


CITY COMMISSION POLICY

<p>GRAND RAPIDS</p>  <p>MICHIGAN</p>	NUMBER: 1100-09	HISTORY	
	DATE: July 26, 2005	FILE #	DATE
	FILE NUMBER: 74002	74002	July 26, 2005
	DEPARTMENT: PARKS & RECREATION	13790	March 23, 2021

SUBJECT: ADOPT-A-PARK PROGRAM IN PARKS AND RECREATION

PURPOSE: The Adopt-A-Park Program provides an opportunity for individuals, volunteer groups, neighborhood associations, and businesses to take an active role in improving, maintaining, and beautifying parks, riverfront, trails, and other city-owned green spaces. Volunteers can volunteer time or donate money and/or equipment. Volunteers can work on a variety of projects that include planting flowers, maintaining parks and trails, painting, cleaning up litter, and other activities that serve to beautify or improve park property. This policy establishes a procedure and basic criteria for organizations, donors and volunteers seeking to participate in the Adopt-A-Park Program.

POLICY:

A. Authorization

The Parks and Recreation Director is hereby authorized, under the general direction of the City Manager, to process Adopt-A-Park Applications from individuals or groups who wish to provide funds, programs, or services that might otherwise be unavailable through the department.

B. Agreements

1. Any contractual agreements shall be reviewed and approved by the City Attorney and Risk Manager and signed by the Mayor. Most volunteers may participate using the Application process, however, under certain circumstances, a contractual agreement may be necessary for longer term donations, corporate events, major projects/programs.
2. Copies of signed agreements shall be filed with the City Clerk’s Office – and a record of it reflected in the City Commission proceedings. A copy shall also be provided to the City Comptroller.

3. After a complete application is received, and if an agreement is required, any contractual agreements shall contain, as a minimum, the following components, but may include additional terms as determined necessary or desirable by City staff:
 - a. The park facility, service or program to be addressed by the organization, donor or volunteer(s).
 - b. The duration or frequency of such service or program to be provided.
 - c. Specific responsibilities of the volunteer(s) or donor and a designated contact person.
 - d. Specific responsibilities of the City and a designated contact person.
 - e. Insurance requirements: General liability with minimum limits of \$1 million per occurrence and City named as an additional insured. Statutory Workers' Compensation covering employees and volunteers. Risk Manager may increase or decrease requirements, per City Code Section 1.12.
 - f. Hold harmless and indemnification provisions as deemed necessary or desirable by the City Attorney.
 - g. Donations: Any monetary or non-monetary donations to be received by the City as part of the agreement..
 - h. Term of the agreement.
 - i. Termination provision by either party upon reasonable prior written notice to the other party.
 - j. Language indicating that the volunteer will not be considered a City employee, joint venturer, agent, or in partnership with the City.
 - k. Require volunteers to act in good faith, provide his/her/its own tools and materials when performing volunteer activities, and to never lead citizens to believe that the volunteer is affiliated with the City (per sub-section j above).
 - l. Maintain compliance with all state and federal laws, City policies, ordinances, and any general rules promulgated by the Parks Department as applicable to the specific location and type of work being performed.

4. Even without a signed contractual agreement, volunteers will be required to be 18 years of age or older, have the legal capacity to sign a release and waiver, and/or be accompanied by a parent or guardian legally authorized to sign a waiver as part of the application.
 5. Volunteers will not be given advertisements, sponsorships, acknowledgments, or any other in kind contribution or consideration in exchange for their donations.
- C. Other Policies
1. The City's Policy on Sponsorship Opportunities on City Park Property may be found in City Commission Policy 1100-12.