



City of Kyle Parks and Recreation Department

# Adopt-a-Park/Trail Program

## Adopt-a-Park Partnership Agreement

<u>Name of Organization</u>	<u>Number in Group</u>
<u>Title of Organization Leader</u>	<u>Name of Organization Leader</u>
<u>Mailing Address</u>	<u>Affiliation (school, church, HOA)</u>
<u>Main Contact Name</u>	<u>Main Contact Email</u>
<u>Alternate Contact Name</u>	<u>Alternate Contact's E-Mail</u>
<u>Daytime Phone</u>	<u>Alternate Phone</u>

### Trail to be Adopted (if applicable)

<u>Trailhead Name:</u>	<u>Address</u>
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### Park to be Adopted (if applicable)

<u>Park Name:</u>	<u>Park Address</u>
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### Clean-up Schedule

Month:	Schedule Day/Time
Week 1	Monday
Week 2	Tuesday
Week 3	Wednesday
Week 4	Thursday
Week 5	Friday
	Saturday
	Sunday

X \_\_\_\_\_  
**Print Name**

X \_\_\_\_\_  
**Signature**

**Contact information:**  
City of Kyle Parks and Recreation Department:  
**Office:** 700 Lehman Rd Kyle, TX 78640  
**Email:** [sanderson@cityofkyle.com](mailto:sanderson@cityofkyle.com)  
**Phone:** 512-262-3939  
Return agreement by: Email or In-person delivery



# Guidelines

Partner organization agrees to adopt a park for one year and provide clean ups on monthly basis. Each organization must provide a roster of participants. Waivers must be signed by all participants. Parents/legal guardians must sign waivers for minor children. Waivers must be sent to City of Kyle Parks and Recreation Office. See contact below.

The safety of all participants is our main priority. All children participating in cleanup must be accompanied by supervising adult leader, ideally no more than 10 minors per adult leader. Participants should wear proper clothing and closed toe footwear when working. We recommend insect repellent, sun block and hat.

*Commitment includes:*

- Park should be cleaned a minimum of once a month.
- Picking up litter in lawn, sidewalks & parking lot using trash & recycle bags provided.
- Place bags near trash cans for park maintenance staff to collect.
- Raking mulch evenly under playground.
- Optional: Pulling weeds

*Please immediately report any of the following:*

- Broken glass, medical waste such as syringes or hypodermic needles
- Graffiti
- Exceptionally large, heavy items. Debris which cannot be placed in trash containers/bags
- Safety hazards- example: broken equipment or tables.
- Need for special lawn maintenance (i.e. broken tree branch) that could pose hazard to residents.
- Broken playground equipment

The City will provide each partner organization with an Adopt -a-Park Kit. The Kit will include gloves for adults and or children, trash bags, recycle bags, and basic first aid supplies. Partner organizations can obtain supplies from the City of Kyle Parks and Recreation Department Office.

In Addition:

The City will furnish and install an Adopt-A-Park/Trail sign with the Partner Organization's name to be displayed at park entrance after the third month of participation.

There are additional projects available for your group, but you must contact the City of Kyle Park and Recreation Department for pre-approval from the city prior to doing any of the following examples:

- Painting: park benches, picnic tables, playground equipment
- Use of mulch when and if available
- Requesting additional trash cans
- Planting and watering of trees and flowers

With these guidelines in mind, we welcome your group as an Adopt-A-Park Partner and thank you for your support in truly Keeping Kyle beautiful.

*Must be signed and returned  
Signature below is REQUIRED to acknowledge you understand the guidelines above.*

X \_\_\_\_\_  
**Print Name**

X \_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_

*To report issues please Contact Aimee Garcia with the Kyle Parks and Recreation Department*

**Contact information:**  
City of Kyle Parks and Recreation Department:  
**Office:** 700 Lehman Rd Kyle, TX 78640  
**Email:** [sanderson@cityofkyle.com](mailto:sanderson@cityofkyle.com)  
**Phone:** 512-262-3939  
*Return agreement by: Email or In-person delivery*