



# ADOPT - A - PARK



# Adopt-A-Park

## Community Beautification Program

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To enhance the quality of our parks, in alignment with the Envision Riverside Strategic Plan Priority Arts, Culture and Recreation and the Parks Master Plan, the City of Riverside encourages community partnerships to assist with the maintenance and beautification of our parks by facilitating the enhancement of park/playground amenities and providing general upkeep and repair of equipment, recreation facilities, and trails through an “Adopt-A-Park” program.

The Adopt-A-Park Program allows individuals or groups to assume the responsibility for one or more eligible activities at their adopted park. The benefits of this program include

- Enhancement of the environment
- Beautification of parks, trails, and green spaces
- Greater public education and awareness of parks, recreation, and community services
- Community and/or corporate support of park-related capital improvements

### Who can Adopt-A-Park?

Individuals, businesses based or operating in the City of Riverside, non-profit groups, schools, government entities, or faith-based groups, whose goals and activities shall reflect the City of Riverside’s Envision Riverside Strategic Plan priorities, are eligible to participate in the Adopt-A-Park program. The organization must be free from discrimination based on race, color, creed, nationality, sex, marital status, disability, religion, or political affiliation. Parties currently involved in a lawsuit whose position is adverse to the City, and organizations that create a conflict of interest for the City will not be eligible to participate in the Adopt-A-Park program. Participants in the Adopt-A-Park program shall be subject to the City’s Corporate Sponsorship and Minor Donation Policy.

### Potential Adopt-A-Park Activities

Activities which enhance the quality of the City’s parks and trails may be eligible to be included in the Adopt-A-Park program. Some examples include

- Reporting of suspicious or illegal activity at park site
- Acting as “ambassadors” of specific recreation programs
- Purchasing items, supplies, or landscaping and landscape maintenance (e.g. benches, tree planting, etc.)
- Facility and equipment upkeep and maintenance
- Other improvements as suggested and approved by City staff

### Types of Potential Projects

The program is divided into three broad participation Tiers:

#### Tier 1 (Maintenance)

- Trash Pickup
- Graffiti/Gum Removal
- Minor maintenance

## **Tier 2 (Beautification)**

- Painting
- Landscape Planting

## **Tier 3 (In-Kind and Monetary Donations)**

- Donations – Windscreens, clay bricks/brick dust, bases, nets, dog agility courses, benches, trash cans, bike racks etc.
- Monetary Donations of \$5,000 or more for park maintenance\*
- Monetary Donations \$5,000 or more towards park projects\*

Park projects must be approved by the Planning Division and In-Kind Donations must be approved by the Parks Division Superintendent.

**\*Monetary donations should be made out to the Riverside Community Services Foundation for charitable tax deductions.**

## **Program Requirements**

The City of Riverside Parks, Recreation and Community Services Department will work with the adopting group ("Adopter") to determine the specific park to be adopted and eligible activities or donations. The main focus of the program is park maintenance, beautification, and improvement. All projects must be pre-approved by the Parks, Recreation and Community Services Department prior to any work being undertaken. This approval process includes donations of items, supplies, and labor. If the approved project includes planting, all plant species must be approved by the Park Maintenance Division and the Planning Division of the Parks, Recreation and Community Services Department.

The Adopter will sign an indemnify and hold harmless agreement, which is part of the Application to Adopt-A-Park. Adopt A Park Representative must obtain and clear a live scan and will be responsible for group members.

The term of the Park Adoption will be January-December of each year, unless otherwise agreed. Adopter must request a renewal extension by December 1<sup>st</sup> of each year for the following year.

If in the sole judgment of the Department, it is found that the Adopter is not meeting the terms and conditions of the agreement, the Department may terminate the agreement and remove Park Adoption signs.

## **Basic Requirements for Adopting Group**

- Adopter leaders must be at least 18 years of age and will be required to attend a brief training session sponsored by the Parks, Recreation and Community Services Department Volunteer Coordinator at (951) xxx-xxxx or Email tbd prior to performing work in the adopted areas as well as be present at the onsite meeting at the start of the adoption period.
- Cleanup/maintenance will be done by members of the adopting organization.
- Cleanup/maintenance will be scheduled and performed at the mutual agreement of the Department and the individuals or organization, for a designated period of time (dates to be set by a Parks representative). All work shall be performed during daylight hours. Cleanup may be performed more often if it is determined that the park or facility is in need of additional improvements. Requirement of park staff at an event will be coordinated with the Volunteer Coordinator.
- Adopted parks will be assigned on a first-come, first served basis.
- Adoption by one organization does not preclude adoption of another area of the same park or



donation to the same park from another organization at the discretion of the Parks Division.

