CITY OF RACINE PARKS, RECREATION & CULTURAL SERVICES
ADOPT-A-PARK PROGRAM

WELCOME!

Thank you for considering to become a park adopter for the City of Racine Parks, Recreation and Cultural Services Adopt-A-Park Program. The success of our park system depends on the support of the public as stewards of our parks. With your help we will continue to make Racine a great place to live, work and play!

The City of Racine Parks, Recreation & Cultural Services department consists of a large park system which requires continual maintenance and upkeep. While City Park staff addresses the basic maintenance needs of these sites, there is always opportunity to further enhancement. The Adopt-A-Park Program is designed to encourage community involvement in maintaining and beautifying our City as it instills a sense of pride for parks and public spaces through volunteerism. Another benefit of the Adopt-A-Park Program is the creation of a safe, clean and well-maintained environment for all to enjoy!

The program encourages the participation of leagues, businesses, schools, churches, local service groups, sports associations, youth organizations, individuals, etc., to perform various tasks; such as, litter pick-up, maintain flower beds, painting, spreading playground mulch, and other approved duties on a regularly-scheduled basis from date of signed contract through the end of the calendar year.

The goal of the Adopt-A-Park Program is to build a sense of community pride and ownership around every park. The City of Racine PRCS believe that the success of its park system depends on the support, assistance, advocacy and enthusiasm of the public. Through the Adopt-A-Park Program, we seek to find the best practices and strategies to work together to enhance the park system.
EXPECTATIONS OF INDIVIDUAL, GROUP OR ORGANIZATION

- Adopt-a-Park participants are expected to sign at minimum one-year commitment with the City of Racine Parks, Recreation & Cultural Services Department. If acceptable to both parties, the volunteer organization or individual may renew the commitment for additional years.
- Once a month volunteers are asked to enter the park and do a walkthrough. The purpose of a walkthrough is to identify damage, vandalism, or other things that need to be addressed by the PRCS Department. A form will be available for you to report what you found during your walkthrough.
- The Volunteer Organization may elect to clean their adopted park on a quarterly, bi-monthly, or monthly basis. Please include: Earth Day, Arbor Day and Make A Difference Day.
- Other projects, like planting flowers, adding mulch, maintaining trails, painting, and other maintenance may be completed with approval from the City of Racine PRCS Department.
- For volunteer groups that are unable to commit to a yearly contract, one-time events are also available. One-time events are perfect for groups that still want to do their part, but are unable, or not interested in, officially adopting a park.
- Each volunteer group will designate a group supervisor to be the contact person. The Group Supervisor will complete the Adopt-A-Park agreement and be the contact liaison. The Group Supervisor will also ensure each volunteer signs a waiver of liability-hold harmless agreement before any volunteer work is done.

GUIDELINES

- Parks are adopted on a first-come, first-serve basis. A list of all the adoptable parks is available within this handbook. If you would like to request an area to adopt that is not listed, please contact the PRCS Department.
- All volunteers under age 18 must be supervised by a responsible adult.
- When children participate, the Volunteer Organization will have emergency contact information accessible at the site. There must also be one adult supervisor for every five children.
- The group supervisor must contact the PRCS Department at (262)636-9459, Monday – Friday, at least one week prior to the cleanup event so arrangements can be made to pick-up debris.
- All participants are required to read the safety information and conduct themselves in a safe manner at all times while participating in the program.
- Program participants will not be allowed to operate City owned, heavy equipment or specialized tools. If specialized tools and/or equipment is needed, the Parks Department will operate them.
SAFETY DO’S

✓ DO make sure all participants are familiar with the safety recommendations.
✓ DO assign one volunteer as a safety coordinator who oversees other volunteers to ensure that work is conducted in a safe manner, paying special attention to participating children.
✓ DO wear clothing which is appropriate for the work associated with the Program, such as long pants, shirts with long sleeves when possible, hard-soled protective shoes preferred, closed toed shoes at minimum, gloves, hats as needed, insect repellent recommended, and plenty of water for all attendees.
✓ DO dress appropriately for the weather and take breaks on a regular basis.
✓ DO work only when weather is fair and in the daylight.
✓ DO be aware of your physical condition and refrain from doing any activities beyond your capabilities.
✓ DO watch and take precautions for: Snakes, other animals and insects, glass, barbed wire, pipes and debris with sharp or rusted edges, unexpected holes or ditches
✓ DO be aware of traffic on adjacent roads and driveways.
✓ DO be aware of other users of the park, pedestrian, or bicyclists that may be in the area.
✓ DO postpone or stop clean-up immediately if rain, lightning or strong winds are present.
✓ DO leave dead animals onsite and report immediately to PRCS.

SAFETY DON’TS

✓ DON’T step into a roadway for any reason.
✓ DON’T pick up litter or debris on a roadway surface or close to the edge of the road.
✓ DON’T park vehicles in “No Parking” areas.
✓ DON’T play around or do anything to distract passing drivers.
✓ DON’T bring pets to the cleanup site.
✓ DON’T leave children or pets in the car while participating in the program.
✓ DON’T pick up any materials that can be hazardous to your health. Please notify the PRCS Department right-way
✓ DON’T use or bring your own power tools and motor-driven equipment unless you have been preauthorized to do so by the City of Racine PRCS Department.

