

Oakland Adopt a Spot Request and Agreement



Oakland Adopt a Spot

Thank you for your interest in volunteering for Oakland!

Oakland's Public Works Agency, in partnership with our community, provides opportunities for everyone – individuals, families, neighborhood groups, civic organizations, employee groups and local businesses – to play an active and ongoing role in beautifying, cleaning and maintaining Oakland's neighborhoods, parks and creeks.

The ***Oakland Adopt a Spot*** program accommodates a wide array of volunteer interests and goals. Participants adopt a public space and make a commitment to regularly clean and beautify the spot for no less than one year. Adopted spots must be City of Oakland property or right-of-way. Typical spots include parks, creeks, storm drains, medians, curbs, sidewalks and traffic islands. Volunteer activities may include: removing litter, graffiti and weeds; gardening; and other general upkeep.

Public Works supports volunteers by providing debris bags, tool loans and debris bag pickup services.

This application packet includes:

- ◆ Oakland Adopt a Spot Request and Agreement
- ◆ Volunteer Waiver and Release of Liability
- ◆ Volunteer Guidelines

The steps to adoption are:

1. Read and familiarize yourself with the *Oakland Adopt a Spot Request and Agreement* form (page 2), the *Volunteer Waiver & Release of Liability* (page 3) and the *Volunteer Guidelines* (page 4).
2. Fill out the *Oakland Adopt a Spot Request and Agreement* form and the *Volunteer Waiver & Release of Liability*, sign both documents, and return them to Public Works by following the directions at the top of page 2.
3. A Public Works representative will contact you to discuss the location you wish to adopt, perform a site assessment, approve a scope of work and send you a copy of the signed *Oakland Adopt a Spot Request and Agreement*.

If you have any questions regarding the Oakland Adopt a Spot program, please call (510) 238-7630 or email adoptaspot@oaklandnet.com.



Join us on Facebook at www.facebook.com/oaklandadoptaspot.



Oakland Adopt a Spot Request and Agreement

Please complete this page, scan it and email it to adoptaspot@oaklandnet.com, or send it to the address at the bottom of the page. A Public Works representative will contact you. Your Adopt a Spot Agreement will be valid when it is signed by a Public Works representative and returned to you.

Name of Individual/Group: _____

Primary Contact Person: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone: _____ email: _____

1) Please check type(s) of spot to be adopted:

- | | |
|--|--|
| <input type="checkbox"/> Park (name _____) | <input type="checkbox"/> Median Strip |
| <input type="checkbox"/> Creek (name _____) | <input type="checkbox"/> Block (curb and sidewalk) |
| <input type="checkbox"/> Drain | <input type="checkbox"/> Traffic island |
| <input type="checkbox"/> Other (please describe) _____ | |

2) Where is your spot (closest intersection or address)? _____

3) Approximately how often do you plan to clean/beautify the spot?
 daily 3x per week 2x per week weekly monthly bi-monthly other: _____

4) What activities will you do? (Please check as many as you wish)
 litter pickup weeding graffiti removal other _____
Briefly describe the scope of your work:

5) On average, how many volunteers will be working in the spot at any one time? _____

6) Generally, which day(s) of the week will you work? _____ Time of day? _____
 Mon Tue Wed Thu Fri Sat Sun _____ to _____

7) May we help you recruit additional volunteers by listing your Adopt a Spot contact information in the Public Works Monthly Calendar of Volunteer Events? Yes No

.....
I/we wish to adopt the abovementioned spot. I have read and signed the attached Volunteer Waiver & Release of Liability. I will have fellow volunteers sign a copy of the Volunteer Waiver & Release of Liability (available at www.oaklandadoptaspot.org) prior to commencing work and at least once per year. I will keep these signed copies on file. I agree to follow the Volunteer Guidelines, which I will have fellow volunteers also read prior to commencing work. I understand that the City of Oakland reserves the right to terminate this Agreement at any time for failure by me or my fellow volunteers to abide by its terms.

Signature of Contact Person

Date

In support and recognition of this adoption, Public Works agrees to:

- Authorize this adoption for a period no less than one (1) year from the date below
- Provide tools, debris bags and other supplies, as appropriate
- Pick up City-issued debris bags from designated locations

Signature of Public Works Representative

Date

Email

Phone

Scanned Spreadsheet Group email Filed



VOLUNTEER WAIVER & RELEASE OF LIABILITY

I, _____, am voluntarily participating in the City of Oakland's Public Works Agency volunteer program at _____. I have read and agree to follow the Volunteer Guidelines. I acknowledge my participation in these events does not come without the risk of injury or harm; I accept this risk, and assume responsibility for all liability and risk associated with my participation.