- Adopters must comply with all safety requirements.

### **The City Agrees To**

- Provide training that includes maintenance methods, techniques, and safety issues.
- Support the efforts of the Adopter to keep the park clean and well maintained.
- Assist the Adopter with planting of trees and shrubs and provide technical help when requested.
- Work together with the adopting organization for the betterment of the park.
- Publicly acknowledge the Adopter on the City Social Media outlet, digital information board, Parks and Recreation Commission Meeting and events, signs, etc.

## Adopter Responsibilities

The Adopter will be responsible for:

- Completing and applying to Adopt-A-Park for approval
- Adopters required to provide standard supplies and materials (Gloves, trash bags, volunteer provisions etc.).
- Department will coordinate and review any requested special tools (ex. Motorized equipment, handheld equipment), as approved by the Department or through the Department, during regular business hours (8:00 a.m.-5:00 p.m.), Monday-Friday
- Keeping track of the number of volunteer hours performed, and submitting this information to the Department on a monthly basis
- Ensuring youth participants are furnished with adequate adult supervision
- Placing filled trash bags near existing trash containers for pick up and disposal by the Department
- Returning unused supplies or equipment furnished by the Department within one (1) week following clean up, unless other arrangements have been made; and
- **Notifying the Parks Division Volunteer Coordinator at of items, equipment, or grounds in need of attention or repair, especially when a safety concern exists**

## City Responsibilities

The City will be responsible for:

- Erecting a sign with the Adopter's name or acronym displayed
- Providing report forms and envelopes
- Meeting with the Adopter (or its representatives) at the adopted park site at the start of the sponsoring period to discuss cleanup and maintenance priorities and to provide general guidance.
- Removing filled trash bags from the premises and removing large, heavy, or hazardous items when found in a park
- Following up on necessary repairs as reported by the Adopter

## Safety Rules

We value your safety. Adult group leaders will be required to attend a training session sponsored by the Parks, Recreation and Community Services Department and will then be responsible for conducting a safety briefing for all participants prior to a cleanup. Participants and/or parents bear individual responsibility for personal safety and appropriate behavior in the park. Each participant must complete the Volunteer Waiver of Liability Form.

Adopting organizations will work without direct City of Riverside supervision. One adult supervisor (aged 18 or older) must be present for every five minors over the age of seven years and one adult supervisor must be present for every two children under the age of seven years.

Adoptable areas will be selected for safety and appropriateness for the participants. We urge you to remember:

- The program depends upon the common sense and responsibility of individual participants.
- For the protection of our participants, the use of power tools such as mowers, tractors or chain saws will not be permitted, unless authorized by the Parks Superintendent.

## **Safety Requirements**

- Wear comfortable clothes and closed-toed shoes
- Wear gloves
- No use of chemicals
- Secure all bagged trash (placing filled trash bags in/near existing trash containers for pick up and disposal by the Department)
- Be aware of traffic and remain alert to your surroundings at all times
- Do not pick up broken glass without adult supervision
- Do not touch anything that may be toxic/hazardous i.e. oil, paint, gasoline, etc.
- Report all suspected toxic/hazardous materials to the Public Works Department
- Report needles and other potential drug paraphernalia to parks contact immediately

## **Suggested Tools**

- Garbage bags
- Leather gloves
- Shovels
- Rakes
- Brooms
- Water for drinking (especially groups with young children)
- Trash “grabbers”

## **Procedure for Adopting a Park**

A representative of an interested group or an individual should contact the City of Riverside Parks, Recreation and Community Services Department Volunteer Coordinator at (951) or email address and request an Adopt-A-Park application. The Adopter must complete the Adopt-A-Park application and return it to the Community Services Department (when possible, the Adopter should identify two alternate parks in case their first choice is not available). Once the application has been approved, a City representative will contact the applicant to finalize the adoption.

## **Recognition of Park Adoption**

After the Adopter has performed the necessary activities, the City will, at the end of the adoption term, present the Adopter with a certificate of recognition for the work completed, if one is desired.

