



**City of Covington**

**Parks and Recreation Department**

# **Adopt -A- Park**

## **Handbook**



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## **Attached Documents**

Adoption Application

Volunteer Waiver/Adult

Volunteer Waiver/Minor

Volunteer Tracking Form

Volunteer Hours Tracking Form

Damage Report



## **Overview**

### **Adopt-A-Park Program**

The City of Covington Parks and Recreation Department invites organizations to take part in its Adopt-A-Park program. Show pride in your community and work hands-on to help keep our parks clean and litter free.

## **Commitment**

Each year, a Community group commits to work in a park of their choosing at least one day per month in the designated cleanup months of April, May, June, July, August, September, and October. The program will kick off each year in April on Earth Day. Groups can choose their participation day in each of the designated months after Earth Day (May-October). It is the responsibility of each Adopted Park's group representative to organize these cleanup dates, and inform the Recreation Department of the chosen dates.

The City of Covington will provide trash bags and will be responsible for collecting and disposing of the filled bags.

The City of Covington will place a sign in your park crediting your organization for their assistance.

## **Participation**

The program is open to individuals, youth groups, neighborhood associations, businesses, churches, Veteran's/ Military organizations and other community groups.

## **What Adopting a Park Involves**

When a group adopts a park from the City of Covington, the organization's members agree to perform debris and litter removal trash pickup, graffiti reporting, weeding/raking playgrounds, sweeping shelters, cleaning picnic tables, mulching trees/shrubs, reporting vandalism, and some use of power tools. Adopters can also help with special projects, such as graffiti cover-up, painting projects, out building rehab and planting flowers. We ask the adopted park's group representative to inform all participants within their group of the City of Covington's park policies and procedures. Failure to do so will result in removal from the program.

## **Benefits**

The program provides an opportunity for local schools, clubs, organizations and businesses to serve the community. It is also a great way for groups to spend quality time together outdoors and help keep our parks cleaner in the process.



## **Guidelines**

- Community groups commit to work in a park of their choosing one day per month in the designated cleanup months of May, June, July, August, September and October and also participate in the Earth Day Cleanup in April.
- It is the responsibility of each Adopted Park's contact person to organize cleanup dates, and inform the Recreation Department of the chosen dates.
- The parks will be assigned on a first-come-first served basis.
- Work is to be completed during park hours only (dawn to dusk).
- All participants should be over 18 unless accompanied by an adult supervisor. (scout and youth groups accompanied by adult leaders and parents with a ratio of at least one adult per ten children)
- Groups can choose their participation day in each of the designated months.
- Bags, gloves, and buckets will be provided by the individual group.
- All participants are to follow park policies set by the City of Covington Park and Recreation Department. Failure to do so will result in removal from the program.
- The group will place filled trash bags in trash cans, or remove those items to be recycled.
- An adopting organization may keep any and all proceeds from any material with recyclable value that is found.
- Individual groups will be responsible for, gloves for litter removal.
- Have fun!
- 

Groups that are interested in the Adopt-A-Park program will need to fill out and submit an adoption application along with volunteer waiver forms for all participants. Adopted Parks will be assigned on a first come first serve basis.



## **Safety Guidelines**

All volunteers of the City of Covington Parks and Recreation Department's Adopt-A-Park program are required to adhere to the following guidelines while performing litter removal in any park:

### **Do's**

- Wear gloves at all times.
- Tie all bags tightly before placing in trash cans/dumpsters.
- Handle sharp objects with care (adults only).
- Be cautious of any poisonous plants such as poison ivy.
- Carry a first aid kit.
- Dress appropriately for the weather and environment.
- Work during normal park hours.
- Have at least one adult per ten minors.
- Follow all safety guidelines.
- Report any item in need of repair by filling out a damage report.
- Call Joseph Mack at 901-476-3734 to report a safety concern.

### **Don'ts**

- Don't bring small children or pets along.
- Don't pick up materials that may be hazardous (needles or drug paraphernalia).
- Don't allow children to handle sharp objects.
- Don't stomp on bags as there may be broken glass or sharp objects inside that may injure you or others.
- Don't enter fragile environments surrounding retentions ponds and other bodies of water.

