

## **ADOPT-A-PARK/TRAIL**

With the growing population and limited resources to maintain 70 parks and 125 miles of trail areas, the City of Santa Fe's Parks & Recreation Department has developed an Adopt-A-Park/Trail program.

Through the new program, your group can make its civic commitment to the community by becoming a partner in the care and beautification of our parks & trail systems. It's a great way for everyone...individuals, groups, community organizations...with love for nature and a sincere interest in their community to make a contribution. Groups are asked to commit for 3 years.

Some examples of park maintenance include:

- Litter control
- Landscaping
- Plantings
- Spreading mulch and wood chips
- General maintenance
- Painting

To show our appreciation, we will place an attractive **ADOPT-A-PARK/TRAIL** sign at the park with your name.

The success of our program is due primarily to citizens such as you.

Groups or individuals interested in becoming a partner or interested in more information regarding this program, should contact the Parks Division at 955-2106 or stop by their office at 1142 Siler Road, Bldg. C.

## **PARKS/TRAILS AVAILABLE FOR ADOPTION**

### **PARKS**

Adam Armijo	Alto Park	Amelia White	Arroyo Sonrisa
Ashbaugh	Atalaya	John Griego	Calle Avarado
Calle Lorca	Cathedral Park	Candelero	Casa Linda
Cielo Vista	Colonia Prisma	Cross of the Martyrs	Dancing Grounds
Delgado	Don Diego	Don Gaspar	E. De Vargas
Escondida	Franklin Miles	Frank Ortiz	Frenchy's
Ft. Marcy	Galisteo	Genoveva Chavez	Grant
Gregory Lopez	Cornell	Herb Martinez	Larragoite
La Resolana	Las Acequias	Las Estancias	Los Milagos
Los Hermanos Rodriguez		MRC	Maclovia
Mark Brandt	MLK, Jr.	Monica Lucero	Monica Roybal
Orlando Fernandez	Parque del Rio	Patrick Smith	Peralta
Plaza	Prince	Pueblos Del Sol	Ragle
Railyard	Rancho Del Sol	Rancho Siringo	Salvador Perez
San Isidro	San Miguel	Santa Fe Riverwalk	Sunny Slope
SWAN	Tommy Macaione	Torreon	Valentine
Villa Caballero	Villa Linda	W. De Vargas	Water History
Young			

## TRAILS

Acequia	Arroyo De Las Chamisos		Chili Line
Dale Ball	Dorothy Steward	El Rio	Gail Ryba
Hyde Park	La Teirra	Las Estrellas	Museum Hill
Rail Trail	River Trail	St. John's Trail	Atalaya Hill
Tierra Contenta	Villa Sonata	Zia	Zocolo

## ADOPT-A-PARK/TRAIL PROGRAM

Comment [GSE1]: Create interactive PDF; add link to webpage "Forms"

### GUIDELINES FOR PARTICIPATION

1. The Parks & Recreation Department's Adopt-A-Park/Trail Program is open to any Citizen Group, Community Organization, Civic Group, Business, Youth Group, or individual within the City of Santa Fe.
2. Groups are requested to adopt a park/trail for a minimum of 3 years. Multiple groups are welcome to join together as one unit to adopt a park/trail.
3. An adult must supervise groups with members less than 18 years old. At least one adult is required for every 5 participants less than 18 years old.
4. Litter and recyclables (please separate) should be picked up from your adopted park/trail, as needed. Also, groups can assist the department by landscaping and painting within the park. We request a minimum of four times a year with major cleanup in the Spring and Fall of each year.
5. You may request a specific park/trail for adoption (see list for available sites). However, for safety reasons, some sections may not be acceptable.
6. Participants are encouraged to separate and recycle appropriate materials.
7. A designated Group Leader will be required for each group or organization to serve as the liaison with the City of Santa Fe Parks and Recreation Department. The Group Leader will be responsible for signing the Agreement, scheduling work dates, picking up garbage bags, checking out and returning safety gear, and ensuring compliance with **Cleanup & Safety Procedures**. The Group Leader will meet with the Parks Division Director and a Parks Superintendent prior to beginning work to establish specific areas that require intervention (i.e., trail work, landscape improvements, structures, etc.).

**CITY OF SANTA FE PARKS & RECREATION DEPARTMENT  
ADOPT-A-PARK/TRAIL PROGRAM**

**Comment [GSE2]:** Create interactive PDF; add link to webpage "Forms"

**APPLICATION**

**GROUP NAME:** \_\_\_\_\_

**PERSON TO CONTACT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBERS: HOME:** \_\_\_\_\_

**WORK:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**NAME OF PARK/TRAIL FOR ADOPTION:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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**CITY OF SANTA FE PARKS & RECREATION DEPARTMENT USE ONLY**

**LOG NUMBER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARK CHECKED BY:** \_\_\_\_\_

**COMMENTS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

date

Dear Adopt-A-Park/Trail Applicant,

Your application to participate in the City of Santa Fe Parks & Recreation Department's Adopt-A-Park/Trail Program and the park/trail \_\_\_\_\_ has been approved. Enclosed you will find the Adoption Agreement, Parental Permission for Minors, and Volunteer Roster.

Please complete the appropriate documents and return them to:

City of Santa Fe Parks and Recreation Department  
Adopt-A-Park/Trail Program  
P.O. Box 909  
1142 Siler Road, Bldg. C  
Santa Fe, New Mexico 87505

You will receive a copy of the Agreement upon execution by the Department.

Once again, I would like to thank you for participating in this community project.

Sincerely,

Rob Carter  
Director of Parks & Recreation

Attachments

**CITY OF SANTA FE PARKS AND RECREATION DEPARTMENT  
ADOPT-A-PARK/TRAIL PROGRAM**

**Comment [GSE4]:** This document should be review by legal. Create interactive PDF; add link to webpage "Forms"

**AGREEMENT**

The agreement made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the City of Santa Fe Parks & Recreation Department thereafter "Parks & Rec." and \_\_\_\_\_ thereafter "the Group".

In consideration of the mutual benefits received by Parks & Rec. and the Group from participation in the Parks & Rec.'s Adopt-A-Park/Trail Program, the parties hereto agree as follows:

1. The Group hereby adopts the following park/trail: \_\_\_\_\_
2. The Group Leader agrees to accept responsibility for participating in the Parks and Rec.'s Adopt-A-Park Program on the above-described park/trail in accordance with the Guidelines for Participation and the Cleanup & Safety Procedures, which are attached.
3. The Group Leader will advise all members participating in the Parks & Rec.'s Adopt-A-Park/Trail Program of the nature of the work, and will instruct all Group members on proper cleanup and safety procedures. The Group assures the City that it will comply with these procedures.
4. In the event the designated Group Leader is changed during the participation of the Group in the Parks & Rec.'s Adopt-A-Park/Trail Program, the Group Leader will provide in writing to the Parks & Rec. the name, address, and telephone number of the newly designated Group Leader. In the event of a newly designated Group Leader, said Leader must execute a new agreement and submit the new agreement to Parks & Rec.

**PARKS & REC.**

**VOLUNTEER GROUP**

\_\_\_\_\_  
Parks Division Director

\_\_\_\_\_  
Group Leader (Print)

\_\_\_\_\_  
Log Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF SANTA FE PARKS & RECREATION DEPARTMENT  
ADOPT-A-PARK/TRAIL PROGRAM**

**Comment [GSE5]:** This document should be review by legal. Create interactive PDF; add link to webpage "Forms"

**VOLUNTEER WAIVER**

I volunteer to adopt \_\_\_\_\_, acknowledging that I have been instructed to confine my activities to that which is reasonable and necessary to accomplish litter and brush removal, provide erosion control, chip trails, landscaping, painting, etc. within the adopted park/trail.

I further acknowledge that risks may be involved with this undertaking. I fully recognize the risk and voluntarily choose to remove litter and brush; provide erosion control, chip trails and landscaping, painting and other duties in the park/trail.

I further agree that I am not being compensated in any way for volunteering to conduct these duties in the park/trail.

I hereby release the City, its agents, and employees from any liability for damages or injuries resulting from my participation in the Parks and Recreation Department's Adopt-a-Park/Trail Program. I furthermore agree to indemnify and hold the City harmless for any injuries or damages resulting from or related to my participation in the Parks and Recreation Department's Adopt-a-Park/Trail Program.

Note: Only those people whose signatures are below are authorized to participate in the Parks and Recreation Department's Adopt-a-Park Program.

Date	Print Name	Signature	Phone Number



Date	Name	Signature	Phone Number

**CITY OF SANTA FE PARKS AND RECREATION DEPARTMENT**  
**ADOPT-A-PARK/TRAIL PROGRAM**

**Comment [GSE6]:** This document should be review by legal. Create interactive PDF; add link to webpage "Forms"

**PARENTAL PERMISSION OF MINORS UNDER 18 YEARS OLD**

Being a parent of the child(ren) under the age of 18, I hereby give my permission for my child(ren) to participate in the Parks and Recreation Department’s Adopt-a-Park/Trail Program with the group/organization \_\_\_\_\_, which has adopted the city park/trail \_\_\_\_\_.

I further acknowledge that I am aware that risks may be involved with this undertaking, but I recognize the risk and voluntarily choose to allow my child(ren) to remove litter and brush, chip trails, landscape, provide erosion control, and other duties in the park and trail.

I further agree to hold harmless the City for any injuries my child(ren) may sustain due to involvement in the Parks and Recreation Department’s Adopt-a-Park/Trail Program.

Note: Only those under 18 years of age who have parental permission below are authorized to participate in the Parks and Recreation Department’s Adopt-a-Park/Trail Program.

Date	Print Minor’s Name	Parent’s Signature	Phone Number

Date	Print Minor's Name	Parent's Signature	Phone Number

date

name  
address  
address

Dear \_\_\_\_\_,

I am enclosing your copy of the executed Adopt-A-Park/Trail agreement. Also enclosed please find the Cleanup & Safety Procedures, the Group Leaders' Checklist, and the Clean-Up Activity Report.

I expect the sign to be installed soon. Once the signage is installed, you will be contacted to arrange the pick-up date and obtain the needed materials for clean-up.

On behalf of the City of Santa Fe Parks and Recreation Department, I thank you and your group for their participation in this program. I look forward to a successful partnership during the next three years.

Sincerely,

Rob Carter  
Director of Parks & Recreation

Attachments

**CITY OF SANTA FE PARKS & RECREATION DEPARTMENT**  
**ADOPT-A-PARK/TRAIL PROGRAM**

**Comment [GSE8]:** Create PDF; add link to webpage "Forms"

**CLEANUP & SAFETY PROCEDURE**

**Cleanup and Safety Procedures must be reviewed with the entire group.**

1. Groups with members less than 18 years old must be supervised by adults 18 years or older.
2. Participants' should wear gloves and eye protection (if necessary). This should be provided by the adopting group.
3. Due to the size of some parks/trails, crews should try to carpool to the location, park off the road if possible, and in safe areas.
4. Cleanup activities should be performed in the park or trail only. Avoid performing cleanup activities on private property. The Parks Division Director or the Parks Superintendent will designate the park/trail property.
5. Trash bags should not be overfilled. Tie bags securely using the top portion of the bag. Place bags near trashcans so Parks Division staff can pick them up. Please use separate bags for recycle and trash.
6. Never pick up or handle discarded animal carcasses, potentially dangerous/hazardous materials, or any object that appears questionable. The Group Leader should report these items to the Parks Division Director or Parks Superintendent.
7. If the group would like to do some plantings or landscaping in their park, the Group Leader should discuss ideas with the Parks Division Director and the Parks Superintendent before proceeding.
8. Group Leaders are responsible for ensuring compliance with Cleanup & Safety Procedures.
9. The Group Leader should discuss the following:
  - a. Location of the nearest first aid kit (provided by Parks & Recreation).
  - b. Hazards observed along the cleanup route.
  - c. Drinking plenty of fluids.
  - d. Wear sun protection.
  - e. Avoiding poisonous plants.
  - f. Any other hazards that may be encountered.

**CITY OF SANTA FE PARKS & RECREATION DEPARTMENT**  
**ADOPT-A-PARK/TRAIL PROGRAM**  
**GROUP LEADER'S CHECKLIST**

**Comment [GSE9]:** Create PDF; add link to webpage "Forms"

**BEFORE EVERY CLEANUP:**

- \_\_\_\_1. Notify the Parks Division Director or Parks Superintendent of cleanup date.
- \_\_\_\_2. Notify your group of meeting place and time.
- \_\_\_\_3. Before your scheduled cleanup, make arrangements with the Parks Division for the required cleanup supplies or needs.
- \_\_\_\_4. Walk your park/trail prior to meeting with your group to note construction areas and other hazards. Share this information with your group in safety talks.
- \_\_\_\_5. Remember to bring a first aid kit (provided by City) and plenty of water.

**AT THE MEETING PLACE:**

- \_\_\_\_1. Take a head count. Divide into teams as appropriate. Each team must have a Team Leader assigned.
- \_\_\_\_2. Make sure there is an adult present when participants are under the age of 18 years of age.
- \_\_\_\_3. Check for appropriate clothing. Hand out safety vests (provided by Parks & Recreation) if working by the road.
- \_\_\_\_4. Review Cleanup & Safety Procedures with the group!

**AT THE CLEANUP SITE, TEAM LEADERS SHOULD:**

- \_\_\_\_1. Check that cars are parked off main road.
- \_\_\_\_2. Ensure that all participants working near road are in safety vests.

**AFTER THE CLEANUP:**

- \_\_\_\_1. Collect and return safety vests.
- \_\_\_\_2. Notify Parks Division Director or Parks Superintendent that the cleanup has been completed. Report where bags are located, number of bags, and location of any hazardous materials or animal carcasses. Report on landscaping materials or other items needed for future projects.

\_\_\_\_\_  
Group Leader Signature

\_\_\_\_\_  
Date

**CITY OF SANTA FE PARKS & RECREATION DEPARTMENT  
ADOPT-A-PARK/TRAIL PROGRAM**

**Comment [GSE10]:** Create Interactive PDF; add link to webpage "Forms"

**CLEAN-UP ACTIVITY REPORT**

Name of Park/Trail: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Group Leader Name: \_\_\_\_\_

Date of Clean-up Activity: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Total Hours Worked: \_\_\_\_\_ # of Bags of Litter/Recyclable Collected: \_\_\_\_\_

Additional Remarks or Findings: \_\_\_\_\_

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\_\_\_\_\_  
Group Leader Signature

\_\_\_\_\_  
Parks Division Director  
Signature

## ADOPT-A-PARK/TRAIL GUIDELINES AND PROCEDURES

Comment [GSE11]: Create PDF; add link to webpage "Forms"

### PART 1

#### 1.1 Applicability and Intent

- a. These policies apply to the operation and management of the Adopt-a-Park/Trail Program under the Parks and Recreation Department.
- b. These policies are intended to benefit the citizens and volunteers of the City of Santa Fe who participate in the Adopt-a-Park/Trails Program, while protecting the general well-being of the public.

#### 1.2 Definitions

- a. *City* means the City of Santa Fe.
- b. *Department* means the Parks and Recreation Department.
- c. *Division* means the Parks Division.
- d. *Adopt-a-Park/Trails Group* means the citizen group, community organization, civic group, business, youth group, or individual who wishes to enter into an Adopt-a-Park/Trail agreement with the Department.
- e. *Designated Group Leader* means the person selected by the Adopt-a-Park/Trail Group to liaison with the Department and coordinates between the Division and the Adopt-a-Park/Trail Group.
- f. *Participant* means any person who joins in the Adopt-a-Park/Trail Group activities in the park.
- g. "*Cleanup & Safety Procedures*" means the procedures that all participants are required to follow during their Adopt-a-Park/Trail activities.
- h. *Parks and Recreation Advisory Commission (PARC)* is the organization created by the governing body to provide advice on all Parks and Recreation issues.

#### 1.3 Responsibility of the City

- a. The Adopt-a-Park/Trail program is open to any citizen group, community organization, civic group, business, youth group or individual who wishes to enter into an Adopt-a-Park/Trail agreement with the Department and Division.
- b. The Division will coordinate with the Group Leader to schedule work dates and activities.
- c. The Division will provide liability waivers, garbage bags, safety gear, tools and training on the mandatory "Cleanup & Safety Procedures".
- d. The Department will promote the Adopt-a-Park/Trail Group by placing their name on an attractive Adopt-a-Park/Trail sign.
- e. The Department will promote the Adopt-a-Park/Trail program, it's participants and its activities on the City Web site and other media.

#### 1.4 Responsibility of the Adopt-a-Park/Trail Group

- a. Groups will adopt a park/trail for a minimum of three years. Multiple groups are welcome to join together as one unit to adopt a park/trail.



- b. A group may request a specific park/trail for adoption. However, for safety reasons, some sections may not be acceptable.
- c. The group will comply with the City of Santa Fe Parks Division “Cleanup and Safety Procedures”.
- d. The group agrees to pick up litter from their adopted park/trail as needed. We request a minimum of four times a year with major cleanup in the Spring and Fall of each year, to coincide with the Great American Clean Up and the Toss no Mos events.
- e. Group activities during cleanup days could include litter control, landscaping, planting, spreading mulch or wood chips, general maintenance, and painting. Groups will separate and recycle litter and other materials appropriately.
- f. Other activities groups can consider are: 1) Creating a google group or other way of communicating quickly with members; 2) Promoting their group and its activities through a web site, Facebook page and other social media; 3) Organizing events such as annual picnics, recreational activities, festivals or other community-building activities; 4) Meeting regularly to discuss park issues and plan annual activities; 5) Lobbying the City Council about issues that affect your park; and 6) Researching the history of your park and promoting it to users.

#### 1.5 Responsibilities of the Designated Group Leader

- a. A designated Group Leader will be required for each Adopt-a-Park/Trail Group to serve as the liaison with the Division. The Group Leader will be responsible for signing the Adopt-a-Park/Trail Agreement on behalf of the group.
- b. Before each group event or activity, the Group Leader will meet with the Parks Division Director and a Parks Superintendent (or his/her designate) to establish specific tasks, pick up materials such as liability forms and garbage bags, check out safety gear and tools, and receive training on the City’s “Cleanup & Safety Procedures”.
- c. During each event or activity, the Group Leader will coordinate the assigned tasks and will ensure that all participants have signed the liability form and are complying with the City’s “Cleanup & Safety Procedures”.
- d. After each event or activity, the Group Leader will be responsible for returning safety gear and tools and providing the Division with the signed liability waivers from all participants.
- e. In the event the designated Group Leader resigns, s/he will provide, in writing, the name, address, and telephone number of the newly designated Group Leader to the Parks and Recreation Department. The new designated Group Leader will need to sign an updated Adopt-a-Park/Trail Agreement with the Division.

## 1.6 Responsibilities of Participants

- a. Participants are required to follow the direction of the designated Group Leader and comply with City’s “Cleanup and Safety Procedures”.
- b. An adult must supervise groups with members less than 18-years-old. At least one adult is required for every five participants less than 18-years-old.
- c. All participants are required to sign a liability waiver. Children under eighteen years of age must have a liability waiver signed by their parents.
- d. Students participating in the Adopt-a-Park program can receive ‘volunteer service hours’ for being part of the program.

### **PART 2. APPLICATION**

Groups may apply for the Adopt-a-Park/Trail program on-line at [www.santafenm.gov/parks/adopt-a-park](http://www.santafenm.gov/parks/adopt-a-park).

### **PART 3. INFORMATION**

Information regarding the City of Santa Fe Adopt-a-Park/Trail Program is available from the Parks Division located at 1142 Siler Rd. Building C., Santa Fe, NM 87504 (955-2106) during business hours or from the City's website at [www.santafenm.gov](http://www.santafenm.gov).

### **PART 4. AMENDMENTS TO THESE RULES AND PROCEDURES**

The program will be reviewed annually to fine-tune these guidelines and procedures over time as the program evolves. Amendments to guidelines and procedures may be approved by the City Manager upon recommendation of the Department.