



**CITY OF WATERTOWN
ADOPT-A-SPOT PROGRAM
APPLICATION FORM**



SPOT ADOPTEE INFORMATION:

Organization/Group Leader/Individual Name(s): _____

Primary Contact Person: _____

Secondary Contact Person: _____

Mailing Address: _____

Telephone: _____ Email: _____

SPOT ADOPTION INFORMATION: (See the City's website for a list of available spots)

Spot Requested: _____

Alternate Spot: _____

RECOGNITION:

Individuals, organizations and groups that "Adopt-A-Spot" are eligible to have a picture(s) of the adopting individual, family, group, organization or business placed on the City's website, Facebook page(s) or other social media sites, if desired. If you DO NOT wish to have a picture posted, please initial here: _____

APPLICANT STATEMENT:

On behalf of _____ (group, organization or individual), I have read and agree to the procedures for the City of Watertown's "Adopt-A-Spot" program. I understand the hazardous nature of the work that is to be performed and take responsibility for my/the group's participation in the program. I also agree to notify the City of any changes in the contact information or if a new contact person assumes responsibility for the group.

APPLICANT SIGNATURE: _____

DATE: _____



CITY OF WATERTOWN ADOPT-A-SPOT PROGRAM AGREEMENT



SPOT ADOPTION INFORMATION:

Spot Location: _____

In addition to picking up and removing litter, reporting any hazards or vandalism to City Staff, I/we propose to complete the following tasks at our Adopt-A-Spot location: (check all that apply):

- Pickup and remove litter
- Report any hazards or vandalism to City staff
- Rake leaves
- Pull weeds
- Plant flowers in existing flower beds
- Water flowers and trees
- Weed around existing trees and in existing flower beds
- Mulch trees
- Create and maintain new flower beds (location subject to City approval)
- Incorporate decorations for Holidays (with the exception of religious and political decorations)
- Other, (please describe) _____

The City of Watertown and _____
hereby agree as follows:

The individual or group participating in the Adopt-A-Spot program shall:

1. Select a park or public space location from the list of City of Watertown parks and public spaces available for adoption.
2. Enter into a calendar year service agreement to commit to clean up activities at least monthly (excluding winter months); remove trash and litter in the spot as often as necessary to keep area clean (a minimum of once per month is requested).
3. Designate one person from your group, if applicable, who will be responsible for coordinating their clean-up efforts with the City and provide their contact information.
4. Commit to ensuring their work group acts safely, appropriately, and within the standards required of all City of Watertown volunteers.
5. Guarantee that participating youth are provided with adequate supervision.
6. Participate as available in special projects such as planting a new flower/landscape bed, or maintaining existing landscape beds by weeding, adding new mulch, mulching trees, etc.
7. Not be compensated by the City for activities performed during the park clean-up or be supervised or controlled by the City in any manner. It is the responsibility of the group leader or coordinator to supervise individual participants volunteering for the group.

The City agrees to:

1. Provide "Adopt-A-Spot" recognition for the adoptee for the park/public space adopted.
2. Allow the volunteer group and/or individual's access to City property as necessary to perform the clean-up/special project.
3. Remove or arrange for removal of certain litter under unusual circumstances (i.e., large, heavy or hazardous items)
4. Commit to making all projects and park areas as safe and positive as possible.
5. Provide trash bags upon request. Materials can be picked up at City Hall from the Planning and Community Development Department, located in room 305.
6. Provide a contact person at the City of Watertown to communicate and assist the organization with any special projects proposed for their designated park.

The individual or group agrees that it will indemnify and hold harmless the City of Watertown, officers, agents and employees from any claim, loss, damage, cost, charge or expense arising out of any act, action, neglect or omission by the individual or group during the performance of this Agreement. All individuals participating in the program shall be considered volunteers for the group, and not volunteers for the City.

This agreement is non-transferable and non-assignable in whole or in part without written consent from the City.

The following shall be the designated contacts for this park:

For the City:

Name: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

For the Individual/Volunteer Group:

Name: _____ Group Name: _____

Address: _____ City, State, Zip: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Please complete the application and agreement and return to:

City of Watertown Planning and Community Development Department
245 Washington Street
Room 305
Watertown, New York 13601
planning@watertown-ny.gov

ADOPT-A-SPOT PROGRAM SAFETY AND TIPS

- No intoxicating liquid, beverage or illegal drugs will be allowed to be consumed while completing "Adopt-a-Spot" activities.
- Participants should wear gloves, a good quality shoe and light or bright-colored protective clothing. NO clothing should be worn that hinders the visibility of the participant(s). Safety vests are available upon request.
- During very hot weather, an adequate water supply should be available.
- Work should be done at times when there is good visibility, and not during evening hours.
- If a traffic island or median is adopted on a busy street, work should not be done during peak commute times.
- A good pair of sunglasses, cap and sun block should be considered.
- Avoid suspected toxic/hazardous substances, poison ivy, poison oak, etc.
- When mulching trees, do not pile mulch near the trunk. Adding mulch against the trunk of the tree will affect its health.
- Mulch out not up. Mulch can be added out to the tree's drip line. There should be exposed root flare to maintain the health of the tree. Mulch depth should be around 2"-3"
- Prior to planting flower beds, please get permission from the City.
- Be extremely careful when picking up broken glass and any other hazardous objects. Do not pick up needles. Call the City of Watertown Police Department at (315) 782-2233 for pick up and proper disposal.
- Do not attempt to lift heavy objects. Call City DPW for assistance at (315) 785-7842.