



City of Las Cruces
Parks & Recreation Department
Adopt-a-Spot Guidelines



PURPOSE

City of Las Cruces Parks & Recreation Department oversees and maintains more than 2000 acres of park land and 25 miles of trails spread throughout the city with limited resources.

The Adopt-a-Spot Program is a volunteer-based community program for interested citizens to show their pride and support for their community in helping maintain the cleanliness and safety of these parks and trails.

The signature to the Adopt-a-Spot Program agreement signifies that the Adopter organization/company and individuals agree to abide by its content. By signing this agreement, both parties agree to work together to establish the adopted areas as a top priority for the City and neighborhoods of Las Cruces.

ELIGIBILITY

Anyone who is interested in adopting a park, trail, median or right-of-way area is welcome to participate in the program. Adopters can include:

- Individuals and families
- Corporation
- Community Groups
- Schools
- Neighborhood Associations
- Civic Associations
- Faith-based Organizations

Adopters are encouraged to visit their adopted location at least once per month. Adopters will be required to complete and submit a Volunteer Application for each individual volunteering at the adopted location.

Prior to submitting an Adopt-a-Spot Program Agreement, we encourage the Adopter to visit our website and identify a location and visit in person to determine the area to adopt and develop a cleanup plan.

GENERAL GUIDELINES

While each park, trail, median and right-of-way may have its own specific needs, Adopters will generally:

- Pick up litter and place in trash bags and then place trash bags in/beside existing trash cans or remove from area for disposal;
- Remove or push aside debris blocking trails or walkways in the park or on the trail;
- Keep medians, park or trail signs clean and visible;
- Monitor trees for signs of illness, dead limbs, or dangerous hanging branches;
- Monitor park or trail for inappropriate use and report inappropriate use to the P&R staff;
- Report any graffiti, safety issues, or tree-related concerns to the Parks Department, 575/541-2550;
- Visit the location on a regular basis (at least once per month)

The term for this agreement is to begin at time of Agreement completion and be for one calendar year. If Adopter desires to renew this agreement for the following year, written notification should be submitted to the KLCB Coordinator by the termination date of the current agreement year.

The City of Las Cruces may photograph or videotape the events or activities of the Adopter and their volunteers while participating in the Adopt-a-Spot Program for the purpose of promoting the City of Las Cruces, Parks & Recreation Department, Keep Las Cruces Beautiful, and its services/programs, with the following understanding that no compensation of any kind will be paid to the Adopter and their volunteers.

The City of Las Cruces Parks & Recreation Department shall maintain full authority and responsibility for location adopted. All final decisions regarding direction and development rest with the Parks & Recreation Department.

Office Use Only
Date Rec'd:
Date Approved:
<small>8/2018</small>



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RESPONSIBILITIES

The Adopter agrees:

- To complete and submit a Volunteer Agreement to the Keep Las Cruces Beautiful (KLCB) Coordinator for each individual participating in the program prior to the individual beginning work.
- No person under the age of 11 years will be permitted to pick up litter within a street right of way. There should be at least one adult per 10 persons under the age of 18.
- Each Adopter group shall designate a Contact/Safety Representative. This representative should inform workers of the hazardous nature of the work they will be performing. Safety should be discussed before each pickup.
- After each cleanup, organization must file reports detailing the number of people involved, number of bags of trash collected, other services performed, and number of hours spent. This record keeping function is crucial to track the program's success. Cleanup report forms will be furnished by the KLCB Coordinator when each agreement is signed, and forms should be faxed, emailed, or mailed back monthly.
- To support activities which will influence and encourage the public to improve park appearance.
- To contact the KLCB Coordinator or their representative to request supplies (trash bags, supplies, materials, etc.) one week prior to a scheduled cleanup. If requested supplies are available, they can be picked up from the KLCB Coordinator or their representative during regular business hours (8:00 a.m.-4:00 p.m.) Monday-Friday two business days prior to the scheduled cleanup. Unused supplies shall be returned to the department within one week following a cleanup.
- To meet with the KLCB Coordinator or their representative prior to the first scheduled cleanup and quarterly thereafter.

The City of Las Cruces Parks & Recreation Department agrees to:

- Provide Report Forms, Volunteer Application, etc.
- Supply certain materials (e.g., trash bags, paint supplies, gloves, trash grabbers, etc.) and equipment when requested and based upon its availability to be picked up during normal business hours.
- Remove filled trash bags from the park and remove large, heavy, or hazardous items when found in a park.
- Follow up on necessary repairs as reported by the Adopter.
- Erect an identification sign at one entrance of the adopted location to recognize the Adopter's activities and efforts within 60 days of signing this agreement.
- Meet with Adopter prior to the first scheduled cleanup and quarterly thereafter.
- Provide any additional training needed to accomplish required or requested tasks.

CONTACTS

City of Las Cruces Parks and Recreation
1501 East Hadley Ave.
Las Cruces, NM 88001
575/541-2550
jwoods@las-cruces.org

Keep Las Cruces Beautiful Coordinator
304 West Bell Ave.
Las Cruces, NM
575/541-4506
KLCB@las-cruces.org

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