**City of Platteville**

**Adopt-a-Park Program**

**CONTACT INFORMATION:**

**City Hall: 75 N. Bonson St. (608) 348-9741 Ext. 2238**

**Contact Recreation Department,** recreation@platteville.org **with any questions or issues.**

**Purpose:**

The Adopt-a-Park program was created to give citizens an opportunity to volunteer in our city’s parks. Their time spent doing upkeep, cleaning, maintenance, beautification, and preservation of our parks helps to provide a safer, more beautiful park experience for the entire community.

Everyone is welcome and encouraged to participate in the Adopt-a-Park program; individuals, families, churches, business, and civic groups can all do their part to help maintain and improve our parks. The parks in our community vary greatly in size and some locations are great for large groups, while other park spaces could easily be maintained by one or two people.

The City of Platteville Adopt-a-Park program creates a powerful partnership between the citizens of Platteville and the City of Platteville Parks Department. This partnership allows valuable communication and feedback between these two groups which results in cleaner, safer, and more user friendly parks in the community.

**Benefits:**

* **Civic Engagement:** The Adopt-a-Park program fosters civic engagement by providing an opportunity for volunteers to give back to the community. Adopt-a-Park volunteers are able to make noticeable improvements to our city’s parks and the results of these improvements are enjoyed by the volunteers, as well as the rest of the community.
* **Environmental:** Not only does the Adopt-a-Park program improve the environment by picking up trash and planting flowers and trees, it also raises awareness of the importance of protecting our natural spaces. As citizens observe the positive changes occurring in their neighborhood parks, they may be less likely to litter and instead show respect and care for the parks available to them.
* **Safer, more beautiful parks:** Volunteers in the Adopt-a-Park program provide services that go beyond what the City of Platteville Parks Department has the time or budget for. While regular maintenance like grass cutting will be done by the Parks Department, Adopt-a-Park volunteers add special touches to the park like mulch, flower beds, and trash removal. An adopted park is a safer park because it is free of waste and other potentially hazardous items. Adopt-a-Park volunteers save our city money while continuing to improve and service the city’s parks.

**Expectations of Adopt-a-Park Volunteer Groups**

* Adopt-a-Park groups are expected to sign a one year contract with the City of Platteville Parks Department. During the year, volunteer groups are expected to organize at minimum a spring and fall trash pick-up in their adopted park.
* Also, once a month volunteers are asked to enter the park and do a thorough walkthrough. The purpose of a walkthrough is to identify damage, vandalism, or other things that need to be addressed by the City of Platteville Parks Department. A form is available for you to report what you found during your walkthrough.
* Other projects, like planting flowers, adding mulch, maintaining trails, painting, and other maintenance may be completed with approval from the City of Platteville Parks Department.
* Volunteer groups may do their own fundraising for special projects like picnic tables and play equipment with approval from the City of Platteville Parks Department.
* For volunteer groups that are unable to commit to a yearly contract, one-time events are also available. One-time events are perfect for groups that still want to do their part but are unable, or not interested in, officially adopting a park. To inquire about dates for one-time events, please contact the Parks & Recreation Director at City Hall.
* Each volunteer group will designate a Group Supervisor to be the contact person for the group. The Group Supervisor will fill out the application form and leave their contact information. The Group Supervisor will also ensure each volunteer signs a waiver of liability before any volunteer work is done.
* The Group Supervisor will inform the Parks & Recreation Director at City Hall of clean-up dates at least one week in advance to ensure supplies like trash bags and tools can be provided, and so trash can be removed in a timely manner post clean-up. Supplies for the program like trash bags, disposable gloves, and safety vests will be kept at the Parks Maintenance building (1155 N. Fourth St.) and City Hall (75 N Bonson).

**Guidelines**

* Parks are adopted on a first-come, first-serve basis. A list of all the adoptable parks is available on page 4 of this document. If you would like to request an area to adopt that is not listed, please contact the City of Platteville.
* More than one group or individual may adopt the same park depending on its size and the types of projects and maintenance that are needed at that location. While the Parks Department will do its best to match groups to the park/area they are most interested in, final placement decisions are determined by the City of Platteville.
* All volunteers under age 18 must be supervised by a responsible adult.
* The City of Platteville will create a sign with the group’s name on it and it will be placed in their adopted park as a symbol of recognition for their time, effort, and dedication to keeping Platteville’s parks clean and safe. Signs will be placed after groups have completed their year-long adoption.

**How to Sign Up**

* First, the Group Supervisor needs to complete the application section of the form on the following page. Feel free to add comments about specific areas or projects you and your group are interested in.
* Next, the City of Platteville will review the application and match you to a park you are interested in, or a park in need of adoption.
* Following approval, the City of Platteville will complete the agreement section of the form and the Group Supervisor will be asked to submit liability forms for each volunteer interested in participating. Volunteers under 18 must have their liability form signed by a parent or legal guardian. A copy of the liability form is available online at [www.platteville.org](http://www.platteville.org) for extra copies or last minute volunteers.
* When the application/agreement for and all liability forms have been turned into the City of Platteville, a copy of the signed agreement form will be mailed to you, at which time your group has officially adopted the park listed!
* It is the responsibility of the Group Supervisor to schedule the spring and fall clean-up dates. It is also the responsibility of the Group Supervisor to ensure that each month at least one volunteer enters the park and completes a walkthrough and that the walkthrough form is submitted to the City of Platteville.
* Please schedule all volunteer activities at least seven days in advance to allow the Parks Department time to organize dropping off supplies at the worksite, or for a volunteer to pick up supplies at the Parks Maintenance building at 1155 N. Fourth Street or 75 N Bonson.

**Safety Guidelines**

* Bring work gloves, closed-toed shoes or boots, and wear light colored clothing and long pants.
* Bring sunscreen and apply it regularly to prevent sunburn. Hats and sunglasses are also recommended.
* Beware of bees, poison ivy, poison oak and other irritants. Avoid bites by wearing insect repellant.
* Do not overexert yourself: take breaks and drink plenty of liquids. Be sure to bring water with you, as not all parks have water available.
* Work during daylight hours and within the park’s posted hours unless permission is given by the City of Platteville to work off hours.
* Do not use or bring your own power tools and motor-driven equipment unless you have been preauthorized and trained to do so by the City of Platteville Parks Department.
* Postpone or stop clean-up immediately if rain, lightning or strong winds are present.
* Leave dead animals on site and report them to the City of Platteville.
* Do not pick up materials you suspect might be hazardous, such as needles or drug paraphernalia. Report suspect materials to the City of Platteville Police Department immediately through their dispatch line: (608) 348-2313.
* Do not bring pets, or leave pets in the car, while you volunteer in the park.

City of Platteville

List of Adoptable Parks

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| **Name of Park** | **Address** |
| City Park | 70 N. Bonson St |
| Harrison Park | 700 S. Court St. |
| Highland Park | 465 Stevens St. |
| Indian Park | 550 N. Fourth St. |
| Jenor Tower Park | 130 E. Mineral St. |
| Legion Park – Section A | 1155 N. Second St. |
| Legion Park – Section B | 1155 N. Second St. |
| Mound View Park | 950 E. Madison St. |
| Platteville Family Aquatic Center | 1155 N. Fourth St. |
| Sherman Park | 400 Bayley Ave |
| Skatepark | 605 E. Main St. |
| Smith Park | N. Fourth St. |
| Swiss Valley Park (Dog Park) | 945 Valley Road |
| Valley View Park | 570 Gridley Ave |
| Westview Park | 1085 Camp St. |