

PUBLIC SERVICE AGREEMENT  
VICTORIA AVENUE FOREVER, INC.

(Beautification Projects and Programs)

THIS PUBLIC SERVICE AGREEMENT (“Agreement”) is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (“Effective Date”), by and between the CITY OF RIVERSIDE (“City”), a California charter city and municipal corporation and VICTORIA AVENUE FOREVER, INC., a California corporation (“Volunteer” or “VAF”).

1. **Description of Services.** City agrees to allow and Volunteer agrees to provide the services more particularly described in Exhibit “A” attached hereto and incorporated herein by reference, along Victoria Avenue Right-of-Way, Riverside, California (“Property”) specifically, the Victoria Avenue Medians from La Sierra Avenue to Myrtle Avenue and Parkways on a block by block basis as approved by the City. Volunteer understands that it will not receive any compensation for such services and that its employees, agents, or any of its members or volunteer group coordinators are not considered City employees for any purpose nor are they entitled to any compensation or any other employee benefits. Volunteer’s employees, agents, or any of its members or volunteer group coordinators shall sign a release form attached hereto and incorporated herein by reference as Exhibit “B”.

2. **Term.** This Agreement will be effective on the date first written above and shall terminate at midnight, June 30, 2022 (“Termination Date”) unless extended as provided herein.

2.1 **Renewal.** Each year without further action by City, this Agreement shall be extended for one (1) year, for up to five (5) years, subject to the same terms and conditions of this Agreement.

2.2. **Termination.** Notwithstanding the above, either party may terminate the agreement with ninety (90) days written notice, unless otherwise terminated pursuant to the provisions herein party or immediately by the City if it is determined that Volunteer’s actions are unsafe or a liability to the City.

3. **Condition of Property.** During the term of this agreement, Volunteer is to avoid damaging or contaminating the Property, including any existing trees, landscaping or plants, and shall take all reasonable steps to maintain the property in an orderly and appealing manner.

4. **Access to the Property.** Volunteer shall make every reasonable effort to keep access to the Property open at all times and shall not interfere with City’s activities in any way.

5. **Indemnification.** Volunteer shall indemnify and hold harmless the City, and the City’s employees, officers, managers, agents and council members from any liability, claim, damage or action whatsoever, arising out of the sole negligence or willful misconduct of Volunteer, its officers, employees, contractors, agents or including but not limited to property damage, bodily injury, or death. Volunteer shall defend, at its sole cost and expense, including but not limited to attorney fees, cost of investigation, defense and settlement or awards, the City and the City’s employees, officers, managers, agents and council members in any such action or

claim. With respect to any action or claim subject to indemnification herein by Volunteer, Volunteer shall, at its sole cost, have the right to use counsel of its own choice and shall have the right to adjust, settle, or compromise any such action or claim without the prior consent of City; provided, however, that any such adjustment, settlement or compromise in no manner whatsoever limits or circumscribes Volunteer's indemnification of City. Volunteer's obligations hereunder shall be satisfied when Volunteer has provided to City the appropriate form of dismissal (or similar document) relieving the City from any liability for the action or claim involved. The specified insurance limits required in this Agreement shall in no way limit or circumscribe Volunteer's obligations to indemnify and hold harmless the City.

6. **Workers' Compensation Insurance.** As applicable, by executing this Agreement, Volunteer certifies that it is aware of and will comply with Section 3700 of the Labor Code of the State of California requiring every employer to be insured against liability for workers' compensation, or to undertake self-insurance before commencing any of the work. Volunteer shall carry the insurance or provide for self-insurance required by California law to protect City from claims under the Workers' Compensation Act. Prior to City's execution of this Agreement, Volunteer shall file with City either (1) a certificate of insurance showing that such insurance is in effect, or that they are self-insured for such coverage, or (2) a certified statement that they have no employees, and acknowledging that if they do employ any person, the necessary certificate of insurance will immediately be filed with City. Any certificate filed with City shall provide that City will be given ten (10) days prior written notice before modification or cancellation thereof.

