

**City of Marshall**  
**Adopt-a-Park**  
**Rules and Regulations**

In order to enhance the quality of our parks, the City of Marshall Department of Public Works encourages volunteers to assist with litter pickup, preservation and maintenance of landscaped areas, increased landscaping, and general upkeep and repair of equipment and facilities.

The Adopt-A-Park Program allows for individuals or groups to adopt a specific park. Through adoption, these individuals or groups may assume the responsibility for any or all of the eligible activities, which will lead to:

- Reduce litter in parks
- Enhancement of the environment
- Beautification of the green space
- Broad-based community support

**Potential Adopt-A-Park Activities**

The following activities are eligible to be included in Adopt-A-Park sponsorship:

- Litter control
- Landscape maintenance
- Routine maintenance
- Facility and equipment improvement
- Other improvement ideas as suggested

**Program Requirements**

The City of Marshall Department of Public Works (“Department”) will work with the adopting group (“Sponsor”) to determine the specific park to be adopted. Street medians and other green space areas may be eligible for sponsorship.

The main focus of the program is litter control. The Sponsor will agree to pick up litter in the adopted park at least 3 times a year. Other activities such as plantings, repair projects, and installation of new equipment must be approved by the Department. Lawn care may also be assigned to Sponsors with smaller parks.

The Sponsor must submit an annual report of the number of the people that work in the park and the hours worked.

The Sponsor shall carry on the work as required and authorized by the agreement with serious regard to the safety of the traveling public, adjacent property owners and volunteers or employees of the sponsor. The sponsor agrees to instruct their volunteers in safety precautions.

The Sponsor agrees to indemnify and hold harmless the City of Marshall, its officers, agents and employees from all liability, judgment cost, expenses and claims growing out of damages, or alleged damages of any nature whatsoever to any person or property

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arising from the performance or non-performance of the sponsor's Adopt-a-Park agreement, sponsorship, sponsorship activities or work.

Sponsorship will be applied annually. A Sponsor that has performed to an acceptable standard will be given preference when renewing.

If in the sole judgment of the department, it is found that the sponsor is not meeting the terms and conditions of the agreement, the Department may terminate the agreement and remove the sponsorship signs.

Individuals who participate in this program must be at least 16 years of age or under adult supervision.

**Sponsor Responsibilities**

- Complete and submit an application
- Send a representative to the parks and recreation advisory board meeting when application action is taken
- Obtain supplies and materials from the Department during regular business hours 7:30am to 4pm. Monday – Friday
- Work in a safe manner
- Insure youth participates are furnished with adequate adult supervision
- Notify the Department of any issues that need Department attention or repair, especially when safety is concerned
- Report annually the names, hours, and job functions of the people that participated in the Adopt-a-Park program.

**Department Responsibilities**

- Erecting a sign with the sponsor's name (donations for the cost of the sign from the Sponsor maybe accepted)
- Provide reporting forms
- Supplying trash bags
- Removing filled trash bags
- Following up on issues that are reported by Sponsor

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**Eligible City Parks**

- N. Ketchum Park – Litter control, landscape maintenance, routine maintenance, Facility and equipment improvement
- S. Ketchum Park – Litter control, landscape maintenance, routine maintenance, Facility and equipment improvement
- Athletic Field – Facility and equipment improvement
- Brooks Memorial Fountain Park – Landscape maintenance
- Glen Carver Memorial Park – Landscape maintenance
- Stuart’s Landing on the Mill Pond – Litter control, landscape maintenance, routine maintenance, Facility and equipment improvement
- Brooks Nature Area – Litter Control

**Eligible Open Spaces**

- Alcott Street Neighborhood Park – Litter control, landscape maintenance, routine maintenance, Facility and equipment improvement
- Riverwalk Phase 1 (Stuarts Landing to the Public Services Building – Litter control, landscape maintenance
- Riverwalk Phase 2 (Public Services Building to Rice Creek) – Litter control, landscape maintenance
- Riverwalk Phase 3 (Rice Creek to S. Kalamazoo Avenue) – Litter control, landscape maintenance
- Cook Park – (N Linden Street and N. Kalamazoo Avenue) Landscape maintenance
- Peace Park – (South side of W. Michigan Avenue between S. Grand Street and S. Eagle Street
- High Street Lot – Landscape Maintenance
- Garvin Park - (Union Street between N. Linden St and N. Mulberry Street) Landscape maintenance
- Hanover Place – (S. Marshall Avenue and Exchange Street) Landscape maintenance



City of Marshall  
Department of Public Works  
Adopt-A-Park Enrollment Application

Park Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

Please indicate on the line below exactly how you wish your organization's name to be printed on the Adopt-a-Park sign which will be placed at the adopted park:

\_\_\_\_\_

Signature of Organization's Adopt-A-Park Coordinator: \_\_\_\_\_

By signing this application the above organization states that they have read and will adhere to the rules that govern this program.

Please return this completed form to:

City of Marshall  
Attention: Parks Department  
323 W. Michigan Avenue  
Marshall, MI 49068

Please note: Applications must be approved by the City of Marshall Parks and Recreation advisory board. The City of Marshall reserves the right to accept or reject applications for any reason as its best interests may require. Accepted application will receive confirmation stating your organization has adopted the park.

## **Liability Waiver and Hold Harmless Agreement**

ATTENTION: BY SIGNING THIS LEGAL DOCUMENT, YOU GIVE UP CERTAIN LEGAL RIGHTS,  
INCLUDING THE RIGHT TO SUE. PLEASE READ CAREFULLY.

In consideration of the organizers of the Adopt a park program (referred to in this document as "The Project") making arrangements for me to participate in the Project throughout the year of 2010, I agree as follows:

**Assumption of Risks:** I understand that the Project will involve removing objects from parks throughout the City of Marshall. The organizers of the project don't know what is in or around the park and neither do I. By participating in The Project I am subjecting myself to risks which include but are not limited to the following: I may suffer physical injury, disease, sickness or death, or damage to my property by participating in the Project. I know that there are unknown risks that go along with The Project, but I want to participate and I am assuming the risk that I could be injured, get sick, lose property or even die.

**Liability Waiver:** I release and hold harmless the sponsors of The Project from any and all liability for any loss, damage, injury or expense that I may suffer as a result of my participation in The Project. I am releasing the organizers of this event, including but not limited to the City of Marshall and its employees and agents. I understand that this waiver cannot be modified or interpreted except in writing by the organizers of The Project and that no oral modification or other interpretation will have any effect. This waiver shall be effective and binding upon my heirs, next of kin, executors, administrators and assigns, in the event of death.

I ACTUALLY READ THIS DOCUMENT OR I HAD SOMEONE READ IT TO ME.

(Please Print)

My name (printed) \_\_\_\_\_

My Signature \_\_\_\_\_

April 29, 2010