.
- Follow up on necessary repairs as reported by the Adopter.
- Respond to reported violations of park rules and regulations.
- Erect an identification sign at one entrance of the adopted park or trail, or section thereof to recognize the Adopter's activities and efforts within 30 days of the initial cleanup.
- Meet with Adopter prior to the first scheduled cleanup and quarterly thereafter.

### ADOPTION AGREEMENT

<b>Adopter Name (Print)</b>	<b>Organization</b>
<b>Adopter Signature</b>	
<b>Date</b>	

<b>Adopt-A-Park/Trail Coordinator</b>
<b>Adopt-A-Park/Trail Coordinator Signature</b>
<b>Date</b>

### CONTACTS

Menifee Community Services Department 29995 Evans Rd. Menifee, CA 92586 951-723-3880 communtyservices@cityofmenifee.us	<b>Adopt-A-Park/Trail Coordinator</b> Brandon Samson - Park Ranger 29995 Evans Rd. Menifee, CA 92586 951-723-3888 parkranger@cityofmenifee.us
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