7. **General Commercial Liability Insurance.** Prior to City's execution of this Agreement, Volunteer shall obtain, and thereafter maintain during the term of this Agreement, such commercial general liability insurance to insure Volunteer against damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from or which may concern operations by Volunteer or by anyone directly or indirectly employed by, connected with, or acting for or on behalf of Volunteer. All liability insurance shall be issued by insurance companies authorized to transact liability insurance business in the State of California. Volunteer's commercial general liability policy shall cover both bodily injury (including death) and property damage (included but not limited to premises-operations liability, independent Volunteers liability, personal injury liability and contractual liability), in an amount not less than \$1,000,000 per-occurrence limit/\$1,000,000 aggregate. These minimum amounts of coverage shall not constitute any limitation or cap on Volunteer's indemnification obligations under Section 5 hereof.

Prior to the City's execution of this Agreement, insurance policies or original certificates evidencing the coverage required by this Agreement for commercial general liability shall be filed with City and shall include City, its officers and employees as additional insureds. Said policy shall be in the usual form of commercial general liability insurance, but shall include the following provision:

It is agreed that the City of Riverside, and its officers, employees and agents, are added as additional insureds under this policy, solely for work done by and on behalf of the named insured for the City of Riverside.

The policies shall not be cancelled unless thirty (30) days' prior written notification of intended cancellation has been given to the City by certified or registered mail. City, its agents, officers, and employees make no representation that the limits of the insurance, specified to be carried, by Volunteer, pursuant to this Agreement are adequate to protect the Volunteer. If Volunteer believes that any required insurance coverage is inadequate, Volunteer will obtain additional insurance coverage as Volunteer deems adequate, at Volunteers sole expense.

Any insurance policy or coverage provided by Volunteer as required by this Agreement shall be deemed inadequate and a material breach of this Agreement, unless such policy or coverage is issued by insurance companies authorized to transact insurance business in the State of California with a policy holder's rating of A or higher and a Financial Class of VII or higher.

The City, its officers, employees and agents make no representation that the types or limits of insurance specified to be carried by Volunteer pursuant to this Agreement are adequate to protect Volunteer. If Volunteer believes that any required insurance coverage is inadequate, Volunteer will obtain such additional insurance coverage as Volunteer deems adequate, at Volunteer's sole expense.

8. **Venue.** Any action at law or in equity brought by any of the parties hereto for the purpose of enforcing a right or rights provided for by this Agreement shall be tried in a court of competent jurisdiction in the County of Riverside, State of California, and the parties hereby waive all provisions of law proving for a change of venue in such proceedings to any other county.

9. **Notices.** Service of any notices shall be sufficient if sent by one party to the other by United States mail, postage prepaid and addressed as follows.

<b><u>City</u></b>	<b><u>Volunteer</u></b>
City of Riverside 3900 Main Street Riverside, California 92522 Attn: Public Works Director	Victoria Avenue Forever, Inc. P.O. Box 4152 Riverside, CA 92514 Attn: President

10. **Assignment.** It is mutually understood and agreed that this Agreement is personal to Volunteer and shall be binding upon Volunteer and its successors and may not be assigned or transferred in any way. Any transfer shall be void and of no effect.

11. **Prevailing Wage.** If applicable, Volunteer and all subs are required to pay the general prevailing wage rates of per diem wages and overtime and holiday wages determined by the Director of the Department of Industrial Relations under Section 1720 et seq. of the California Labor Code and implemented by Resolution No. 13346 of the City Council of the City of Riverside. The Director's determination is available on-line at [www.dir.ca.gov/dlsr/DPreWageDetermination.htm](http://www.dir.ca.gov/dlsr/DPreWageDetermination.htm) and is referred to and made a part hereof; the wage rates therein ascertained, determined, and specified are referred to and made a part hereof as though fully set forth herein.

