

Key Peninsula Metro Park District  
DbA Key Pen Parks  
PO Box 70  
Lakebay, WA 98349

Proposal No. R2009-02

Resolution No R 2009-02

**A RESOLUTION OF KEY PEN PARKS,  
ESTABLISHING ADOPT-A-PARK POLICY**

**Whereas** Key Pen Parks does not have a written Adopt-A-Park Policy in place


**Whereas** Key Pen Parks desires to implement an Adopt-A-Park policy for volunteers to be able to help keep the parks free of unsightly litter, monitor conditions and perform routine maintenance.


**NOW THEREFORE, BE IT RESOLVED**, the Board of Park Commissioners for Key Pen Parks establishes Adopt-A-Park Policy 2009-01.

**PASSED AND ADOPTED** by the Board of Park Commissioners for Key Pen Parks at a regular meeting this 12<sup>TH</sup> day of January, 2009.

Attest:

Key Pen Parks  
Board of Commissioners  
Pierce County, Washington

  
Elmer Anderson, President

  
Greg Anglemyer, Vice President

  
Kip Clinton, Clerk

  
Bruce Nicholson, Member at Large

  
Bill Trandum, Member at Large

# Key Pen Parks Adopt-a-Park Program

## *Objectives of the program:*

The **Adopt-a-Park Program** is a combined effort between Key Pen Parks and volunteers. Individuals, families and organizations can be responsible for a defined portion or area of a specific park at the discretion of Key Pen Parks.

Key Pen Parks has parks that are used by the public and experience varying degrees of impact. Volunteers can help keep the parks free of unsightly litter, monitor conditions and perform routine maintenance.

## *Volunteer Responsibilities:*

The level of required maintenance varies with each park, the organization's capabilities, and the level of property needs. Some examples of the type of maintenance a property may need includes:

- Picking up litter and debris.
- Checking for damage and reporting any unusual/suspicious items to Key Pen Parks staff.
- Pruning of trees and brush.
- Spreading of wood chips.
- Mowing and weed trimming if described and approved by Key Pen Parks.
- Minor trail maintenance.

## *Volunteers Agree to:*

- Complete and return the Adopt-a-Park Volunteer Application.
- Be courteous to park users.
- Have a sense of responsibility of safety for self and others.
- Review the Safety Tips to be aware of the hazards of working in the parks.
- Work during daylight hours only.
- Provide adequate supervision to participants under eighteen years of age.
- Stay within the boundaries of the park being maintained.
- Pick up needed supplies from Key Pen Parks during business hours.
- Place filled trash bags at prearranged locations determined by Key Pen Parks.
- Return borrowed or unused supplies to Key Pen Parks.
- If you see vandalism or unsafe actions in progress, do not get involved. Simply report it promptly to park staff.

## *Key Pen Parks will . . .*

- Provide trash bags and hand tools as needed.
- Arrange to remove filled trash bags from the adopted park.
- Arrange to remove large, heavy or hazardous materials as needed.
- Coordinate park adoption by interested parties.

**Contact:**

Key Pen Parks  
PO BOX 70  
5514 Key Peninsula Hwy N.  
Lakebay, WA 98349  
Phone: (253) 884-9240

**ADOPT-A-PARK APPLICATION**

Organization Name \_\_\_\_\_  
 E-Mail \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Crew Leader \_\_\_\_\_ Position in Organization \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Night Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Second Contact \_\_\_\_\_ Position in Organization \_\_\_\_\_  
 Day Phone \_\_\_\_\_ Night Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Number of Participants \_\_\_\_\_ Number under age 18 \_\_\_\_\_  
 Requested Property Choice: 1.) \_\_\_\_\_  
 2.) \_\_\_\_\_  
 3.) \_\_\_\_\_

THE ISSUED IS SUBJECT TO THE FOLLOWING CONDITIONS:

1. This document grants the volunteer those rights specifically stated and no other.
2. The volunteer shall hold harmless Key Pen Parks, and agents thereof, against any and all claims arising from operations covered.
3. Assignments will be made on a first come basis. Group and or individuals agree to a minimum of (4) times a year; in order to be recognized for signage.
4. All work days are to be scheduled with appropriate Key Pen Parks staff to insure availability of needed safety equipment and the availability of needed resources.
5. All volunteers need to conduct the necessary duties stated in the Adopt-a-Park Program. Crew leader and or group contact person(s) must be identified above.
6. Volunteer groups shall consist of at least (1) person who is 18 years of age or older.
7. Participants must hold a safety meeting once a year, conducted by the adopting group with provided safety tips used as a guideline.
8. All trash must be placed in bags. Those objects too large/heavy shall be placed next to the bags. Full bags are to be placed in designated locations for pickup.
9. Key Pen Parks will supply the initial set of signs recognizing the group and or individual participation in the program. Any signs which are stolen, damaged, defaced or destroyed may be replaced at the group's expense.

Applicant/Authorized agent agrees to all conditions of the application. \_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Signature Date

**Key Pen Parks Staff Use Only**

Approved – Approved by: \_\_\_\_\_  
 Rejected – Rejected by: \_\_\_\_\_ For: \_\_\_\_\_  
 Start Date \_\_\_\_\_  
 Assigned area \_\_\_\_\_ Expiration: \_\_\_\_\_