

City of Glendora Adopt-A-Park Program



HANDBOOK



City of Glendora

116 E. Foothill Blvd.

Glendora, CA 91741

626.914.8228

www.ci.glendora.ca.us



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Introduction

Thank you for your interest in the City of Glendora's Adopt-A-Park Program, coordinated by the Community Services Department. The goal of the Adopt-A-Park Program is to involve individuals, local businesses, civic organizations, and community organizations in the beautification and maintenance of Glendora's parks through volunteerism, donations, and sponsorships. The investment you make in your neighborhood and community parks is truly an investment in your own community.

Adopt-A-Park is a fun, educational, and worthwhile program that will provide your organization, company, or group with recognition as you take an active role in the beautification of our community and help support the City's park system. You can clean up and beautify a park or facilities within a park; donate amenities; or sponsor a major project such as new field surface, fencing for an athletic field, a new dog park, renovation of athletic fields, new sport courts, or new playground equipment.

This cooperative venture celebrates community spirit and fosters civic responsibility. The Adopt-A-Park Program enhances the beauty and condition of our parks and allows the Community Services Department to leverage its resources throughout the system, expanding the recreational benefits for all visitors to our parks and providing a venue for community service projects.

Mission Statement

Community Services Mission Statement

The Community Services Department strives to achieve an enriched community by offering caring comprehensive customer service. We are committed to enhancing quality of life for our citizens by providing positive and pleasurable recreational activities, quality parks, and facilities in our community.



Who Can Participate?

ALMOST ANYONE CAN! You may elect to perform improvements yourself, join with others as part of an organization, or provide financial sponsorship. Many opportunities are available.

Three steps to Adoption

Step 1: Select a City park or City facility within a park that you would like to adopt (a list of available sites is found on page 14 of this handbook);

Step 2: Select the type of adoption from the following adoption methods:

- Improvements Sponsorship
- Donations Sponsorship
- Major Projects

Step 3: Submit an application and or donation form to the Community Services Department. You can find the application on Appendix page A-1 of this handbook. The application is also available online at www.ci.glendora.ca.us.

Now, we will guide you through the different types of adoptions available.



Improvements
Sponsorship

BASIC REQUIREMENTS FOR IMPROVEMENT SPONSORSHIP

- Adopting organization leaders must be aged 18 or older and will be required to attend a brief training session sponsored by the Community Services Department prior to performing work in the adopted areas as well as be present at the onsite meeting at the start of the sponsorship period.
- Cleanup/maintenance will be done by members of the adopting organization.
- Cleanup/maintenance will be done as agreed upon between the Department and the individuals or organization, for a designated period of time (dates to be set by a Parks representative). All work shall be performed during daylight hours. Cleanup may be more often if it is determined that the park or facility is in need of additional improvements.
- Adopted parks will be assigned on a first-come, first served basis.
- Adoption by one organization does not preclude adoption of another area of the same park or donation to the same park from another organization.
- Be familiar with and follow all safety requirements.

YOU OR YOUR ORGANIZATION CAN

- Pick up litter in and around your adopted site at least monthly. This may include picking up paper, cans, glass, (broken glass to be removed at the discretion of the adopting organization's supervisor), or other garbage and placing it in trash receptacles at the park, or pickup can be arranged by the city for larger amounts.
- Clean and paint buildings or other designated facilities as needed. (The Community Services Department will supply the paint and painting equipment).
- Plant trees, flowers or shrubs, with approval of the Community Services Department, at the adoption site.
- Graffiti Removal.

WE AGREE TO

- Provide training that includes maintenance methods and techniques, and safety issues.
- Meet with the adopting organization (or its representatives) at the adopted park site at the start of the sponsoring period to discuss cleanup and maintenance priorities and to provide general guidance.
- Support the efforts of the adopting organization to keep the park clean and well maintained.
- Assist the adopting organization with planting of trees and shrubs, and provide technical help when requested.
- Work together with the adopting organization for the betterment of the park.
- List monthly reports on City web page, honoring the work completed by your organization.
- Publicly acknowledge your organization on the City web page, flyers, signs, etc.

APPLICATION

The adopting organization will need to complete and submit an application to the Community Services Department at least thirty (30) days prior to the adopting organization's first scheduled cleanup. Please note that the Volunteer Waiver Forms should also be submitted with the application. These forms are included in the Appendix section of this handbook.