12. **Business Tax.** Volunteer is a non-profit corporation and is exempt under Chapter 5.04 of the Riverside Municipal Code from the requirement to purchase and maintain a Riverside tax certificate.

13. **Nondiscrimination.** During Volunteer's performance of this Agreement, Volunteer shall not discriminate on the grounds of race, religious creed, color, national origin, ancestry, age, physical disability, mental disability, medical condition, including the medical condition of Acquired Immune Deficiency Syndrome (AIDS) or any condition related thereto, marital status, sex, genetic information, gender, gender identity, gender expression, or sexual orientation, in the selection and retention of employees and subs and the procurement of materials and equipment, except as provided in Section 12940 of the California Government Code. Further, Volunteer agrees to conform to the requirements of the Americans with Disabilities Act in the performance of this Agreement.

14. **Severability.** Each provision, term, condition, covenant and/or restriction, in whole and in part, of this Agreement shall be considered severable. In the event any provision, term, condition, covenant and/or restriction, in whole and/or in part, of this Agreement is declared invalid, unconstitutional, or void for any reason, such provision or part thereof shall be severed from this Agreement and shall not affect any other provision, term, condition, covenant and/or restriction of this Agreement, and the remainder of the Agreement shall continue in full force and effect.

15. **Authority.** The individuals executing this Agreement and the instruments referenced herein on behalf of Volunteer each represent and warrant that they have the legal power, right and actual authority to bind Volunteer to the terms and conditions hereof and thereof.

16. **Entire Agreement.** This Agreement constitutes the final, complete, and exclusive statement of the terms of the agreement between the parties pertaining to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings or agreements of the parties. Neither party has been induced to enter into this Agreement by and neither party is relying on, any representation or warranty outside those expressly set forth in this Agreement.

17. **Interpretation.** City and Volunteer acknowledge and agree that this Agreement is the product of mutual arms-length negotiations and accordingly, the rule of construction, which provides that the ambiguities in a document shall be construed against the drafter of that document, shall have no application to the interpretation and enforcement of this Agreement.

17.1 Titles and captions are for convenience of reference only and do not define, describe or limit the scope or the intent of the Agreement or any of its terms. Reference to section numbers, are to sections in the Agreement unless expressly stated otherwise.

17.2 This Agreement shall be governed by and construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement.

17.3 In the event of a conflict between the body of this Agreement and Exhibit “A” - Scope of Services hereto, the terms contained in Exhibit “A” shall be controlling.

18. **Exhibits**. The following exhibits attached hereto are incorporated herein to this Agreement by this reference:

“A” – Scope of Services

“B” – Release

[signatures on the following page]

IN WITNESS WHEREOF, City and Volunteer have caused this Agreement to be duly executed the day and year first above written.

CITY OF RIVERSIDE, a California charter city and municipal corporation a California corporation

VICTORIA AVENUE FOREVER, INC., a California corporation

By: \_\_\_\_\_  
City Manager

By: John A. DeMason  
Barben A. DeMason  
[Printed Name] President  
[Title]

Attest: \_\_\_\_\_  
City Clerk

Certified as to Availability of Funds:

By: [Signature]  
Chief Financial Officer

By: [Signature]  
Benjamin Rangel  
[Printed Name] Secretary  
[Title]

Approved as to Form:

