



Department of Public Works

Adopt-a-Spot Program

Guidelines

The Columbus Consolidated Government (CCG) Adopt-a-Spot Program allows volunteers to keep a portion of public areas beautified and properly maintained. Public right-of-ways that are eligible for the program are: traffic islands, medians, city owned lots, and METRA stops (when available).

Applicants are required to adhere to the following guidelines:

Complete and submit an application listing all relevant contact information, and the selected right-of-way site. Please be sure to clearly state the identifiable needs (cleanup and/or enhance beautification) for your selected site. Application must be submitted to: **Columbus Consolidated Government Department of Public Works, 602 11th Ave. Columbus, Georgia 31901.**

(See attached application)

Complete and submit the Release and Waiver Form for **each** participant in your group and submit them with the application. (See attached Release and Waiver).

All volunteers under the age of 18 must be accompanied by an adult and have the Release and Waiver Form signed by their parent/guardian.

All individuals and/or groups are expected to make a 1 year commitment for their adopt-a-spot area. We strongly encourage monthly or as/needed cleanup or beautification projects for your site. If you plan to have a cleanup / beautification project that may require a special pickup from CCG Public Works, please call in advance to make the appropriate arrangements. Please note that adopt-a-spot areas are checked regularly by Public Works, therefore you will be notified of any issues that may need to be addressed for your site.

Because safety is a paramount concern all volunteers will be expected to review and practice all safety recommendations.

The Columbus Consolidated Government reserves the right to preserve the integrity of ALL public right-of-ways limiting the amount of adoptable spots in any given area.



Department of Public Works

Adopt-a-Spot Application

Yes I want to adopt a spot in the Columbus Consolidated Government

Date: _____ Organization Name: _____

Point of contact:

Last Name: _____ First Name: _____

Address: _____

City: _____ State: _____

Home Phone: _____ Alternate Number: _____

Email: _____

Name to be placed on the Adopt a Spot sign: _____

(Please PRINT)

Note: Sign installation will occur after the agreement is assigned. Allow 6-8 weeks for sign installation.

I would like to adopt the following location (s) if available. *(Please be as specific as possible)*

What are your plans for the area you want to adopt?(attach additional pages if necessary)

Signed contract and plan approval required

Signature: _____

Date: _____



For office Use Only:

Date Application Accepted: _____

Area Assigned: _____

Liability Waiver Attached () Yes () No

Application Accepted/ Processed By: _____

Return application to:

Department of Public Works,

602 11th Ave. Bldg. E

Columbus, Georgia 31901

adoptaspot@columbusga.org

Lend a hand to keep the public spaces clean!

**CCG Department of Public Works
Adopt-a-Spot**

Release, Waiver, Assumption of Risk, And Indemnity Agreement

IN CONSIDERATION OF THE VOLUNTEER being able to serve as a volunteer for the Columbus Consolidated Government (CCG) in any activity which includes participation in Columbus's Adopt-A- Spot program or any other volunteer program created by CCG for the maintenance, improvement or work in or upon its facilities or right of way, or any other related activity (hereinafter, "Covered Volunteer Activities"),

I , _____, the undersigned Volunteer, or the undersigned guardian of a Volunteer, on behalf of myself and any personal representatives, assigns, heirs or next of kin do hereby freely, willfully, and without duress execute this Agreement under the following terms on this ____ day of _____, 20__:

1. WAIVER, RELEASE and INDEMNITY: I hereby release and forever discharge and hold harmless CCG, it's elected officials, officers, employees, board members, and agents and their successors and assigns (hereinafter "the Releasees") from any and all liability and claims, demands, rights of action, or actions, of whatever kind of nature, either in law or equity, which arise or may hereafter arise from the Covered Volunteer Activities. I understand and acknowledge that the execution of this Release discharges and will discharge the Releasees from any liability or claim that the Volunteer may have against Releasees with respect to any bodily injuries, illnesses, death, or property damage which may result from Covered Volunteer Activities. I further understand that Releasees assume no responsibility for and are not obligated in any way to provide financial assistance or other assistance including but not limited to medical, health, or disability or liability insurance, in the event of injury, illness, or death, and **all volunteers are expected to have their own liability and medical insurance which covers them during participation in all Covered Volunteer Activities.** I agree to hold harmless and indemnify Columbus from any legal matter, lawsuit, or litigation, arising from this volunteer relationship.

2. MEDICAL TREATMENT: I do hereby further release and forever discharge the Releasees from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Covered Volunteer Activities.

3. ASSUMPTION OF THE RISK: I recognize that the Covered Volunteer Activities may include but not be limited to, inherently hazardous activities such as picking up trash and debris along public road and streets, construction, loading and unloading, and transportation to and from the work sites. I hereby expressly and specifically assume the risk of injury or harm in these situations and release and discharge the Releasees from and waive any and all liability for any injury, illness, death, or property damage resulting from Covered Volunteer Activities.