CANCELLATION

If the adopting organization is unable to fulfill its clean-up requirements for thirty (30) days after the scheduled clean-up/beautification date, the organizing leader will be contacted by the Adopt-A-Park Program Coordinator. If clean-up is not accomplished sixty (60) days after the scheduled date, the organizing leader will receive a reminder (first warning) from the Program Coordinator. If clean-up is not done for a total of 75 days after the scheduled date, the Program Coordinator will consider the adoption cancelled.

SAFETY RULES

We value your safety. Adult group leaders will be required to attend a training session sponsored by the Community Services Department and will then be responsible for conducting a safety briefing for all participants prior to a cleanup.

Participants and/or parents bear individual responsibility for personal safety and appropriate behavior in the park. Each participant must complete the **Volunteer Waiver Form (Appendix)**.

Adopting organizations will work without direct City of Glendora supervision. One adult supervisor (aged 18 or older) must be present for every five minors over the age of seven years and one adult supervisor must be present for every two children under the age of seven years.

Adoptable areas will be selected for safety and appropriateness for the participants.

We urge you to remember:

- The program depends upon the common sense and responsibility of individual participants.
- For the protection of our participants, the use of power tools such as mowers, tractors or chain saws will not be permitted.

SAFETY REQUIREMENTS

- Wear comfortable clothes and closed-toed shoes
- Wear gloves
- Remove all bagged trash
- Be aware of traffic and remain alert to your surroundings at all times
- Do not pick up broken glass without adult supervision
- Do not touch anything that may be toxic/hazardous i.e. oil, paint, gasoline, etc. Report all suspected toxic/hazardous materials to the Community Services Department

SUGGESTED TOOLS

- Garbage bags
- Leather gloves
- Shovels
- Rakes
- Brooms
- Water for drinking (especially groups with young children)
- Trash “graspers”

Adoption applications are accepted year round. It is recommended that applications be submitted early, as they are approved on a first come, first served basis (Appendix A-1).



Recognition

We appreciate our volunteers!

You or your organization will be presented with individual Certificates of Participation, as well as a sign at the adoption site, and will be recognized:

- Before City Council at quarterly meetings
- Before the Community Services Commission
- On the Community Services Adopt-A-Park web page

Donation
Sponsorship

Adopt- A- Park Donations Sponsorship

We gratefully accept monetary donations. Your donation will purchase and install park amenities in accordance with design standards for Glendora’s public spaces. Park amenity donation forms are accepted year round. Amenities you can provide include (but are not limited to):

- ✦ Picnic Tables
- ✦ Benches
- ✦ Drinking Fountains
- ✦ Trees
- ✦ Signs
- ✦ Shade Structures
- ✦ Exercise Equipment
- ✦ BBQ’s
- ✦ Trash Receptacles
- ✦ Athletic Equipment

YOU OR YOUR ORGANIZATION CAN

Work with the Community Services Department staff representative to select amenities specific to each adoptable site.

WE AGREE TO

Assist with selection of amenities specific to a park or parks selected by the Donor. The Community Services Department will complete the purchase process in accordance with City Policies and procedures and install the amenity or amenities. A plaque will be affixed to or near the amenity if possible, with donator’s name.

Recognition

Your generous donation sponsorship will be recognized:

- Before the City Council, at Quarterly Presentations
- Before the Community Services Commission
- On the Community Services Adopt-A-Park web page
- In the City of Glendora Community Services Recreation and Activities Guide



*Project
Sponsorship*

Adopt-A-Park Project Sponsorship

Your business, organization or family sponsorship will cover the cost of a large-scale project from groundbreaking to completion, and can leave a legacy for your company or family. Projects may include (but are not limited to):

- New athletic field lighting
- Fencing for an athletic field or dog park
- Renovation of athletic field turf
- A new basketball, tennis, or volleyball court
- New playground equipment
- Development of drought tolerant gardens

TOGETHER WE CAN

Accomplish these projects through a collaborative partnership between you and the Community Services Department. The Department will assist with development and design. Major Project Sponsorships are available year round. We will provide at least two parks staff members to assist and supervisor your project.