By: [Signature]  
Deputy City Attorney

## EXHIBIT "A"

### SCOPE OF SERVICES

#### A. Volunteer Events on City Property - General

##### Volunteer will:

1. *VAF* will plan, prepare and execute workdays for planting trees, roses and other ornamentals, community clean-ups, and special events and provide garden care (weeding, mulching, pruning, planting *etc.*) with volunteer groups on Victoria Avenue. These activities will be coordinated with the City and supervised by City staff.
2. The *VAF* Board will determine each year's calendar of annual workdays (typically 6/year) by December of the preceding year. These dates will be communicated to the City for scheduling staff supervision and to the insurance company providing volunteer liability insurance. The event calendar will also be posted on the *VAF* website.
3. *VAF* will direct correspondence for regular activities to the City's designated representative, Robert Filiar, Urban Forester (or his successor) via Board meetings, phone conversations, texting, in writing or by e-mail. *VAF* will obtain City approval for all workday activities in advance.
4. *VAF* will ensure that all volunteers, or their parents if they are minors, read and sign a liability waiver provided by the City. All volunteers will be required to sign in and will receive safety training for the activities planned for the event. *VAF* will keep complete and accurate volunteer records.
5. *VAF* will provide training for volunteers for the activities of each event. *VAF* will ensure that all individuals follow all traffic safety rules and regulations as established by federal, state and local governments.
6. *VAF* agrees to provide gloves and safety vests to volunteers and to observe all traffic safety regulations. First aid kits will be available at each event and the volunteer agreement forms will require each volunteer to provide emergency contact numbers.
7. *VAF* will recruit volunteers from the community to participate in workday events. *VAF* will use websites (City, FaceBook, NextDoor, *etc.*) and emails to frequent participants to promote recruit volunteers.
8. *VAF* will partner with other volunteer organizations (such as *LoveRiverside* and *Keep Riverside Clean and Beautiful*, service clubs, churches, *etc.*), as convenient, to serve the community.
9. *VAF* shall acknowledge any support and/or funding given by the City of Riverside Public Works Department each time projects are publicized in any medium, including, but not limited to, news media, brochures, or other types of promotional material when a significant financial contribution has been made by the City for the project. Unless otherwise approved by the City, The acknowledgement of the City's support will incorporate the City logo and state, "Community Program sponsored by the City of

Riverside Public Works Department". Initials or abbreviations for the City of Riverside shall not be used. If, subsequent to this Agreement, the City adopts updated or new logos, slogans or language ("language"), the City may require VAF to include this language in newly printed or generated materials.

**City will:**

1. City will review event schedules prior to events.
2. City will provide Volunteer with City point of contact, point of contact phone number(s) and e-mail addresses.
3. City will ensure Volunteer's event does not interfere with other City activities.
4. City will review Volunteer's safety procedures and individual releases.
5. City will maintain original release forms for not less than 1 year after event.
6. City will make reasonable efforts to provide staff support for events including providing for safety of volunteers during events.

**B. Planting Trees on Victoria Avenue**

**Volunteer will:**

1. *VAF* will inventory all trees planted by the organization annually to determine where replacements are needed.
2. *VAF* will plant commemorative trees annually, which are financed by donations from the public or by grant funding. Commemorative trees are dedicated "in memory of" or "in honor of" a loved one. *VAF* provides a map of the tree site and a certificate to the donors and assurances that a tree will be maintained at that site in perpetuity. As needed, *VAF* will request new planting locations on parkways for adding commemorative trees. These sites will be selected based on the existence of irrigation or the City's ability to add it.
3. The locations and species of trees to be planted at each tree planting event will be recommended to the Board by the Commemorative Tree Chair and approved by the Board and by the City in advance. Each block has designated tree species and these will be replaced in kind. Any changes to these designated species will be discussed and approved in advance by the Board and City. *VAF* Board members will order trees and arrange for their delivery to the planting sites. *VAF* members will train volunteers and supervise groups during the planting activities. Two to three City staff will supervise all aspects of the events.
4. In cooperation with the City, *VAF* will maintain a GIS mapping database of trees on the Avenue. *VAF* will maintain the commemorative data associated with trees funded by public donations.
5. *VAF* will raise additional financial support and work with the City for trimming *Eucalyptus* trees by contractors as needed on Victoria Avenue.



6. *VAF* volunteers will not trim trees except under the supervision of a Certified Arborist in a Workshop approved by the City.