4. WAIVER OF RIGHTS TO IMAGES: I hereby waive and release in favor of Columbus any and all rights, title, or interest in any and all photographic images and/or video or audio recordings of me made by Releasees during the Covered Volunteer Activities.

5. ADULT SUPERVISION: I hereby acknowledge that if I am signing this release on behalf of someone under the age of fifteen, I will insure that they have adequate adult supervision throughout his or her participation in Covered Volunteer Activities.

I understand this is the complete and only agreement between the parties with respect to Covered Volunteer Activities and does not constitute any type of employment relationship between the parties. This Release is intended to be as broad and inclusive as permitted by the laws of the State of Georgia. If any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions hereof which shall continue to be enforceable.

**CCG Department of Public Works
Adopt-a-Spot**

Signature Page

Release, Waiver, Assumption of Risk, And Indemnity Agreement
(Please Print)

Volunteer Name: _____ Age: _____

Address: _____ Phone: _____

Cell Phone: _____ Email Address: _____

Emergency Contact: _____ Phone: _____

I hereby execute this Release, Waiver, Assumption of Risk and Indemnity Agreement as of this
__ day of _____, 20__.

Volunteer: _____ Signature
Witness: _____ Signature

Parent or Guardian, please complete the information below if the volunteer is under 18 years old.

PARENT OR GUARDIAN: _____ Age: _____

Address: _____ Phone Number: _____
(If different from volunteer)

E-mail: _____

I _____, the parent or legal guardian of _____, do hereby execute this Release, Waiver, Assumption of Risk and Indemnity Agreement on his/her behalf and consent to his/her participation in the Covered Volunteer Activities as of this __ day of _____, 20: _____

Guardian: _____ Signature
Witness: _____ Signature

**CCG Department of Public Works
Adopt-a-Spot**

Safety Recommendations

The following safety recommendations are the Adopt a Spot rules and regulations. All groups and individual volunteers are urged to consider them accordingly:

- Carpool to the beautification work area if possible to keep vehicles to a minimum.
- Park vehicles away from the roadway.
- Keep work group to a manageable size.
- Closely supervise youth/ volunteers age 12 and under should be discouraged from any work in or near the roadway.
- Do not remove hazardous materials found on the site/ Call 311(Citizen Service Center) or call 911.
- Stay clear of construction areas.
- Hold safety meetings with group prior to beautifying the work area.
- Do not work during inclement weather, hours of darkness or hours of peak traffic.
- Be aware of possible contact with poisonous plants, stinging insects, fire ants, and snakes.
- Consider the possibility of any participant's known allergies prior to beautifying the work area.
- Do not allow participants to partake of, possess or distribute alcoholic beverages while involved in beautifying the work area.
- Make participants aware that they are working in a potentially dangerous environment and caution them to act accordingly.
- Use gloves and protective clothing and urge all participants to do so.

Plan and procedure for implementing an Adopt a Spot

- *Read the literature on the Adopt a Spot program*
- *Complete the application process*
- *Read and sign the Release and Waiver*
- *Read the Adopt a Spot guidelines*
- *Read the brochure*
- *Read the Safety Recommendations*

Questions: What are your plans for your adopt-a-spot? (Example: Daily maintenance, Weekly maintenance, monthly maintenance) _____

What are you going to plant? (Attach additional pages if necessary) _____

CCG Department of Public Works
Adopt-a-Spot
Plan and procedure for implementation

{ } City Owned Lot
{ } Metra Bus Stop
{ } Beautification
{ } Roundabout

Lend a hand to keep our public spaces clean!

CCG department of Public Works will erect a sign in appreciation of your efforts.

You will also receive:

- A sign installed to identify ownership of the adopted location
- Certificate of appreciation
- Sense of satisfaction in knowing you made a difference in your community!

The Adopt-a-Spot program is an initiative of the Columbus Consolidated Government (CCG) Department of Public Works, Office of Solid Waste Services, and in association with the Keep Columbus Beautiful Commission.

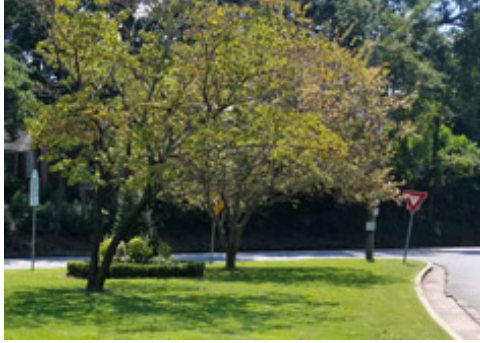
www.keepcolumbusbeautiful.org

adoptaspot@columbusga.org

All individuals and groups are expected to make a one year commitment to beautify, clean and/or maintain their respective Adopt-a-spot. Activities maybe held monthly or as needed. We encourage volunteers to plan and implement their projects in groups (family, business, church, club, civic, etc.), and to take appropriate measures to contain, store and dispose of all litter, debris, and/or trimming collected during any clean– up project.