Recognition

An Adopt-A-Park sign with your name on it will be placed at your adopted project site. The sign will remain at the site as long as the sponsored projects or equipment remains a viable park structure. The City will fund up to \$200.00 of the cost of the Adopt-A-Park sign. In addition to the Adopt-A-Park sign, your generous donation and sponsorship will be recognized:

- Before the City Council, at Quarterly Presentations
- Before the Community Services Commission
- On the Community Services Adopt-A-Park web page
- In the City of Glendora Community Services Recreation and Activities Guide
- In the Glendora Report

Adopt-A-Park Major Project Sponsors will also:

- Be included in Community Services marketing materials, flyers, brochures, posters
- Be awarded an Adopt-A-Park plaque and certificates of recognition at a City Council meeting

*Park Facilities
And Locations*

FINKBINER PARK (10 acres – active use)

Finkbiner Park, located at 160 North Wabash, is one block north of Foothill Blvd. between Wabash and Cullen Avenues.

Finkbiner Park facilities include: two tennis courts with night lights, three lighted softball diamonds, picnic tables, barbecues, playground equipment, check-out stand and restrooms tot lots with playground apparatus, lighted outdoor basketball court, Scout Hut, Youth Center, Legion Memorial Building/community center, volleyball courts, horseshoe pits, Bandshell, and exercise equipment area.

GLADSTONE PARK (7.5 acres – active use)

Gladstone Park, located at 600 East Gladstone Avenue, is one block west of Sunflower Avenue on Gladstone Avenue.

Gladstone Park’s facilities include: Recreation equipment, check-out stand, restrooms, lighted outdoor basketball court, picnic tables, barbecues, softball field, playground apparatus, horseshoe pits and volleyball court.

SOUTH HILLS WILDERNESS PARK (248.5 acres – wilderness use)

South Hills Park, located at 701 East Mauna Loa Avenue (248.5 plus acres), lies at the east of Glendora Avenue at the end of Mauna Loa.

South Hills Park facilities include: hiking and equestrian trails, a developed park area with restrooms and playground apparatus.

SOUTH HILLS PARK (1.5 acres – passive use)

South Hills Park, located at 701 East Mauna Loa Avenue (1.5 acres), lies at the east of Glendora Avenue at the end of Mauna Loa.

“LOUIE POMPEI” MEMORIAL- SPORTS PARK (20 acres – active use)

Sports Park, located at 1100 South Valley Center, lies one block north of Gladstone Avenue at the end of Valley Center.

Sports Park facilities include: lighted fields that can be used as either 3 softball diamonds, 4 soccer fields, a football field, restrooms, playground equipment, and picnic tables.

BIG DALTON WILDERNESS PARK (690 wilderness acres)

Wilderness Park is located north of Sierra Madre Avenue east of Big Dalton Canyon Road (600 plus acres).

Wilderness Park facilities include: cabin with kitchen facilities, restrooms, hiking trails set in natural surroundings, and picnic tables.

BIG DALTON CAMPGROUND

Big Dalton Campground is located at 2041 Big Dalton Canyon Road in the Wilderness Park.

Big Dalton Canyon Campground’s facilities include: campground, fire ring, amphitheater, six covered picnic tables, restrooms and hiking trail.

**“GEORGE MANOOSHIAN” - GODDARD MIDDLE SCHOOL PARK
(5 acres leased from school district – active use)**

George Manooshian - Goddard Middle School Park is located at the corner of Palm Drive and Loraine Avenue.

George Manooshian - Goddard Middle School Park facilities include: tennis courts, lighted ball fields, soccer fields, football field with track, three picnic shelters with picnic tables and barbecue pits. Exercise area equipment and a parking lot area.

**SANDBURG MIDDLE SCHOOL PARK
(8 acres – leased from school district – active use)**

Sandburg Middle School Park is located two blocks east of Barranca Avenue on Leadora Avenue.

Sandburg Middle School Park facilities include: tennis courts, baseball fields, soccer fields, football field with track, three picnic tables, barbecue pits, exercise area with equipment in stations.

GLEN OAKS MUNICIPAL GOLF COURSE/PARK (18 acres - specialized active golf use)

Glen Oaks Golf Course located at 200 West Dawson Avenue is one block west of Glendora Avenue on Dawson Avenue.

Glen Oaks Golf Course facilities include: a nine-hole three-par golf course with night lighting, driving range, grill, and pro shop.