**City will:**

1. The City will ensure that all suggested trees are appropriate for Victoria Avenue based on established criteria and will review and approve tree planting requests from *VAF*.
2. The City will make the final determination as to which trees will be removed based on established criteria and review and approve all requests from *VAF* for tree replacements.
3. The City will stake new trees within 2 weeks of planting. The City will provide irrigation to the trees according to the irrigation type available at the planting site within one day of planting.
4. Once planted, commemorative trees planted on the medians and parkways of Victoria Avenue will belong to and will be maintained by the City of Riverside.
5. The City will retain responsibility for hiring contractors to trim trees on Victoria Avenue.

**C. Creating and maintaining Public Gardens on City Property**

**Volunteer will:**

1. *VAF* will ensure that all new garden designs or major garden redesigns are created by a professional landscape architect in a format that is acceptable to the City. Such designs will be developed and approved by the Board and by the City before work begins. The designs should be detailed enough to evaluate all aspects of plant selection and hardscape design. Plans for continued maintenance will also be detailed. Planning and maintenance of the Gardens are full Board responsibilities.
2. *VAF* will maintain the Hal Snyder Garden and Dr. Lewis Garden on Victoria Avenue and remove or coordinate the removal of litter, plant trimmings, weeds, etc. at scheduled events coordinated with the City. *VAF* will take all reasonable steps to maintain the properties in an orderly and appealing manner at all times.
3. *VAF* will endeavor to insure that all work done in the gardens meets established standards for landscape design and maintenance. *VAF* will make every effort to ensure that at least one Board member is a professional landscaper. The Board will also attempt to recruit other members with formal expertise in arboriculture, plant science and gardening.
4. *VAF* will ensure that all contractors hired to work in the gardens meet minimum requirements established by the City and be approved by the Department of Public Works. The Board will draft contracts, put them out to bid, do garden demonstrations, receive bids, review bids and recommend hiring in consultation with the City contact assigned to *VAF*.
5. *VAF* volunteers will not trim trees except under the supervision of a Certified Arborist in a Workshop approved by the City. A Board member or volunteer who is a Certified

Arborist may do minor tree trimming in the gardens only if he/she has appropriate liability insurance as determined by the City.

6. The *VAF* President will appoint a Garden Committee to oversee the day to day maintenance of the gardens. The committee will include a professional landscaper whenever possible, and will be chaired by the landscaper or by another Board Member with formal training. The Landscaper will demonstrate and supervise (along with City staff) work in the gardens to make sure established landscape standards are followed.
7. The Garden Committee will report to the Board monthly. Any changes to maintenance, any removal of a tree or other significant component of the landscape design, plant substitution or any other significant change in design will be discussed and approved by the full Board and the City in advance.
8. *VAF* will have at least one volunteer workday event in each garden each year.

**City will:**

1. The City will approve new garden landscape plans or major landscape redesigns. The Department of Public Works will help facilitate approvals at all levels of City government as needed.
2. The City will ensure that all trees, shrubs, ground covers, succulent plants, *etc.* are appropriate for gardens based on established criteria.
3. The City will make final determinations as to which trees, large shrubs or other significant components of the landscape design within the gardens can be removed based on established criteria.
4. The City will retain responsibility for hiring contractors to trim trees in the gardens as on medians and parkways of Victoria Avenue.
5. If the City becomes aware of necessary repairs or maintenance in any garden or in any other City property maintained by *VAF*, the City will notify *VAF*. If *VAF* does not or is unable to complete the work within 30 days or if the work is of such a nature that immediate action is necessary, the City may complete the repairs or maintenance without further notice to *VAF*.

**D. Planting Ragged Robin Roses on Victoria Avenue**

**Volunteer will:**

1. *VAF* will partner with the City to plant Ragged Robin roses on medians of Victoria Avenue at least annually.
2. *VAF* will recruit volunteers to plant these roses.