If you are planning to have a project that may require special assistance with picking up trash, please contact Public Works prior to your activity at (706) 225-4779 or via email: adoptaspot@columbusga.org

REMEMBER: THE ADOPT A SPOT PROGRAM REQUIRES A ONE YEAR COMMITMENT



Adopt- A- Spot Program

The ADOPT- A –SPOT Program is a volunteer program which enables individuals, families, civic clubs, garden clubs, businesses, churches, and other organizations to maintain and beautify the City's Public Right Of Way.

Volunteers perform routine maintenance such as mowing, weeding, litter removal, landscape plantings, painting, and in some cases minor repairs. You may also choose to donate funds to help pay for maintenance.

The maintenance that you will be asked to do depends on the area you choose to adopt. Some areas may need planting and weeding so they do not become overgrown. You may also have your own idea of what you would like to do and we can assist you in making that happen.

The best way to find a property to adopt is to look out your window and see if there is a spot you would like to maintain near your home. If you take regular walks, you may see a place that you go by that is just begging for some attention. If you do not see a location that you like, the Public Works department staff can match your time and talents to a location from their list of properties available for adoption.

In recognition of your efforts, the City will place a sign with your name at the adopted site. A city representative will give an orientation before you start work. Caretakers who do not wish to be recognized may remain anonymous.

To be considered as a participant in the Adopt-a-Spot Program, complete the application and e-mail to: adoptaspot@columbusga.org, or mail the application to Public Works 602 11th Ave. Columbus, Georgia 31901. Thank you for your interest in the City of Columbus Adopt- a- Spot Program.

THE ADOPT A SPOT PROGRAM REQUIRES A ONE YEAR COMMITMENT

*All individuals and groups are expected to make a commitment for a minimum of 1 year. Your group is asked to beautify & maintain your respective Adopt a Spot **Monthly** and/or as needed.*

Volunteers are specially encouraged to work as part of a recognizable group (family, business, church, club, civic, etc.) and to take appropriate measures to contain, store and dispose of all litter, debris, area trimming collected during any clean-up event.

If you are planning or having an extraordinary event that may require assistance with pick-up of your bagged litter collections, please contact Public Works in advance to make appropriate arrangements at 706. 225.4777 or via email to: adoptaspot@columbusga.org



Adopt a Spot

City of Columbus Department of Public Works

Adopt a public space inside the City of Columbus!

The department of Public Works will erect a sign in appreciation of your efforts.

You will also receive:

- A sign installed to identify ownership of the adopted location
- Certificate of appreciation
- Assurances with supplies (One time offer)
- Assistance with planting (One time offer)

Sense of satisfaction in knowing you made a difference in your community!

The Adopt a Spot program is an initiative of the City of Columbus Department of Public Works, Office of Solid Waste Services in association with Keep Columbus Beautiful, www.keepcolumbusbeautiful.org adoptaspot@columbusga.org

City of Columbus

Department of Public Works



Adopt a Spot

City of Columbus Department of Public Works

Lend a hand to keep public spaces clean

City Owned Lot

Metra Bus Stop

Beautification

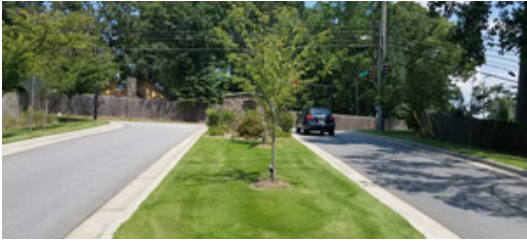
Roundabout

CITY OF COLUMBUS

DEPARTMENT OF PUBLIC WORKS

602 11th Ave. Bldg. E

Columbus, Georgia 31901



The City of Columbus Department of Public Works (DPW) is seeking community partners to lend a hand in keeping public spaces clean and attractive.

The Adopt A Spot program allows individuals, community groups, associations, and others to agree to maintain a public space for up to one year. Adopted spaces may be renewed upon request.

Adopting individuals/ organizations are required to complete an application nominating the spot they wish to adopt.

All program requirements are strictly enforced. Please inform DPW if you and/or your group are unable to keep your adoption commitment. If so, your spot will become eligible for someone else to adopt.

Areas are checked regularly by Public Works staff. You will be notified if problems develop in your adopted area.

PROGRAM REQUIREMENTS

- Select a public area that has a clearly identifiable need for beautification
- Submit an adoption application
- Sign a Release and Waiver
- Attend safety training
- Maintain adopted spot for one year

Note: Volunteers under the age 15 require adult applicant signature and supervision during entire process.



SUPPLIES & TRAINING



Volunteers will be assisted in some supplies. **(If supplies are available. Must consult with Public Works representative/ One time offer).** All volunteers will be required to attend DPW Safety Training. This one hour session will be conducted prior to being assigned a spot.

City Of Columbus

Department of Public Works

602 11th Ave. Bldg. E

Columbus, Georgia 31901