



## FORT WAYNE ADOPT-A-PLAYGROUND AGREEMENT

\_\_\_\_\_  
Name of applicant group

\_\_\_\_\_  
Approximate size of group

\_\_\_\_\_  
Contact person

\_\_\_\_\_  
cell or work #

\_\_\_\_\_  
Email address

\_\_\_\_\_  
home #

\_\_\_\_\_  
Street Address, City, State, Zip Code

Name of park/playground your group wishes to adopt: \_\_\_\_\_

I, \_\_\_\_\_ represent \_\_\_\_\_  
in making this agreement to perform within the scope of the project as identified, three times per year  
and for a minimum of three years ending \_\_\_\_\_.

I understand that my group must be led by responsible adults (18+) directing and managing our group.  
We will be responsible for the care of any under-age participants.

Our group will clean up the area of the playground and surrounding area, using bags provided by the  
Fort Wayne Parks & Recreation Department. This includes trash, bottles, etc. We will work as a team  
and report graffiti, safety issues, and any trash that we could not manage on our own. We will also  
complete tasks agreed to for this particular playground (might include bringing rakes for mulch, etc.)

### FORT WAYNE ADOPT-A-PLAYGROUND

#### ***Program Philosophy & Objective***

To serve as a catalyst in providing an avenue for citizen involvement that will generate community pride  
through personal interaction and ownership of Fort Wayne's playgrounds. By organizing this volunteer  
effort to cleanup playgrounds on a regular basis, adults help to provide safe and inviting places for our  
city's youth. The program also generates a broader awareness to the importance of fun and unstructured  
play for the health of our children.

#### ***Program Policies***

The adopting organization commits to a three-year period, cleaning up their playground three-times each  
year. These cleanups need to be scheduled for the early spring and summer.

A sign with the name of your group will be placed near the playgrounds, indicating your public service  
adoption for three years.

#### ***Program Structure/Work-related Tasks***

- A. Individuals or representatives of organizations who sign an Adopt-a-Playground contract must be  
at least 18 years old
- President or head person of the organization must also sign the contract
  - Participants of the adopting group must sign a Hold Harmless Release before each event
  - If participant is under 18 years of age, an adult must co-sign the release

- B. Cleanups should be scheduled at least one week in advance by calling 427-6400.
- C. Bags must be picked up at the Lawton Park office, 1900 N. Clinton near Science Central.
- D. Appropriate tasks (examples)
  - Litter pick up
  - Raking & sweeping
  - Weeding around playground
  - Painting if approved by Parks Department
  - Unique tasks can be considered for each playground after discussing with Department
- E. Equipment required by volunteers (examples)
  - Rakes
  - Brooms
  - Gloves
  - Safety kit
  - Additional equipment may be needed for special projects
- F. The Parks & Recreation Department will supply (examples)
  - Bags for litter
  - Mulch if needed
  - A temporary sign indicating that a clean up day is scheduled
  - Additional training & materials for special projects, if indicated
- G. All unused materials are to be returned to the Parks Dept., along with work day sign
  - The Department will pick up litter bags on the Monday after clean up days
- H. Role of Volunteer Project Supervisor
  - Clearly identify by writing the project to be completed
  - Arrange to pick up bags with approximate # needed
  - Complete a roster of all volunteers, make sure each signs a release on the cleanup day
  - Fill out evaluation and return to the Parks & Recreation Department
  - Supervisor to make sure all participants know time schedule for the project
  - Supervisor shall make sure to have a first aid kit available
- I. Safety Tips
  - Participants shall be mentally alert and use good judgment
  - Participants shall be in good physical condition
  - Participants shall avoid poison ivy and areas where chemicals have recently been used
  - Participants shall never pick up heavy, large or hazardous materials
  - Use of sunscreen and bug spray are recommended
  - Work in teams, cleaning up during the daytime hours

Signature \_\_\_\_\_

date \_\_\_\_\_

For Office Use Only: Adoption Information

Assigned park/playground \_\_\_\_\_

Location \_\_\_\_\_

Dates from \_\_\_\_\_ to \_\_\_\_\_

Notes: \_\_\_\_\_ sign erected? \_\_\_\_\_