**City will:**

1. The City shall, at its expense, supply roses to plant along medians and fix or add irrigation as necessary. Irrigation shall be fixed or added as needed, within seven (7) days of the completed planting.

2. The City will provide for the roses to be delivered to the site and provide City staff to assist supervision of volunteers.

#### **E. Permanent signage on Victoria Avenue**

##### **Volunteer will:**

1. *VAF* will maintain kiosks with informational panels located at Myrtle, Jane and La Sierra cross streets and Victoria, and replace, as needed, the informational panels in the kiosks. *VAF* will approve and submit all draft copy of replacement panels to the City Contact for approval. Fabrication will not proceed until approval has been granted. The City will monitor all fabrication to assure that it complies with City standards. All work done on kiosks will conform to City standards of construction and safety.
2. In partnership with the City, *VAF* will replace the Scott Bicycle Trail signs.

##### **City will:**

1. The City will review and approve any changes to the kiosk structure and signs submitted by *VAF*.
2. The City will review and approve any new sign designs for the Scott Bicycle Trail and the City's representative to *VAF* will facilitate planning and installation with the Sign and Streets Departments.
3. If the City becomes aware of necessary repairs or maintenance to any sign maintained by *VAF*, the City will notify *VAF*. If *VAF* does not or is unable to complete the work within 30 days or if the work is of such a nature that immediate action is necessary, the City may complete the repairs or maintenance without further notice to *VAF*.

#### **F. Education and Advocacy for Victoria Avenue**

##### **Volunteer will:**

1. *VAF* will produce and distribute public educational brochures. Draft copy for updated brochures will be discussed with the City Contact prior to production of materials.
2. *VAF* will maintain a website to provide the public with factual information about the history and plantings on Victoria Avenue.
3. *VAF* will produce and distribute newsletters to members. This newsletter will be solely written and distributed by *VAF*.
4. *VAF* will distribute information about the history and plantings on Victoria Avenue and past and upcoming events using social media. This will be done solely by *VAF*.

##### **City will:**

1. The City will provide advice on the production and distribution of educational brochure and, upon request, will provide advice on information provided on the *VAF* website.

2. The City will provide, upon request, information or articles for the newsletters.

Exhibit "B" VOLUNTEER'S AGREEMENT TO RELEASE ALL LIABILITY

DATE: \_\_\_\_\_ NAME OF PROJECT: \_\_\_\_\_ GROUP: \_\_\_\_\_

VOLUNTEER NAME(s): \_\_\_\_\_ AGE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_, CA. ZIP CODE \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**BY SIGNING THIS DOCUMENT YOU ARE GIVING UP YOUR RIGHT TO SUE**

I understand that I am in no way required to participate and that my participation is voluntary in this volunteer project. I understand that I must sign this release of liability if I would like to participate in a volunteer project. I understand that the **City of Riverside and Victoria Avenue Forever (VAF)** are permitted by law to require me to sign this release of liability before permitting me to participate in this volunteer project. I understand that I am agreeing to forever release from liability and hold harmless the **City of Riverside and Victoria Avenue Forever** and their employees, officers, managers, agents and council members and further agree to give up my right to sue them for any and all property damage, personal injury or wrongful death resulting from their negligence, my own negligence, or the negligence of others. My signature on this document will also prevent my heirs, assigns, representatives, legal guardians, or any person who may sue on my behalf, from suing as well. I understand that by participating in this activity, there are risks of physical injury to my person or property, as well as risks due to the negligent conduct of the City and its employees, myself, or others, involved with the volunteer project. By voluntarily participating in the volunteer project I understand the risks of injury to my person and property and am assuming the risk of such. By signing below, I acknowledge and declare that I understand the legal consequences of this release.