**In case of emergency please dial 911.**

### **Teachers and Group Leaders**

- Students must be supervised at all times.
- Be sure volunteers are fully aware and capable of abiding by rules and guidelines of the program.
- Use any additional safety precautions you believe necessary.

### **Students and Minors**

- Stay in sight of your teacher or supervisor.
- Work with a partner.
- Do not pick up trash near the street or curbs.
- Do not pick up sharp objects (broken glass).
- If park staff is present, use caution when working around them. Do not run in front of them or get too close when they are operating machinery.
- Do not run or throw objects and be sure to follow all rules of the park.



## **AVAILABLE PARKS**

- 1. FRAZIER** - North College and Long Ave.
- 2. PATRIOT** - Hwy 51 S. and Pleasant Ave.
- 3. COBB-PARR MEMORIAL** - Hwy 51 South near Bert Johnston Ave.
- 4. SHELTON** – Hwy 51 S. and Church Street.
- 5. PARK ON THE SQUARE** – North side of Court Square.

## **AVAILABLE FIELDS/TRAILS**

- 1. VETERAN'S MEMORIAL & NATURE CENTER** – 751 Bert Johnston Ave.
- 2. BALTZER FIELD**- (Located in Cobb-Parr Memorial Park)
- 3. WHITLEY FIELD** - (Located in Cobb-Parr Memorial Park)
- 4. (3) T-BALL FIELDS** - (Located in Cobb-Parr Memorial Park)
- 5. ANDERSON FIELD** - Industrial Rd
- 6. (4) SOFTBALL FIELDS** – Mueller Brass Rd.



# City of Covington Park & Recreation Department

2016 Adopt-A-Park Program Application

Date: \_\_\_\_\_  
Preferred Park: 1<sup>st</sup> choice \_\_\_\_\_  
2<sup>nd</sup> Choice \_\_\_\_\_  
Organization: \_\_\_\_\_  
Group Contact Person: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Day: \_\_\_\_\_ Cell: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Approximate number of participants: \_\_\_\_\_

Adopt-A-Park sponsors will have their name displayed on a sign in their adopted park, acknowledging participation in this program. Please indicate on the line below exactly how you wish your organization's name to be printed on this plaque:

\_\_\_\_\_  
(Re-adopters sign name will stay the same)

As a representative of this organization, I have read and agreed to the guidelines of the City of Covington Parks and Recreation Department's Adopt-A-Park program. **It is my responsibility to have all participants of my organization involved in the Adopt-A-Park program sign the volunteer waiver forms.** I understand my group will be removed from the program if all guidelines are not followed.

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

Please return this form to Joseph Mack:

Mail: City of Covington Parks and Recreation Department  
Attn: Joseph Mack  
790 Bert Johnston Ave  
Covington, TN 38019 Fax: 901-476-1214  
Email: [jmack@covingtontn.com](mailto:jmack@covingtontn.com)



**CITY OF COVINGTON  
PARKS AND RECREATION DEPARTMENT  
ADOPT-A- PARK**

**PROGRAM VOLUNTEER (ADULT)  
RELEASE AND INDEMNITY**

In consideration of the permission extended to me by the City of Covington, Tennessee, to participate in the **Adopt - a -Park program**, and for other valuable consideration, I, \_\_\_\_\_, of the address of \_\_\_\_\_ (street address, city, state and zip code), for myself, my heirs, executors, personal representatives, administrators and assigns do hereby FULLY AND FOREVER RELEASE AND DISCHARGE the City of Covington and its officers, employees, servants and agents from any and all other claims and demands, damages, on account of, or in any way resulting from losses suffered by me, arising out of the activities on the premises of the City of Covington in any way associated with the **Adopt - A - Park program**. This RELEASE AND INDEMNITY is also intended to include any losses incurred or arising out of instructions, training and directions received in the course of any of the activities described or mentioned herein.

Furthermore, in consideration of the foregoing premise I do, for myself, my heirs, executors, administrators, personal representatives and assigns, hereby expressly stipulate, covenant, and agree to INDEMNIFY AND HOLD HARMLESS the City of Covington and its officers, employees, servants, agents, and all other persons whomsoever against and from any and all losses and claims for loss which hereafter arise, or are instituted or recovered against the City of Covington, and its employees, servants, agents or officers.

