



**City of Riverside**  
**Parks, Recreation and Community Services**  
**Adopt a Park Program Policy and Procedures**

Effective Date: 05/01/2019

Review Date: 05/01/2021

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Approved:

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Adolfo Cruz, Director

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**SUBJECT:**

Adopt a Park Program Policy and Procedure

**PURPOSE:**

The purpose of this policy is to establish a uniform policy and procedure for volunteer groups to apply for the Adopt a Park program, develop a minimum standard volunteer groups must meet to adopt a park and for the Department of Parks, Recreation and Community Services to process and approve applications submitted.

**POLICY:**

- I. Volunteer groups interested in adopting a park must complete and submit an information request that is available will be available on website (attachment I). Information required is group or business, contact person, address, phone number, email, and the park applicant would like to adopt. Organization, business or individual will be required to contract with city.
- II. Superintendent or Administrative Analyst in Parks Division will reach out to the volunteer group and provide an application and discuss if the park is available for adoption and the details of how the applicant will adopt a park (donation or volunteer hours).
- III. Park adoption can be obtained through monetary donation or volunteer hours. In the event of a monetary donation, the City's Minor Donation Policy 06.011.00 applies. Minimum volunteer time requirement to adopt a park is a total 4 volunteer events or 40 hours of volunteer work per year. A single volunteer event will not qualify for adopt a park. Monetary sponsorship can be a donation to sponsor a large scale project (athletic field lighting, playground equipment) or donation to offset cost of maintenance for the adopted park. Minimum financial donation is \$5,000 per year.
- IV. Volunteer activities that qualify for adopting a park are as follows:

- a. Graffiti removal
  - b. Litter clean-up
  - c. Cleaning and painting buildings, designated structures or equipment
  - d. Planting trees or shrubs and/or maintaining the adopted area with assistance from the Parks, Recreation and Community Services Staff.
- V. Large scale project sponsorships must be selected off a pre-determined list of items the Department maintains for each park. Sponsorship can sponsor a portion of project or full amount of project. Minimum donation is \$5,000.
- VI. Applicants must commit to adopting park for one year and re-apply to adopt the park in subsequent years. PRCSD does not guarantee park will be available upon application or re-application.
- VII. Volunteers wanting to adopt a park through other activities not listed in this policy, must discuss and gain approval from the Park Superintendent and Parks, Recreation and Community Services Director.
- VIII. Adopt a Park volunteer events must be coordinated with the Parks Division Administrative Analyst.
- IX. Adopt a Park volunteers must be able to obtain Department of Justice clearance/background check.
- X. Park Staff will be at event to sign volunteers in and provide trash bags, gloves, paint, etc. for volunteer event.

#### **PROCEDURE:**

Responsibility	Action
Volunteer Group:	<ul style="list-style-type: none"> <li>I. Submit Adopt a Park Application to Parks, Recreation and Community Services Department.</li> <li>II. Obtaining clearance on DOJ background check.</li> </ul>
Park Superintendent or Administrative Analyst	III. Review application and contact volunteer group to discuss how volunteer group proposes to adopt a park (monetary/volunteer hours).
Park Superintendent and Director	IV. Approves Volunteer Group application for adopting a park.
Administrative Analyst	<ul style="list-style-type: none"> <li>V. Coordinate volunteer events with volunteer groups.</li> <li>VI. Coordinate proper paperwork information on the application process.</li> </ul>

Park Staff

VII. Sign in Volunteers and hand out materials needed for event.