



ADOPT-A-PARK/TRAIL PROGRAM
CITY OF UPLAND
PUBLIC WORKS DEPARTMENT



CITY OF UPLAND ADOPT-A-PARK/TRAIL PROGRAM SAFETY GUIDELINES

1. Safety Requirements

- a. All volunteers are required to wear safety vests and to utilize gloves for protection
- b. Review proper lifting techniques:
 - i. Get help in lifting awkward and heavy, bulky items.
 - ii. Use your legs, keep your back straight; avoid twisting back while lifting; lift heavy objects close to the body
- c. Always concern yourself with your own safety. Collecting litter comes second to being safe. Never endanger yourself or those around you to collect waste material.
- d. Watch for traffic! Make sure drivers see you perform any clean-up work in the road edge (use eye contact, etc.)
- e. All minors ages 12 to 17 must be accompanied by an adult (a person over the age of 18.)
- f. Never, under any circumstances, touch or come in contact with waste that could be considered dangerous or hazardous, i.e. glass, sharp objects, etc.

2. Note and report to the City of Upland Public Works Department the location of any hazardous/universal waste for separate collection.

- a. Hazardous Waste is defined as waste that is corrosive, poisonous, ignitable, or reflective (e.g., herbicides and pesticides, used oil, gasoline, paint, paint thinner, etc.) Do not place hazardous waste in any city dumpsters or other ordinary receptacles.
- b. Universal Waste consists of CRTs (Cathode Ray Tubes – televisions and monitors, electronics such as computers, stereo components, DVD players, CD Players, etc.)

3. Make sure each volunteer has been given a safety vest and a pair of gloves; collect these at the end of your cleanup and keep in a safe place for your next cleanup. Please notify the Adopt-A-Park/Trail Coordinator (909-291-2930) and provide the location of the full trash bags to be picked up. Then print out and complete a Clean-up Report and submit through one of the methods listed below.

EMAIL	MAILING ADDRESS
pw@ci.upland.ca.us	1370 N. Benson Avenue Upland, CA 91786

4. Medical Emergency- Call 911

5. Separation of waste collected: Waste will be separated at the Material Recovery Facility for recycling purposes so you do not need to separate the trash you collect.

6. Please don't leave your trash and recyclables behind, such as water bottles, wrappers, etc.

7. On behalf of the City of Upland and its residents, we THANK YOU for your time and dedication to civic duty.



CITY OF UPLAND ADOPT-A-PARK/TRAIL PROGRAM COMMITMENT

Upland Adopt-A-Park/Trail and _____
(Insert name of business, organization or individual, hereinafter the "Entity")
recognize the need and desirability of weed and litter-free, visually-improved parks.

The Adopt-A-Park/Trail program has been established for community and civic organizations, as well as private businesses and industry to contribute towards the effort of maintaining cleaner and more beautiful city owned parks and trails in Upland. The purpose of Upland's Adopt-A-Park/Trail program is to encourage community residents & organizations to adopt city owned parks/trails and keep them litter-free. The adopted areas are to be cleaned at least every 4 weeks in an effort to maintain a healthy environment, and to produce feelings of pride in our beautiful city.

The Entity understands that the work to be performed can result in physical injury or damage to property and agrees to assume the risk. The Entity hereby agrees to release and hold harmless the City of Upland and any neighborhood committee, their officers, employees and agents respectively from liability for any and all claims, damages or injuries of any kind or nature which the Entity, its employees, members or agents may cause or suffer as a result of participation in the program.

The entity agrees that signs bearing the business/organization or individuals name will be installed solely at the discretion of Upland Adopt a Park/Trail Program.

Upland Adopt-A-Park/Trail recognizes the Entity:

As the adopting organization for Park/Trail name, location and Description (from what point to what point):

The Entity volunteers are to pick up litter and perform minor weed abatement at least every 4 weeks (or more if necessary) along its section of trail for a period beginning _____, 20_____, and ending _____, 20_____. **Contract commitment is for a minimum of 1 to 2 years.**

Items provided for clean-up are: Clean-Up Reports (to be turned in after each clean up), work gloves, trash bags and safety vests. If safety vests are misplaced, the City is not responsible for replacement; however vests are required while performing Adopt-A-Park/Trail duties.

Note: Items collected by Upland Adopt-A-Park/Trail participants should be weeds, litter and debris that can fit into the trash bags provided. Tires, brush and other bulky items should be stacked nearby, but should not be placed in the roadway or sidewalk. Bags of collected trash should not exceed 20-25 pounds and should be placed in City Park trash bins or delivered to Public Works at 1370 N Benson Ave. Tires, brush and other bulkier items should be clustered in convenient locations for solid waste collection. The entity contact person should call or email the Public Works Adopt-A-Park/Trail Coordinator the next working day to report where tires, brush and other bulky items have been left.