I agree to hold harmless, release, waive and forever discharge the City of Oakland, its employees, departments, officers and agents, from any and all claims or demands I may have by reason of any accident, illness, injury, loss, destruction or damage to property, arising or resulting directly or indirectly from my participation in this activity. I further covenant not to bring any legal action against the City of Oakland, its employees, departments, officers and agents, for any injury, loss or damage resulting from my participation in this activity.

This Waiver and Release is contractual and not a mere recital and applies whether or not injury or loss resulting from this activity is caused by an act or omission of the City, its employees, departments, officers or agents, negligent or otherwise.

This Waiver and Release is binding on my heirs, executors, administrators, assigns, and all of my family members, and applies to all losses, whether known or unknown, suspected or unsuspected, related to my participation in this activity.

I hereby grant permission to the City of Oakland to use photographs and video of me taken during this activity on its website and in other publications, at the City's sole discretion and without further consideration.

This Waiver and Release was executed on _____, 2014 at Oakland, California and is valid for a 12 month period from the date of signing.

Print Participant's Name

Age (if under 18)

Signature of Participant*

Date

**If under 18 years old, parent or guardian must also sign below*

Print Parent/Guardian Name

Signature of Parent/Guardian

This form and a version that accommodates multiple signatures are available at www.oaklandadoptaspot.org.



Volunteer Guidelines

Thank you for your dedication to Oakland! Your well-being and enjoyment are important to us. All volunteers are expected to conduct themselves in a safe, courteous and legal manner while participating in activities on City property or right-of-way. Please follow these guidelines:

General Safety

- ✓ Wear appropriate footwear, clothing, sunscreen, and eye protection (when necessary).
- ✓ Keep hydrated.
- ✓ Call 911 for emergencies.
- ✓ In the event of injury while volunteering, please notify City of Oakland staff at adoptaspot@oaklandnet.com, 510-238-7630.

Traffic Safety

- ✓ When possible, stay out of the street.
- ✓ When working in or around a gutter, work from the sidewalk.
- ✓ If working near traffic, wear a bright reflective work vest or bright-colored clothing.
- ✓ Cross streets at signals or crosswalks, not mid-block.

Working Near Waterways

- ✓ Always work with a partner near water.
- ✓ Watch for poison oak and blackberry thorns.
- ✓ Watch your footing on slopes and shorelines.
- ✓ Never allow children to work on steep slopes or near shorelines without adult supervision.

Tool Safety

- ✓ Do not use power tools.
- ✓ Carry tools carefully to avoid hitting others.
- ✓ Always use the right tools for the job. Ask a team leader or City staff if you are unsure.
- ✓ Never allow children to play with tools or to use sharp tools.
- ✓ Always keep your tools close to you.
- ✓ Count and clean your tools after an activity/cleanup.
- ✓ Return borrowed tools and supplies, as agreed. A copy of the Tool Request Form is available at www.oaklandadoptaspot.org.

Debris Removal

- ✓ Always sweep, rake or shovel glass. Never pick up sharp objects with your hands.
- ✓ Separate collected materials into recycling, green waste and garbage.
- ✓ To the extent practicable, place recyclables and smaller garbage bags into home refuse containers.
- ✓ Contact the PWA Call Center at (510) 615-5566 or pwacallcenter@oaklandnet.com for pickup of City-issued debris bags. Tell them the quantity of bags and the nearest address.
- ✓ Never touch hazardous or medical waste (including automotive fluids and hypodermic needles). Report items to the Public Works Call Center or to a City employee, if present.

General Conduct

- ✓ Always be courteous to fellow volunteers and City employees.
- ✓ Never use vulgar language or engage in threatening or disruptive actions.
- ✓ Never make unauthorized changes to City property or right-of-way, including landscaping.
- ✓ Keep foreign mulch and soils off City property and right-of-way, unless pre-authorized by the Public Works Environmental Services Division.

Note: The City reserves the right to immediately withdraw support for any volunteer if, at the sole discretion of the City, the volunteer's conduct while participating in volunteer activities on City property or right-of-way is determined to be inconsistent with these Volunteer Guidelines or violates any local, state or federal law. Withdrawal of support may include repossession of loaned tools and revocation of related Adopt a Spot Agreements.