## **Eligible Facilities**

A listing of eligible facilities and locations can be found at the end of this document. In addition to the list of facilities, any trail listed in the Bikeways and Trails Master Plan is eligible for adoption. Other green spaces not listed may also be available, pending approval from the Parks Division



The Adopter agrees that if approval is given to adopt the above-named park, the following stipulations shall govern:

1. This application shall have been approved and signed prior to Adopter beginning any operations as requested herein.
2. Adopter agrees to indemnify and hold harmless the City of Riverside, its officers, agents and employees from all liability, judgment costs, expenses and claims growing out of damages, or alleged damages of any nature whatsoever to any person or property arising from the performance or non-performance of the Adopter's Adopt-A-Park Agreement, Donations, Adoption activities or work.
3. For special projects (e.g. plantings, repair projects, installation of new equipment), the Adopter agrees to contact the Volunteer Coordinator or his designee TBD at least two weeks in advance to coordinate the project.
4. The Adopter shall carry on the work as required and authorized by the agreement with serious regard to the safety of the traveling public, adjacent property owners and volunteers or employees of the Adopter. The Adopter agrees to instruct their volunteers in safety precautions.
5. The Adopter acknowledges that all personnel involved in the project are initiators and volunteers directed by the Adopter and that the Adopter accepts full responsibility for any injuries or damages sustained by or caused by such personnel. The Adopter acknowledges that they or their volunteers are in no way considered to be employees of the City of Riverside.

In consideration of the above, the Adopter and the Department further agree to the following terms and conditions of this agreement:

**Adopter's Additional Responsibilities:**

1. To perform the work specified in a safe and satisfactory manner.
2. To keep track of the number of volunteer hours performed and submit this information to the Department monthly.
3. To provide adult supervision at the work site when volunteers include youth.
4. To obtain required supplies and materials as may be needed from the Parks division during regular business hours (8:00 a.m. – 5:00 p.m., Monday – Friday).
5. To place filled trash bags used during collection of litter adjacent to existing park trash containers for pick-up and disposal by the Department.
6. To return all unused materials and supplies furnished by the Parks division to the Department within one (1) week unless other arrangements have been made.
7. ***To notify the Parks Division Volunteer Coordinator contact at TBD for items or grounds in need of attention or repair, especially when a safety concern exists.***

**Department Responsibilities**

1. To erect a sign with the Adopter's name or acronym displayed.
2. To remove filled trash bags used for litter pick-up by Adopter, and to remove large, heavy, or hazardous items when found in the park.
3. To provide report forms and envelopes to the Adopter.
4. To supply certain materials and equipment when necessary (e.g., trash bags, paint supplies, flowers, mulch, etc. – Note: Adopters are encouraged to provide their own tools when possible).
5. To follow-up on necessary repairs as reported by the Adopter.
6. Posting on City Social Media Sites



# ADOPT A PARK APPLICATION

Please complete and return to: Attn: Parks Division 8095 Lincoln Avenue, Riverside CA, 92504

## Contact Information

Organization Name : \_\_\_\_\_

Group Contact Person: \_\_\_\_\_

Contact Person's Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Park Preference

Preferred adoption location: \_\_\_\_\_

Second choice adoption location: \_\_\_\_\_

## Adoption Method (Please Check Box Below)

Type	Description of In-Kind or Park Project
Maintenance	
Beautification	
In-Kind Donations	
Monetary Donation Maintenance	
Monetary Donation Park Project	

## Payment Option

Please specify which payment option is best for you or your organization.

### Monetary:

Donation Amount \$ \_\_\_\_\_ Payment Term: ☐ Monthly ☐ Semi-Annually ☐ Annually

**Volunteer Hours or Other:** (Details to be discussed with the Parks Division representative.)

## Statement of Agreement

I certify that I am familiar with the Adopt-A-Park policy and that I possess the authority to execute this agreement on behalf of the organization. I understand the term of the adoption is for one year. understand that this is an application for the Adopt-A-Park Program and that the Parks Division Volunteer Program Coordinator will contact me to finalize the agreement.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

### For Official Use Only

Date received: \_\_\_\_\_ Application Approved: ☐ Denied: ☐ , reason for denial: \_\_\_\_\_

Assigned Park: \_\_\_\_\_ Adoption Term: \_\_\_\_\_ To: \_\_\_\_\_

Sign Ordered: \_\_\_\_\_ Sign Installed: \_\_\_\_\_ Authorized Park Signature: \_\_\_\_\_