CITY OF UPLAND ADOPT-A-PARK/TRAIL PROGRAM AGREEMENT

Name on Sign: _____

Primary Person: _____

Address: _____

Phone (Home/Cell): _____ Email: _____

Secondary Person: _____

Address: _____

Phone (Home/Cell): _____ Email: _____

Adoption Location: _____

City Commitment

1. The City will provide supplies to maintain the adopted area. If the adoption is for litter removal, the City will provide litter "grabbers" (1), trash bags, and safety vests (2). If the adoption is for graffiti abatement, the City will provide paint, rollers, and drop cloths. If the adoption is for trail maintenance, the City will provide trash bags.
2. The City will provide signage designating the Adoption. You will be able to designate the adoption verbiage, as long as it is appropriate and fits within the standard space.
3. Please give trash filled bags to city staff at the Upland City Yard.

Cont.

Participant's Commitment

1. I agree to commit the time necessary to maintain my designated trail and shall perform this maintenance a minimum of once a month, or more frequently as required, for a minimum of one (1) year beginning _____. At any time after the first year, I can relinquish my Adoption by notifying the Program Coordinator at least thirty (30) days in advance.
2. I understand that all work I perform on behalf of the City of Upland Adopt-A-Park/Trail Program is provided on a voluntary basis. I do not expect compensation for work performed and am not entitled to file for worker's compensation benefits if I am injured or become sick as a result of this volunteer work.
3. I understand that the work to be performed can result in physical injury or damage to property and agree to assume the risk. I do hereby agree to release and hold harmless the City of Upland, committee, their offices, employees and agents respectively from liability for any claims, damages or injuries of any kind or nature which I or the entity incur.
4. I will ensure that all persons in my work party abide by all traffic safety rules. I will notify the City of any unsafe conditions that I become aware of in the course of my work.
5. I release the City of Upland, its elected officials and employees, from any loss, damage or injury sustained in connection with my Park Adoption activities.
6. If I relinquish my adoption, I will return all City equipment and supplies to the City.

Applicant Signature

Date

Program Coordinator Signature

Date



WAIVER OF LIABILITY

I, _____, of _____
County, California, for and in consideration of the City of Upland's permission to participate in the Adopt-A-Park/Trail Program coordinated by the City of Upland, whereby volunteers from the community collect trash along roadways throughout the City of Upland, do hereby agree to release indemnify and hold harmless the City of Upland, its agents, officers, and employees and volunteers from any and all claims, liabilities, demands, damages, actions or causes of actions of any kind or character (including, without limitation, attorney's fees, costs and expenses) that may arise in any manner by reason of death, injury, damage to my person or property or both as a result of my participation in the Adopt-A-Park/Trail Program.

I understand that during my participation in the Adopt-A-Park/Trail Program, I am subject to the rules and regulations of the Program and the City of Upland. I also understand and agree that this Waiver of Liability is binding upon my executors, administrators, personal representatives, collectors, heirs, successors and assigns. This the _____ day of _____, 20_____.

Signature of Participant, Printed Full Name

Date

Signature of Witness, Printed Full Name

Date

Signature of Parent of Guardian if under 18, Printed Full Name

Date



**CITY OF UPLAND
ADOPT-A-PARK/TRAIL PROGRAM
CLEANUP REPORT**

Name of Adopting Group: _____

Contact Name: _____ Phone: _____

Address: _____

Email Address: _____

Date of Clean Up: _____ Time: _____

Area Cleaned: _____

Location of trash/recyclables for pick up:

Report of Activities:

Number of Volunteers: _____ Number of Hours: _____ Number of Trash Bags _____

Areas of Concern: (please describe in box below)

Please return a copy of this report to the Adopt-A-Park/Trail Coordinator in the Public Works Department. You may fax, email or send it via regular mail.

EMAIL	MAILING ADDRESS
pw@ci.upland.ca.us	1370 N. Benson Avenue Upland, CA 91786

Note: Items collected by Adopt-A-Park/Trail participants should be litter and debris that can fit into the trash bags provided. Tires, brush and other bulky items should be stacked nearby, not on top of, or under trash bags. Bags of collected trash should not exceed 20-25 pounds. Bags should be taken to the Public Works Yard located at 1370 N. Benson Avenue. Tires and other bulky items should not be placed in the road or on the sidewalk. These special items should be destroyed in a convenient location for solid waste collection. The adopting group shall notify the Operations Manager for the pickup of bulky items.