



## Adopt a Park/Trail Program Guidelines:

- Any family, community group, organization, academic institution, church or business may request to participate in the Adopt a Park/Trail program.
- Groups must agree to adopt a minimum of one section of trail or one park for a period of two years, and commit to a cleanup of the adopted park or trail on a quarterly basis. Failure to clean up on a quarterly basis may result in the loss of your group's adoption.
- Groups may select from any park or trail section in West Des Moines that is eligible for adoption.
- To adopt a Park/Trail, groups must complete an online [Adoption Agreement](#).
- West Des Moines Parks and Recreation Department will review the adoption request and send an email confirming the adoption if it is approved. Confirmation must be received prior to the scheduled cleanup.
- [Safety Guidelines](#) (listed below) must be reviewed before each cleanup and each participant must sign the [Volunteer Information/Release and Waiver of Liability Form](#) (included on back).

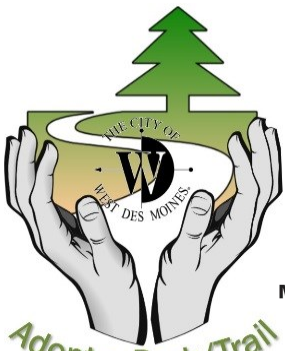


- Participants under the age of 18 must have adult supervision at all cleanup activities.
- Groups will have trash bags provided. Groups are encouraged to recycle as much as possible.
- Groups must report results after each cleanup via the online [Cleanup Results Form](#) in order to document your commitment.
- A personalized sign recognizing the group will be placed on site after the initial cleanup has been reported. Signs are placed and maintained by West Des Moines Parks and Recreation crews. Please allow 6-8 weeks for the sign to be placed.
- In the unlikely event groups do not fulfill their commitment (i.e., caring for their area, reporting cleanups) the sign will be removed and the adoption agreement will become null and void.
- Participating groups are encouraged to take before and after photos of their area and also group photos. When emailed to the West Des Moines Parks and Recreation Department, they may be used to promote the

## Adopt a Park/Trail Safety Guidelines:

The Safety Guidelines are intended to keep all participants in the Adopt a Park/Trail program safe. They cannot, however, cover all situations that volunteers may encounter and it is the responsibility of all participants, especially group leaders, to use their best judgment to maintain the safety of everyone involved at all times.

- Dress appropriately for the weather. Closed toed shoes, long pants and sturdy gloves are recommended. Hats, sunscreen and insect repellent are also recommended.
- When working near a roadway, wear a safety vest and/or bright colored clothing to be seen easily by motorists.
- Work only during daylight hours and only in favorable weather.
- Have plenty of water on hand.
- Take breaks and avoid overexertion, especially in hot weather.
- Avoid working alone. Work in groups and use the buddy system.
- Have a first aid kit at the cleanup site.
- Be aware of personal surroundings at all times. Stay alert to the dangers posed by changing weather, wildlife, passing cars, **poisonous plants** (pay special attention to poison ivy and wild parsnip in no-mow areas) or any other hazards that might be encountered at your site.
- Do NOT pick up litter from road surfaces.
- Do NOT pick up hazardous materials (hypodermic needles, chemicals, dead animals, etc.) or unknown materials that may be hazardous. Call West Des Moines Parks Department at 515-222-3450.
- Do NOT participate in litter cleanups while under the influence of alcohol or drugs.
- Do NOT attempt to cleanup in any area that may pose a personal risk to volunteers such as dangerous overhangs, hard to reach area, etc.
- Do NOT walk on or beside railroad tracks or leave trash bags on or near railroad tracks.



Adopt a Park/Trail

Please print all information in ink

## Volunteer Information Form/ Release and Waiver of Liability

Date:	Hours Worked:
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Volunteer Name (first, middle, and last):			
Address:	City:	State:	Zip:
Home Phone:	Work Phone:	Cell Phone:	
Name of Organization:		Email:	

**In case of emergency, please contact:**

Name:	Relationship to Volunteer:	
Home Phone:	Work Phone:	Cell Phone:

This Release and Waiver of Liability (the "Release") is executed by (the "Volunteer") in favor of the City of West Des Moines (the "City"), its officials, employees, representatives, and agents. The Volunteer desires to work as a volunteer for the City and engage in activities related to being a volunteer (the "Activities"). The Volunteer understands that the Activities may include use of hand tools, power tools, equipment and machinery, as well as working indoors or outdoors. The Volunteer hereby freely, voluntarily, and without duress executes this Release for the Volunteer's self, personal representatives, heirs, and next of kin under the following terms:

**Release and Waiver:** Volunteer does hereby release, forever discharge, covenant not to sue, and hold harmless the City, its officials, employees, representatives, and agents from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's Activities on behalf of the City.

Volunteer understands that this Release discharges the City from any and all liability or claim that the Volunteer may have against the City with respect to bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's Activities with the City. Volunteer also understands that the City does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

**Medical Treatment:** Volunteer does hereby release and forever discharge the City, its officials, employees representatives, and agents from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's Activities with the City.

**Assumption of Risk:** The Volunteer understands that the Activities may include work that may be hazardous to the Volunteer, including, but not limited to, construction, loading and unloading, and transportation to and from work sites. Volunteer agrees to inspect all work sites and the tools for all Activities. The Volunteer understands that the City may provide little or no training related to the Activities. The Volunteer understands that he or she may be required to supply his or her own safety equipment in the performance of the activities. The Volunteer understands that he or she always has the right to refuse to perform any Activity that the Volunteer feels he or she is unqualified to perform or that the Volunteer deems to be unsafe. The Volunteer represents that he or she is physically and mentally capable of performing all Activities or agrees to remove him or herself from same.

**VOLUNTEER HEREBY EXPRESSLY AND SPECIFICALLY ASSUMES FULL RESPONSIBILITY FOR THE RISK OF BODILY INJURY, HARM, OR DEATH IN CONNECTION WITH THE ACTIVITIES HE OR SHE MAY PERFORM, AND RELEASES THE CITY, ITS OFFICIALS, EMPLOYEES, REPRESENTATIVES, AND AGENTS FROM ANY AND ALL LIABILITY FOR INJURY, ILLNESS, DEATH, OR PROPERTY DAMAGE ARISING OUT OF, OR RESULTING FROM, THE ACTIVITIES.**

**Insurance:** The Volunteer understands that, except as otherwise agreed to in writing by the City, the City does not carry or maintain health, medical, or disability coverage for any Volunteer. **EACH VOLUNTEER IS EXPECTED AND ENCOURAGED TO OBTAIN HIS OR HER OWN MEDICAL OR HEALTH INSURANCE COVERAGE.**

**Photographic Release:** Volunteer does hereby grant and convey unto the City all right, title, and interest in any and all photographic images and video or audio recordings made by the City during the Volunteer's Activities with the City, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

**Other:** Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Iowa, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Iowa. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

**INDIVIDUALS WILL NOT BE PERMITTED TO VOLUNTEER WITHOUT COMPLETING A RELEASE AND WAIVER FORM.**

IN WITNESS WHEREOF, Volunteer has executed this Release as of the day and year written below.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

\*\*Parent/Guardian must also sign if volunteer is under the age of 18