# Parks and Amenities

UL= unlighted L= lighted \*= indoor R= reservable

\*\* Universally Accessible Playground and Fairmount Golf Course

	Grid Location	Zip Code	Off-leash Dog Area	Walking Trails	Baseball/ Softball Field	Basketball Court	Multi-use Fields	Tennis Court	Community Center	Playground	Horseshoe Pit	Picnic Table	Covered Picnic Area	Exercise Course	Stateboard Facility	Restrooms	Gymnasium	Pickleball Court	Disc Golf
1. Andulka Park • 5201 Chicago Ave.,(Central Ave.) **	G4	92507	•	•	2L	2L	• 10L	2UL	•	•	•	•	•	1R	•	•	•	•	•
2. Arlington Heights Sports Park • 9401 Cleveland Ave., (at Van Buren Blvd.)	D6	92503	•	•	3L	2L	8L	•	•	•	•	•	•	5R	•	•	•	•	•
3. Arlington Park • 3860 Van Buren Blvd.,(at Miller St.)	C6	92503				L	2L	•	•	•	•	•	•	1	•	•	•	•	•
4. Bergamont Park • 19275 Bergamont Dr., (at Cole St.)	H7	92508				•			•	•	•	•	•	1	•	•	•	•	•
5. Bobby Bonds Park • 2060 University Ave.,(Kansas Ave.)	G3	92507			L	L*	L	•	•	•	•	•	•	•	•	•	•	•	•
6. Bordwell Park • 2008 MLK Blvd.(Kansas Ave.)	G3	92507		•	L/U	L	L	•	•	•	•	•	•	3R	•	•	•	•	•
7. Bryant Park • 7950 Philbin Ave.,(Van Buren Blvd.)	B5	92503		•	3L	L	• 2UL	•	2	•	•	•	•	1R	•	•	•	•	•
8. Carlson Park • 4700 Buena Vista Ave.,(Mission Blvd.)	E2	92506	•	•								•	•						
9. Castlview Park • 6306 West View Dr., (Century Ave.)	G5	92506		•						•	•	•	•						
10. Challen Park • 4602 Challen Ave.,(Calmhill Drive)	B5	92503		•	NATURAL PARK														
11. Collett Park • 10950 Collett Ave.,(Torrey Pines Dr.)	A6	92505			•			UL	•	•	•	•	•	3					
12. Dario Vasquez • 2400 14th St., (Sedgwick Ave.)	F3	92507			L				•	•	•	•	•	1					
13. Don Derr Park • 3003 Monroe St., (Amsterdam Dri.)	D6	92504			L	UL	L		•	•	•	•	•						
14. Don Jones Park • 3995 Jefferson St., (Garfield St.)	D4	92504			L	L						•	•						
15. Don Lorenzi Park • 4230 Jackson St., (California Ave.)	C5	92503			2L	L													
16. Doty Trust Park • 5410 Golden Ave.,(Campbell Ave.)	A5	92505	•	•	L	UL			•	•	•	•	•	4R	•	•	•	•	•
17. El Dorado Park • 7750 Remington Dr. (Warren St.)	B5	92503																	
18. Fairmount Park • 2601 Fairmount Blvd., (Market St.) **	F2	92501	•	•	•		2L		2	•	•	•	•	5R					
19. Golden Star Park • 1739 Bradley St.(Washington St.)	E6	92504			UNDEVELOPED PARK														
20. Harrison Park • 2851 Harrison St., (Lincoln Ave.)	C6	92503						UL	•	•	•	•	•						
21. Highland Park • 780 Glenhill St., (Sugarloaf Dr.)	H2	92507			UL				2	•	•	•	•	1					
22. Hole Lake - Bradford St.and Jurupa Ave.	B4	92503			UNDEVELOPED PARK														
23. Hunt Park - 4015 Jackson St., (Garfield St.)	C5	92503	•		L	L	•		•	•	•	•	•	2R	•	•	•	•	•
24. Hunter Park - 1401 Iowa Ave., (Columbia Ave.)	G2	92507			2L	2L	L		•	•	•	•	•	3R	•	•	•	•	•
25. Islander Park - 3794 Mt. Vernon Ave., (Big Springs Rd.) open during the summer months	H3	92507						UL	•	•	•	•	•	1					
26. Janet Goeske Center - 5257 Sierra St., (Streeter Ave.)	D4	92504			•				•	•	•	•	•						
27. La Sierra Park and Senior Center- 5215 La Sierra Ave., (Gramercy Pl.)	A5	92505		•	5L	•		•	2	•	•	•	•	3R	•	•	•	•	•
