

**Russellville Recreation and Parks Department**  
**Adopt a Park Program**  
**Policy Statement**

PROGRAM PURPOSE – The Adopt a Park Program provides for public involvement in controlling litter around the Park areas in the city parks.

Businesses, individuals and other groups are permitted to adopt a park for the purpose of litter control and to receive departmental recognition for their participation in the program.

PROGRAM GUIDELINES – The following guidelines will apply to any organization's or individual's participation in the Adopt a Park Program:

Eligible areas will be selected by the adopting group, in cooperation with the department management.

Litter pick up will be done at least six times a year. The recommended adoption period will be for one year, renewable at the request of the organization.

The Parks Department reserves the right to deny adoption or renewal requests by any group, individual or business based on the following criteria:

- A. Failure to keep up the litter control
- B. Non-Family Oriented Business or Organization

The program is not intended as a means of providing a public forum for groups, individuals or businesses to use in promoting name recognition or political causes. Therefore, the department management reserves the right to deny adoption of a park area to any group, individual or business.

The department will furnish the adopting organization with litter bags.

The department will dispose of the bagged litter.

The department will erect an appropriate sized sign at the park to provide public recognition to the adopting organization for their participation in the program. The sign will have a maximum of 34 spaces available for the name of the adopting organization, limited to two lines with 17 characters per line. Spaces and dashes are considered characters. Political or business slogans and logos are prohibited, as well as names of candidates for political office. Phone numbers and addresses of adopting groups or businesses are also prohibited.

After each pickup, participants must file reports detailing the number of people involved, number of bags collected and the number of hours spent. Pickup report forms will be furnished by the department. This record-keeping function is crucial to track the program's success and provide statistics to interested groups and the media.

Participants will be encouraged to schedule at least one of their required six pickups to coincide with the Great American Trash-Off in the spring, or the Great Arkansas Clean-up the first weekend after Labor Day. Participants will be notified in advance of these events.

News media coverage will be encouraged to promote the Park Program and to recognize participating organizations.

Upon successful completion of participation in the program, the adopting organization will be presented a certificate of recognition on their anniversary date by the department.

For an applicant to qualify for admission into the Adopt a Park Program the said applicant must adhere to the restriction of all State or Federal non-discrimination laws. Specifically, the said applicant must not discriminate on the basis of race, religion, color or national origin. Such discrimination disqualifies the said applicant from admission into the Adopt a Park Program.

An application for admission into the Adopt a Park Program shall contain the following:

The complete name and complete mailing address of the applying group;

The current charter or current articles of incorporation of the applying group or organization; (if applicable)

The name and complete mailing address of the president, chairperson, or authorized representative of the applying group or organization.

The name and complete mailing address of all members of the following group or organization who will actually participate in the collecting of trash in the Adopt a Park Program.

**Russellville Recreation and Parks Department**  
**Guidelines for Conducting**  
**Adopt a Park Program**

\_\_\_\_\_, an organization/individual (s) requesting to adopt a section of:

Park \_\_\_\_\_

Area Location \_\_\_\_\_

for litter control, agrees to comply with the following guidelines governing the Adopt a Park Program:

All persons under age 18 must be accompanied by at least one adult per 5 persons under the age of 18.

Each organization shall designate a contact/safety representative who will arrange to meet with a department representative prior to the first scheduled litter pickup and at least annually thereafter.

The group shall obtain required bags from the department during regular business hours. Unused bags furnished by the department shall be returned to the department within one week following a cleanup.

Place all bagged litter in the designated spot or haul to a designated dumpster. The department will pick up and dispose of all bagged litter in the designated spot.

Support activities which will influence and encourage the public to improve the appearance of our parks and boating areas.

Promote the activities of the organization through media attention.

It is further understood by \_\_\_\_\_ that the Russellville Recreation and Parks Department will:

Erect an identification sign to recognize the adopting organization's activities and efforts.

Furnish all litter bags needed by the adopting organization.

Collect and dispose of all litter which is picked up and bagged by the adopting organization.

Assist the adopting organization with litter pickup, promotional and media activities, to the extent practical. A two-week notice should be given to the department.

Issue the adopting organization a "Certificate of Recognition" upon completion of each year's successful participation in the Adopt a Park Program.

Meet with contact/safety representative prior to first scheduled pickup and a least one time annually; thereafter.

If at the end of a six month period it is determined that the adopting organization has not conducted a cleanup activity, the department will cancel their agreement and remove the signs.

---

Adopting Organization

---

Authorized Signature

---

Title

Date



**Russellville Recreation & Parks Department**

Hughes Community Center

1000 East Parkway

Russellville, Arkansas 72801

479-968-1272 Fax 968-4103

[www.eteamz.com/rsvlparksdepartment](http://www.eteamz.com/rsvlparksdepartment)

**Adopt a Park Program Agreement**

The Russellville Recreation and Parks Department and \_\_\_\_\_ recognize the need and desirability of litter free Park areas and the \_\_\_\_\_ is aware of the hazardous nature of the work which is to be performed and agrees to conduct its litter control activities in accordance with the department's guidelines for the program.

The Russellville Recreation and Parks Department recognizes \_\_\_\_\_ as the adopting organization for:

Park: \_\_\_\_\_

Area Location: \_\_\_\_\_

\_\_\_\_\_ Accepts the responsibility of picking up litter in this area at least six times annually and agrees to promote litter free environment in the community for a year period beginning \_\_\_\_\_ and ending \_\_\_\_\_.

The organization shall indemnify and save the City of Russellville and the premises free and harmless from and against any and all liability, penalties, losses, damages, costs and expenses, causes of action, claims or judgments arising from or growing out of any injury to any person or any damage to any property as a result of any accidental or other occurrence during the term of this agreement occasioned by any acts or omissions of the owner or its agents, or arising from or growing out of the use, maintenance, occupation or operation of the premises during the term of this agreement.

Subject to the language elsewhere in this agreement, organization shall indemnify the City of Russellville from and against any and all liability, penalties, losses, damages, costs, and expenses, causes of action, claims or judgments arising from owner's acts or omissions on and around the premises. The indemnification set forth above shall not extend to indemnify organization or the City of Russellville against liability caused by the other's own acts or omissions.

\_\_\_\_\_  
Adopting Organization

\_\_\_\_\_  
Authorized Signature Adopting Agency

\_\_\_\_\_  
Contact/Safety Representative

\_\_\_\_\_  
Parks Director

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone Number



**Russellville Recreation & Parks Department**

Hughes Community Center

1000 East Parkway

Russellville, Arkansas 72801

479-968-1272 Fax 968-4103

[www.eteamz.com/rsvlparksdepartment](http://www.eteamz.com/rsvlparksdepartment)

## Adopt a Park Pickup Report

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

Park Area: \_\_\_\_\_

Date of Pickup: \_\_\_\_\_

Number of People Involved: \_\_\_\_\_

Number of Bags Collected: \_\_\_\_\_

Hours Spent: \_\_\_\_\_

Do you separate aluminum, plastic and paper for recycling?

If yes, how many bags did you collect:

\_\_\_\_\_ Aluminum      \_\_\_\_\_ Plastic      \_\_\_\_\_ Paper

Are you picking up \_\_\_\_\_ More \_\_\_\_\_ Less \_\_\_\_\_ About the same amount  
of litter than previous pickups?

Unusual items found: \_\_\_\_\_

\_\_\_\_\_

Suggestions or comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_