***These recommendations are not all inclusive. Take all precautions necessary to avoid accidents, including having a least one (1) working cellular telephone onsite and know the emergency numbers. ***
List of Adoptable Parks

<table>
<thead>
<tr>
<th>Name of Park</th>
<th>Address</th>
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<tbody>
<tr>
<td>Pershing</td>
<td>800 Pershing Dr</td>
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<tr>
<td>West</td>
<td>901 Park Ave</td>
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<tr>
<td>Carre-Hogle</td>
<td>1729 Main St</td>
</tr>
<tr>
<td>DeKoven Woods</td>
<td>525 De Koven Avenue</td>
</tr>
<tr>
<td>Dr. Hamilton</td>
<td>1774 Howe Street</td>
</tr>
<tr>
<td>Grand Park</td>
<td>1651 Grand Ave</td>
</tr>
<tr>
<td>Clayton</td>
<td>1843 Clayton Ave</td>
</tr>
<tr>
<td>Erskine</td>
<td>2800 Washington Avenue</td>
</tr>
<tr>
<td>Riverside</td>
<td>110 Riverside Dr</td>
</tr>
<tr>
<td>Hagerer</td>
<td>708 Hagerer St</td>
</tr>
<tr>
<td>Lakeview</td>
<td>201 Goold St</td>
</tr>
<tr>
<td>Brose</td>
<td>104 Luedtke Ave</td>
</tr>
<tr>
<td>Colonial</td>
<td>2300 W High St</td>
</tr>
<tr>
<td>Lincoln</td>
<td>2200 Dominak Dr</td>
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<tr>
<td>Matson</td>
<td>1110 South St</td>
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<tr>
<td>Robert Heck</td>
<td>2914 Donna Ave</td>
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<tr>
<td>Barbee</td>
<td>215 North Memorial Dr</td>
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<tr>
<td>Island Park</td>
<td>1700 Liberty St</td>
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<tr>
<td>Marino</td>
<td>1949 Albert St</td>
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<tr>
<td>Randolph</td>
<td>533 Randolph St</td>
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<tr>
<td>Harvey Park</td>
<td>441 Blaine Ave</td>
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<tr>
<td>Case-Harmon</td>
<td>2724 Hamilton Ave</td>
</tr>
<tr>
<td>Greencrest</td>
<td>3234 Drexel</td>
</tr>
<tr>
<td>Humble</td>
<td>2218 Blaine Ave</td>
</tr>
<tr>
<td>Lockwood Park</td>
<td>4300 Graceland Blvd.</td>
</tr>
<tr>
<td>N. Owen Davies</td>
<td>1700 West Blvd</td>
</tr>
<tr>
<td>Solbraa</td>
<td>3825 Sixteenth St</td>
</tr>
<tr>
<td>Hantschel</td>
<td>5400 Byrd Ave</td>
</tr>
<tr>
<td>Carlson</td>
<td>3800 N Main St</td>
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</tbody>
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Please contact the PRCS Department for up-to-date availability of the adoptable parks. Thank you!
City of Racine
Parks, Recreation & Cultural Services
ADOPT-A-PARK PROGRAM
APPLICATION

Organization/Group Name: __________________________________________
(Name on the Adopt-A-Park sign will appear as written on this line.)

Organization/Group Address: ________________________________________

City: ___________________ State: ________ Zip: __________ Phone #: ______

Contact Person: ____________________________________________________

Address (City, State, Zip): __________________________________________

Phone #: __________________ Fax #: __________________

E-mail address: _____________________________________________________

Best time to contact you? □ Morning □ Afternoon □ Evening

PARK INFORMATION

Park Requested for Adoption: _________________________________________

2nd Choice: _________________________________________________________

3rd Choice: _________________________________________________________

Please supply us with a brief description of activities you, your group or organization would like to perform as part of the Adopt-A-Park Program.

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

STATEMENT OF AGREEMENT:

As a representative of this family, group or organization, I have read and agree to follow the policies, regulations and safety guidelines of the City of Racine’s Parks, Recreation & Cultural Services Adopt-A-Park Program. I agree to ensure all members of this group have signed a City of Racine PRCS Volunteer Waiver and Hold Harmless agreement and all minors participating have a waiver signed by a parent/guardian. I agree to notify the PRCS Department of any changes in the contact or contract information. I understand a City PRCS representative will contact me to finalize an agreement. We have also provided a letter of support and understanding from the organization/group President/Director stating that the organization/group will be participating in the City of Racine Parks, Recreation & Cultural Services Adopt-A-Park Program.

I understand the City of Racine PRCS Adopt-A-Park Coordinator will make the final determination as to whether a family, group or organization can participate and the final adoption location.

__________________________ _______________________
Signature Date

FOR OFFICE USE ONLY

Date application received: __________________ Processing PRCS Rep Initials: __________

Assigned Location: __________________ Adoption Dates: From: __________ To: __________

New Signs: □ Yes □ No Date ordered: __________________ Date installed: __________________ Date of 1st project: __________________

Special notes: ____________________________
City of Racine
Parks, Recreation & Cultural Services
ADOPT-A-PARK PROGRAM
Photo Release Form

The undersigned, an adult resident of the State of Wisconsin, hereby agrees that the City of Racine, its departments, officers, agents, and employees may take and use photographs of myself, or my minor children, during my visits to a Parks Department facility and open park space.

I hereby acknowledge that the City will use any and all photographs for promotional purposes, and that I shall not receive any monetary compensation or other consideration in exchange for the use of said photographs. Further, I acknowledge that all photographs are the property of the City of Racine.

Please print legibly

Name: ___________________________________________________________
Address: _________________________________________________________
City, State, Zip Phone number: _______________________________________
Date: __________________________ Signature: __________________________

If the volunteer is a minor.

Name of minor: _______________________________________ Age: _______ Grade: _______
Address: ___________________________________________ City, State, Zip: ________________
Phone: ___________________________________________ E-mail: _____________________________
School: ______________________________________________________________
Signature of parent/guardian: ___________________________ Date: ________________

After this form is signed it will be valid until the City of Racine Parks, Recreation & Cultural Services Adopt A Park Program receives, in writing, notification that you wish to no longer grant permission for your image.