28. Lincoln Park - 4261 Park Ave.,(13th St.)	F3	92507			L				•	•	•	•	•	•	•	•	•	•	•
29. Loring Park- 3787 Mt. Rubidoux Dr., (Mission Inn Ave.)	E2	92501			NATURAL PARK														
30. Low Park- 7101 Magnolia Ave., (Arlington Ave.)	D4	92504																	
31. Martha McLean/Anza Narrows - 5759 Jurupa St., (Sheppard St.)	D3	92504		•										2R	•	•	•	•	•
32. Mission Ranch Park - Lurin Ave. and Obsidian Dr.	G8	92507			UNDEVELOPED PARK														
33. Mt. Rubidoux - Mt. Rubidoux Dr. at 9th St.	E3	92501		•															
34. Mt. Vernon - 275 Blaine St. and Valencia Hill Dr.	H2	92507			UNDEVELOPED PARK														
35. Mtn. View Park - 6241 Wiehe Ave., (Garden St.)	D4	92506	•		UL				•	•	•	•	•						
36. Myra Linn Park - 4540 Meredith St., (Cook St.)	B5	92505			UL	2UL			•	•	•	•	•	3	•	•	•	•	•
37. Newman Park - 3780 14th St., (Market St.)	F3	92501																	
38. Nichols Park - 5505 Dewey Ave.(Phoenix Ave.)	D4	92504			2L	L		L	•	•	•	•	•	1	•	•	•	•	•
39. North Park - 3172 Mission Inn Ave., (Vine St)	F3	92507																	
40. Orange Terrace Community Park - 20010 Orange Terrace Pkwy (Deer Creek Dr.)	H7	92508	•	•	6L	L	L	2L*	•	2	•	•	•	2R	•	•	•	•	•
41. Patterson Park - 1846 Linden St., (Ottawa Ave.)	G3	92507			L	•	L		•	•	•	•	•						
42. Rancho Loma Park 11343 Rancho Loma Dr., (Golden Ave.)	A6	92505				•		UL	•	•	•	•	•	1	•	•	•	•	•
43. Reid Park- 701 N. Orange St., (Columbia Ave.)	G1	92501		•	6L	2L	L	3L	L*	•	2	•	•	3R	•	•	•	•	•
44. Riverwalk Dog Park - Corner of Pierce St. and Riverwalk Pkwy.	A6	92505	•		•														
45. Rutland Park - 7000 Rutland Ave. (Arlington Ave.)	B4	92503		•	UL	UL		UL	•	•	•	•	•	1	•	•	•	•	•
46. Ryan Bonaminio Park at the Tequesquite Arroyo 5000 Tequesquite Ave.(Palm Ave.)	E3	92501	•		2L	2L	UL		•	•	•	•	•	3R	•	•	•	•	•
47. Savi Ranch Park - 11520 Arlington Ave., (Pedley Substation Rd.)	A4	92505			UNDEVELOPED PARK														
48. Shamel Park - 3650 Arlington Ave., (Glacier Dr.)	E4	92506			2L	•	2L		•	•	•	•	•	1R	•	•	•	•	•
49. Springbrook Clubhouse - 1011 N. Orange St., (Columbia Ave.)	F1	92501							•	•	•	•	•						
50. Swanson Park - 5725 Glenhaven Ave., (Alessandro Blvd.)	G4	92506																	
51. Sycamore Canyon Wilderness Park - 400 Central Ave.,(Quail Run Rd.)	H4	92506		•	NATURAL PARK														
52. Sycamore Highlands Park - 5777 Fair Isle Dr., (Lochmoor Dr.)	I4	92507	•	•	UL	L			•	•	•	•	•	3R					
53. Taft Park - 6826 New Ridge Dr., (Basilone Dr.)	H5	92506			UL	2UL			•	•	•	•	•						
54. Thundersky Park - 20540 Thundersky Circle (Digger Pine Dr.)	I7	92508			UL	2UL			•	•	•	•	•	1					
55. Victoria-Cross - 10881 Victoria Ave., (Cross St.)	B7	92503			UNDEVELOPED PARK														
56. Villegas Park - 3091 Esperanza St., (Marguerita St.)	E5	92504	•	•	2L	L	L	L*	•	•	•	•	•	1R	•	•	•	•	•
57. Washington Park - 2769 Mary St., (Victoria Ave.)	E5	92506			UL				•	•	•	•	•						
58. White Park and Dales Senior Center- 3936 Chestnut Street (9th St.)	F3	92501		•					•	•	•	•	•						
59. Bourns Family Youth Innovation Center - 9595 Miller St. (Magnolia Ave.)	D4	92503			•	•			•	•	•	•	•						