



Adopt-A-Park Program

Application Permit

The Town of Salem Recreation Department (the “Department”) and the volunteer group (the “Group”) named below, recognize the need and the desirability for safe and clean parks. The Group is hereby applying for a Sponsorship Permit in the Adopt-A-Park Program.

Please complete this application and submit it to the Department at:
Salem Recreation Department
33 Geremonty Drive, Salem, NH 03079

Name of Organization _____

Mailing Address _____

Contact Person _____

Day Telephone _____ Night Telephone _____ Cell phone _____

Purpose of your Organization

Park you wish to sponsor _____

Approximate number of people participating in the Program _____

By signing below, the Group acknowledges the hazardous nature of the work and agrees to the TERMS AND CONDITIONS stated on the back of this form.

_____(Title) _____ (Date) _____
(Group’s Authorized Signature, must be at least 18 years old)

PERMIT APPROVAL

The Department approves this permit for the Group to participate in the Adopt-A-Park Program for the park identified above. The Group accepts the responsibility of sponsoring this park according to the TERMS AND CONDITIONS stated on the back of this permit. This permit for sponsorship shall be valid for the period beginning (date) _____, 200__ and ending (date) _____, 200__.

The Department reserves the right to modify or cancel this permit at any time.

Recreation Director

Date

Sponsorship Permit #

TERMS AND CONDITIONS

1. The Group and its members are to be considered as volunteers and not as officers, employees or agents of the Town of Salem. Any injuries, claims, liabilities, suits or costs thereof, whatsoever, arising from Group or Group members activities relating to this permit shall be the sole responsibility of the Group or its individual members.
2. The Group agrees to indemnify and hold harmless the Town of Salem Recreation Department from any injury, cost, suit, liability or award arising from the issuance or exercise of this permit, or because of any adverse effect upon any person or property attributed to the works of the Group.
3. Participants in the Group agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by the Department for special conditions that may exist at a particular sponsored park.
4. Upon issuance of this permit, the Group leader and a Department representative will schedule a preliminary walk-through the park. The Department representative will review the TERMS AND CONDITIONS of the permit with the group leader.
5. Any group organized for some special purpose or task can be a sponsor, except partisan or political groups.
6. Designate a Contact Person who will assure that all participants are responsible people and that all participating minors under the age of 18 are provided with adult supervision. The Contact Person will discuss safety precautions with participants and assure that the appropriate tools and equipment are used during cleanup.

Group Responsibilities and Safety Obligations

1. The Group shall sponsor a park for a minimum of two (2) years and agree to the following:
 - Pick up litter at least three (3) times per year between April and November.
 - Provide a “watchful eye” over the park grounds and report any broken equipment, vandalism or concerns to the Department when noticed.
 - The Group leader shall mail a cleanup report to the Department within twenty-four (24) hours of a collection/inspection.
 - Designate a contact person who will assure that all participants are responsible people and that all participating minors under the age of 18 are provided adult supervision. The contact person will discuss safety precautions with participants and assure that the appropriate tools and equipment are used during cleanup.
 - Do drink plenty of liquids.
 - Do lift all objects with your legs, not with your back.
 - Do contact Recreation Department staff if you notice a safety hazard, such as a broken swing.
 - Do tie bags tightly before placing in trash receptacles.
 - Don’t perform any activities outside of their physical capabilities.
 - Don’t use power tools and motor-driven equipment unless preauthorized by the Recreation Department.
 - Don’t over exert yourself. Be sure to take breaks, drink liquids and dress approximately for the weather.
 - Don’t bring small children along on projects unless they can be closely supervised. Pets are not allowed in the Town parks.
 - Don’t leave children or pets locked in the car at work locations.

Safety Guidelines for Teachers and Group Leaders:

- Students must be supervised at all times.
- Review safety rules carefully with students before they begin the cleanup project.
- Tie bags tightly before placing in trash receptacles; do not stomp on them.
- Wash paint brushes in sink, do not pour excess paint down the drain.
- Report any safety hazard to Adopt-A-Park staff.
- Add any additional safety precautions you feel appropriate.

For Students and Youth:

- Stay within sight of your teacher or group leader.
- Work with a buddy.
- Don’t pick up trash near the street or curb.
- Don’t pick up any sharp objects, such as broken glass.
- Report any broken park equipment, such as swings, to your teacher or group leader.
- If park workers are present doing their job, don’t run in front of them or get too close when they are working with a machine.
- Wash your hand thoroughly when you complete your work.

Please tell your friends that breaking sprinkler heads, writing on walls or destroying park equipment is NOT being a friend to the park! It cost EVERYONE – including your family – money! Thanks for caring for our parks.