**SIGNATURE OF PARTICIPANT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PHOTO RELEASE**

I hereby give my permission to the City of Riverside and Victoria Avenue Forever to photograph me / to photograph my child/children. I \_\_\_\_\_, hereby grant the **City of Riverside, and Victoria Avenue Forever** an irrevocable right and permission, in connection with the photographs/videos taken of me and my child, or in which I or my child may be included with others for use in any manner consistent with the law. I also grant the **City of Riverside and Victoria Avenue Forever** all legal rights associated with the use of reuse of said photographs, in whole or in part, either by themselves or in conjunction with other photographs in any medium and for any purposes whatsoever, including all promotional and advertising uses as well as, using my name in connection therewith if it is so desired, without compensation. I understand that all photographs taken by the **City of Riverside and Victoria Avenue Forever**, or their employees, agents or assigns, become the sole property of the **City of Riverside and Victoria Avenue Forever**. I hereby release and discharge the **City of Riverside and Victoria Avenue Forever**, its assigns, licensees and legal representatives from any and all claims, actions and demands arising out of, or in connection with, the use of said Photographs including without limitations, any and all claims for invasion of privacy and libel. I have read the above authorization, release and agreement prior to its execution, and I am fully familiar with the contents thereof. This release shall be binding upon me and my heirs, legal representatives and assigns. I understand that the Photographs may be published by **Victoria Avenue Forever's** print publications and /or used in promotional displays. The photographs may be used on websites but no minor's name will be published on the internet. I understand that I will not be compensated for the use of the Photographs and also hereby voluntarily waive, release and relinquish any right to be compensated for the use of the Photograph. Please be advised that all participants involved in any programs and/or events are subject to being photographed.

**SIGNATURE OF PARTICIPANT:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian:** I declare under penalty of perjury that I am the parent/guardian of the minor. I have authority to enter into this agreement on behalf of the minor. I agree to be bound by its terms [if participant is a minor].

**Print Name of Parent/Legal Guardian:** \_\_\_\_\_ **Relation:** \_\_\_\_\_

**PARENT/LEGAL GUARDIAN SIGNATURE:** \_\_\_\_\_



## PROJECT INSTRUCTIONS & SAFETY REQUIREMENTS

### GENERAL PROCEDURES:

- Complete the *Volunteer's Agreement to Release All Liability* Form.
- Persons 14 years of age and younger must be accompanied by an adult volunteer
- No open-toed shoes, or flip flops
- Volunteers should wear gloves and safety vests
- Stay in open areas and use the buddy system
- Work in small groups
- Stay alert at all times
- Stay away from traffic, motorists, and construction zones
- Remember, tools are not toys
- Do not pick up broken bottles or sharp objects – use a trash grabber
- Do not touch anything that may be toxic or hazardous
- Note the location of an unsafe item and report it to a team leader or VAF
- **NEVER** let others go off alone

### LITTER CLEANUP TIPS:

- Keep trash bags at 20lbs.
- Do not drag trash bags, pick them up
- Double tie all trash bags
- Bags are to be piled at major street corners or designated location

### BULKY ITEM HANDLING:

- Be cautious of bulky items
- **Gently** kick the item to make sure animals aren't underneath or around it
- Place bulky items next to the trash bags
- Flatten tumbleweeds and palm fronds, and place them under trash bags

### ANIMAL CARE:

- If an animal poses a threat, or you find a dead animal, do not touch them
- Call the Dept. of Animal Services: **951-358-7387**

### GRAFFITI:

- Report Graffiti by calling the City of Riverside at **3-1-1**

### PERSONAL HEALTH:

- If you have health issues (such as respiratory problems, or diabetes), notify your team leader
- Bring any necessary medication with you
- Do not overwork yourself
- Stay hydrated
- First aid is located at VAF Staging area
- For medical emergency, dial **9-1-1** and notify VAF staff immediately.

## EMERGENCY CONTACT INFORMATION

NAME OF CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

*I have read the foregoing instructions and agree to comply with them in order to participate in this  
Victoria Avenue Forever Project*

\_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE