



**Adopt-A-Park**  
**Adoption Proposal & Agreement**  
Please complete and return to City of Kingman, Parks & Recreation Department  
3333 Harrison-Kingman, AZ 86401

**Contact Information**

Organization Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Contact Person's Title: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Park Preference**

Preferred Adoption Location: \_\_\_\_\_  
Second Choice Location: \_\_\_\_\_  
Third Choice Location: \_\_\_\_\_

**Adoption Method**

Please specify which level of adoption you would prefer by checking the box(es) below:

Custodial                       Beautification                       Donation

**Required:** Litter removal at least twice a month, including raking areas, if any, to find and remove hidden litter.

Project Description: \_\_\_\_\_

Work Schedule: \_\_\_\_\_ Total Weekly Hours: \_\_\_\_\_

Type of Donation: \_\_\_\_\_

**Term of Agreement**

I certify that I understand the Adopt-A-Park guidelines and that I possess the authority to execute this agreement on behalf of the organization. I understand this is an application for the Adopt-A-Park Program will contact me to finalize the agreement.

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Official Use Only**

Date Received: \_\_\_\_\_ Approved/Denied (Circle) Assigned Facility: \_\_\_\_\_

Adoption Term: \_\_\_\_\_ Training Date: \_\_\_\_\_ Start Date: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

City of Kingman, Parks & Recreation Department, 3333 Harrison-Kingman, AZ 86401  
| (928) 757-7919 | [www.cityofkingman.gov](http://www.cityofkingman.gov)

The Adopter agrees that if approval is given to adopt the Above-named Park, the following stipulations shall govern:

1. This application shall have been approved and signed prior to Adopter beginning any operations as requested herein.
2. Adopter agrees to indemnify and hold harmless the City of Kingman, its officers, agents and employees from all liability, judgment costs, expenses and claims growing out of damages, or alleged damages of any nature whatsoever to any person or property arising from the performance or non-performance of the Adopter's Adopt-A-Park Agreement, Donations, Adoption activities or work.
3. For special projects (e.g. plantings, repair projects, installation of new equipment), the Adopter agrees to contact the Director of Parks and Recreation or his designee (928) 692-3105 at least two weeks in advance to coordinate the project.
4. The Adopter shall carry on the work as required and authorized by the agreement with serious regard to the safety of the traveling public, adjacent property owners and volunteers or employees of the Adopter. The Adopter agrees to instruct their volunteers in safety precautions.
5. The Adopter acknowledges that all personnel involved in the project are initiators and volunteers directed by the Adopter and that the Adopter accepts full responsibility for any injuries or damages sustained by or caused by such personnel. The Adopter acknowledges that they or their volunteers are in no way considered to be employees of the City of Kingman.
6. The Adopter shall not apply any pesticides, herbicides or chemicals of any kind. ( e.g. weed killer-fertilizer.)

In consideration of the above, the Adopter and the Department further agree to the following terms and conditions of this agreement:

**Adopter's Additional Responsibilities:**

1. To perform the work specified in a safe and satisfactory manner.

2. To keep track of the number of volunteer hours performed, and submit this information to the Department on a monthly basis.
3. To provide adult supervision at the work site when volunteers include youth.
4. To obtain required supplies and materials as may be needed from the Parks/Facilities division during regular business hours (8:00 a.m. – 5:00 p.m., Monday – Friday).
5. To place filled trash bags used during collection of litter adjacent to existing park trash containers for pick-up and disposal by the Department.
6. To return all unused materials and supplies furnished by the Parks/Facilities division to the Department within one (1) week, unless other arrangements have been made.
7. The Adopter shall not perform any repairs of any kind.
8. Adopter will notify the Parks Department at 928-757-7919 of items or grounds in need of attention or repair, especially when a safety concern exists.

#### **Department Responsibilities**

1. The Adopter's name or acronym will be displayed in a posting on City and/or Departmental Website.
2. To remove filled trash bags used for litter pick-up by Adopter, and to remove large, heavy or hazardous items when found in the park.
3. To provide report forms and envelopes to the Adopter.
4. To supply certain materials and equipment when necessary (e.g., trash bags, paint supplies, flowers, mulch, etc. – Note: Adopters are encouraged to provide their own tools when possible).
5. To follow-up on necessary repairs as reported by the Adopter.