



FRIENDS OF THE PARKS INFORMATION SHEET

The Park and Recreation Board and the City of Murphy Parks and Recreation Department want to provide businesses, homeowners' associations, civic organizations, youth groups, and school groups the opportunity to make an impact on the cleanliness and appearance of our parks. By accepting the responsibility of adopting a park (spot), your group is providing community service, showing initiative, increasing awareness, taking ownership and demonstrating pride in our public open spaces.

The adopting group agrees to:

1. (fill – in – clean-ups; maintenance of beds; etc.)
2. Report any work dates, the number of participating volunteers/employees, the number of hours worked, the number of trash bags filled during the work events and return the Hold Harmless Release forms, as needed. (This information is used for state awards/grant applications with Keep Texas Beautiful, Tree City USA, and other such organizations.)
3. All installations of any plant materials must be approved by the Parks Department.

Work events are to be scheduled at least twice a year. The Parks and Recreation Department will provide trash bags as needed and will assist in disposal.

For more information on any Friends of the Parks programs or to join the program, please contact the coordinator, Kim Lenoir at 972-468-4068 or klenoir@murphytx.org.



FRIENDS OF THE PARKS CLEANUP GUIDELINES

To help ensure your organization enjoys a stress-free cleanup and to measure the success of the Friends of the Parks Program, the Park and Recreation Board and the Parks and Recreation Department have developed the cleanup guidelines below. Please pay special attention to the reporting guidelines as they are the only means for us to track your group's participation (your cleanups are credited and recorded in your file) as well as the progress of the Friends of the Parks Program as a whole.

- Within your organization, identify the Friends of the Parks point person.
- Within your organization, make a schedule of your cleanups; establish the date, time, and number of volunteers for your quarterly cleanups.
- The point person then contacts Kim Lenoir at 972-468-4068 or klenoir@murphytx.org to report schedule of the cleanup dates.
- Prior to the scheduled cleanup, the point person should distribute and review the Litter Removal Safety Guidelines and have each volunteer sign the Hold Harmless Release Form.
- During your cleanup, the point person should ensure that all volunteers follow the Litter Removal Safety Guidelines while proceeding to collect all loose litter, debris and unsightly items.
- Once your organization's cleanup is complete, place all collected material in a nearby trash can, or if it is full, beside it.
- Following your cleanup, your group's point person is responsible for calling or emailing the Friends of the Parks coordinator to report the cleanup date, the number of hours worked, the number of bags filled during the cleanup and to return the Hold Harmless Release forms via fax to the attention of the Friends of the Parks coordinator (972-468-4068) by the close of the next business day after the cleanup is completed.

Remember to give your volunteers positive feedback and recognition within your organization to help increase participation for the next cleanup event!



FRIENDS OF THE PARKS PROGRAM

LITTER REMOVAL SAFETY GUIDELINES

Below is a list of suggestions from the Park and Recreation Board and the Parks and Recreation Department to help make your cleanup experience a safe one!

DO:

- **Wear gloves and thick-soled, closed-toe shoes.**
- **Wear long pants and long-sleeved shirts.**
- **Wear sunscreen and bug repellent.**
- **Dress appropriately for the weather.**
- **Drink plenty of fluids in extreme temperatures.**
- **Be aware of your surroundings and the potential hazards associated with them (e.g., passing cars, hazardous tree branches, poison ivy, etc.)**
- **Use the “buddy system”—work in teams of two or three to maximize safety.**
- **Keep pre-moistened towelettes on hand.**
- **Wash hands with antibacterial soap after the cleanup.**
- **Know emergency procedures, such as the location of the nearest emergency facility and how to quickly summon an ambulance or the police.**

DON'T:

- **Pick up hazardous materials such as hypodermic needles, sharp objects, old car batteries, animal carcasses or other unidentified, questionable objects.**
- **Overstuff trash bags.**
- **Attempt to move large objects. Report this information to the Friends of the Parks program coordinator, Kim Lenoir at 972-468-4068 or orklenoir@murphytx.org, for pickup by a Parks crew.**
- **Attempt to cleanup behind safety fencing with prior approval from the Parks and Recreation Department.**
- **Conduct cleanups during extremely inclement weather.**
- **Conduct cleanups near or around construction sites.**



FRIENDS OF THE PARKS CONTRACT

On this _____ day of _____ 20__,

(Name of Organization)

being a civic minded organization interested in the appearance of our parks,

agrees to adopt _____ **Park**

and agrees to perform the following tasks for one year:

- Conduct a work event of adopted park by at least twice.
- Provide the schedule to the Friends of the Parks coordinator, Kim Lenoir, via phone 972-468-4068 or email, klenoir@murphytx.org.
- Upon completion of a cleanup, report the cleanup date, the number of participating volunteers, the number of hours worked, and the number of trash bags filled during the cleanup to the Friends of the Parks coordinator.
- Return the Hold Harmless Release Form, if needed, by the close of the next business day after the cleanup is completed via fax to the attention of the Friends of the Parks coordinator at 972-468-4168.

The City of Murphy Parks and Recreation Board, in conjunction with the City of Murphy Parks and Recreation Department, will be responsible for the following:

- Recognize participating groups through various means.
- Maintain records of work activities.
- (fill – in).

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FRIENDS OF THE PARKS CONTRACT**

It is agreed by all parties that if the maintenance of the contracted area is not being performed according to the terms agreed upon, the organization will be given thirty (30) days' notice of termination. If, within this period maintenance is resumed, the Contract will be continued.

SIGNATURE OF POINT PERSON

PRINTED NAME OF POINT PERSON

TITLE OF POINT PERSON

ORGANIZATION NAME

DATE

POINT PERSON MAILING ADDRESS

CONTACT INFORMATION FOR POINT PERSON

PHONE #: _____ **FAX#** _____

E-MAIL ADDRESS: _____



**MURPHY PARKS AND RECREATION DEPARTMENT
206 NORTH MURPHY ROAD
MURPHY, TX 75094**

**972-468-4068 phone
972-468-4168 fax**



FRIENDS OF THE PARKS HOLD HARMLESS RELEASE FORM

Return via fax to Kim Lenoir, Friends of the Parks coordinator, at 972-468-4068 the next business day after your organization's cleanup event.

ORGANIZATION:

SELECTED AREA:

SCHEDULED CLEANING DATE:

In consideration of the City of Murphy's acceptance of my participation in the above project, I, for myself, participating in the project, any heirs, executors, administrators, and assigns, forever release and discharge any and all rights, demands, claims and causes of suit or action, know or unknown, whether arising now or in the future, that I may have against the City of Murphy and any and all injuries, including death and property damage in any manner arising or resulting from my participation in the said project. I attest and verify that I have full knowledge of the risks involved in the project, that I solely assume the risks, that I will, without limitation, assume and pay any medical and emergency expenses in the event of an accident, injury, illness or other incapacity, regardless of whether I have authorized such expenses. Furthermore, I state that I have carefully read this release, know the contents of the release and signed the release of my own free will.

All participants involved in the cleanup must sign below:

Print name and sign (If not a minor)

Print name and parent/legal guardian signature (if a minor)

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