DAWSON AVENUE PARK (4 acres – passive park)

Dawson Avenue Park, located at 201 West Dawson Avenue, is west of Glendora Avenue on Dawson directly across from Glen Oaks golf course.

Dawson Avenue Park facilities include: six night lighted tennis courts, picnic tables, open turf are for play. Pay 'N Play racquetball courts with five courts are at this location.

BIG TREE PARK (.75 acres – passive use)

Big Tree Park is located at the corner of Colorado and Santa Fe Avenues, directly across the street from Huntington East Valley Hospital.

Big Tree Park's facilities include picnic table, benches, gazebo, and turf area.

OLE HAMMER PARK (1.5 acres – passive use)

Ole Hammer Park is located on Live Oak Avenue south of Cullen School between Leadora and Bennett Avenues.

Ole Hammer Park's facilities include open turf, play equipment, picnic tables, barbecues, and sand volleyball court.

WILLOW SPRINGS PARK (1.5 acres – passive use)

Willow Springs Park is located on the corner of Willow Springs Place and Willow Springs Lane.

Willow Springs Park facilities include open turf play area, picnic table, and sand play lot.

CARLYLE E. LINDER EQUESTRIAN PARK (3 acres – specialized active – equestrian use)

Carlyle E. Linder Equestrian Park is located on Glendora Mountain Road and Boulder Springs.

Carlyle E. Linder Equestrian Park facilities include riding rink, riding trails, and parking area.

CENTENNIAL HERITAGE PARK (4 acres – passive use)

Centennial Heritage Park is located east of Glendora Avenue at the end of Mauna Loa. This site was built to preserve Glendora artifacts of historical significance.

Appendix

Adopt-A-Park Application

Please complete and return to City of Glendora, Community Services Department,
116 East Foothill Blvd, Glendora, CA 91741

Contact Information

Organization Name _____

Group Contact Person _____

Contact Person 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 adoption method you would prefer by checking the box to the left of selected method.

Park Adoption Donation

Sponsorship Project

Sponsorship

Project Description _____

Amount and type of Donation _____

Term of Agreement

I certify that I am familiar with the Adopt-A-Park Handbook 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 and the Community Services Department will contact me to finalize the agreement.

Print Name _____ Title _____

Signature _____ Date _____

Official Use Only

Date received _____ Application Approved _____ Denied _____ Reason for Denial _____

Assigned Facility _____ Adoption Term _____ Sign installed _____

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CITY OF GLENDORA COMMUNITY SERVICES DEPARTMENT

Release, Waiver of Liability, and Assumption of the Risk Agreement Form for Adopt - A - Park Program

Read Carefully Before Signing—Signature of Participating Adult Mandatory

In consideration of being allowed to participate. The undersigned acknowledges, appreciates, and agrees that the risk of serious injury including, but not limited to, permanent paralysis, injury, and death, is significant and does exist, even though particular rules, equipment, and personal discipline may reduce the risk. Therefore:

I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE CITY OF GLENDORA, its departments, officials, employees, agents or volunteers and assume full responsibility for injuries due to my participation in the listed event.

I, for myself, my heirs, assignees, personal representatives and next of kin, hereby RELEASE AND HOLD HARMLESS the above named organization, their officers, officials, agents, employees, volunteers, other participants, sponsors, advertisers and owners and lessors of premises used to conduct the event, for ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property, ARISING FROM THE NEGLIGENCE of the above named organization.

I also agree to be photographed and/or have my child photographed and release the use of the photographs for publicity in the City of Glendora publications and other public information tools.

I HAVE READ THIS RELEASE, WAIVER OF LIABILITY, AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS AND SIGNIFICANCE, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

(Participant’s Signature) (Participant’s Signature) Date signed:

(Print Name) (Print Name)

FOR MINORS (UNDER 18 AT THE TIME OF REGISTRATION)

This is to certify that I, as parent or legal guardian, have legal responsibility for this participant. I have read and understand the significance of this RELEASE AND WAIVER and do consent and agree to his/her waiver, release and assumption of the risk as provided above. I release and agree to indemnify and hold harmless the above named organization and associated persons from any and all liabilities for injury or damage to the above minor while participating in these programs ARISING FROM THE NEGLIGENCE of the above named organization and associated persons.

(Parent/Legal Guardian Signature) Date signed

(Print Name)