I further acknowledge that I am a person 18 years of age or older and am familiar with the nature of the program activities that may occur and take place in the course of the **Adopt - A - Park program**, and I am cognizant of the danger to my person and property presented by my participation therein; and, in accordance with this RELEASE AND INDEMNITY, do assume such risks. I further acknowledge that I am also aware of the peculiar dangers that exist in the operation or conduct of **Adopt - A - Park** associated with City events.

**I HAVE READ THIS RELEASE AND INDEMNITY AGREEMENT AND SIGN THE SAME AS MY OWN FREE AND VOLUNTARY ACT. THE TERMS OF THIS RELEASE AND INDEMNIFICATION AGREEMENT ARE CONTRACTUAL AND NOT A MERE RECITAL.**

\_\_\_\_\_  
Signature of Participant

DATE \_\_\_\_\_



**CITY OF COVINGTON  
PARKS AND RECREATION DEPARTMENT  
ADOPT-A- PARK  
PROGRAM VOLUNTEER (MINOR)  
RELEASE AND INDEMNITY**

In consideration of the permission extended to my son/daughter/ward by the City of Covington, Tennessee, to participate in the **Adopt – A – Park program**, and for other valuable consideration, I, \_\_\_\_\_, of the address of \_\_\_\_\_ (street address, city, state and zip code), for myself, my heirs, executors, personal representatives, administrators and assigns do hereby FULLY AND FOREVER RELEASE AND DISCHARGE the City of Covington and its officers, employees, servants and agents from any and all other claims and demands, damages, on account of, or in any way resulting from losses suffered by my said son/daughter/ward, arising out of the activities on the premises of the City of Covington in any way associated with the **Adopt - A - Park program**. This RELEASE AND INDEMNITY is also intended to include any losses incurred or arising out of instructions, training and directions received in the course of any of the activities described or mentioned herein.

Furthermore, in consideration of the foregoing premise I do, for myself, my heirs, executors, administrators, personal representatives and assigns, hereby expressly stipulate, covenant, and agree to INDEMNIFY AND HOLD HARMLESS the City of Covington and its officers, employees, servants, agents, and all other persons whomsoever against and from any and all losses and claims for loss which hereafter arise, or are instituted or recovered against the City of Covington, and its employees, servants, agents or officers.

I further acknowledge that my said son/daughter/ward is a person less than 18 years of age and am familiar with the nature of the program activities that may occur and take place in the course of the **Adopt - A - Park program**, and I am cognizant of the danger to his/her person and property presented by his/her participation therein; and, in accordance with this RELEASE AND INDEMNITY, do assume such risks. I further acknowledge that I am also aware of the peculiar dangers that exist in the operation or conduct of **Adopt - A - Park** associated with city events.

**I HAVE READ THIS RELEASE AND INDEMNITY AGREEMENT AND SIGN THE SAME AS MY OWN FREE AND VOLUNTARY ACT. THE TERMS OF THIS RELEASE AND INDEMNIFICATION AGREEMENT ARE CONTRACTUAL AND NOT A MERE RECITAL.**

\_\_\_\_\_  
Signature of Parent or Guardian of Participant

DATE \_\_\_\_\_







**City of Covington  
Parks and Recreation  
Adopt-A-Park**

**Park Damage Report**

Use this form to report any damage to parks located within the City of Covington. Please complete all information including your name, phone number and e-mail address so that someone from our staff can contact you if necessary. Thank you!

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

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

**Contact Name:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

<b>Check the damaged items:</b>	<input type="checkbox"/> Curbs/ Sidewalks	<input type="checkbox"/> Fencing	<input type="checkbox"/> Potholes	<input type="checkbox"/> Litter
	<input type="checkbox"/> Lights	<input type="checkbox"/> Field Damage	<input type="checkbox"/> Playground	<input type="checkbox"/> Other

<b>Brief Description of damage:</b>	
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<b>DAMAGE/WEAR</b> [Please Describe & List Item]	
Vandalised:	
Bent:	
Loose:	
Broken:	
Rotten:	
Cracked:	
Other:	
Rust/ Corrosion:	
Cracks:	
Sharp Edges:	
Splinters:	