

# ADOPT A SPOT

## CLEANUP AND BEAUTIFICATION PROGRAM

### Your school, community group or business can help to keep Lenexa clean and litter-free

Lenexa's ADOPT A SPOT program gives people of all ages the opportunity to learn about and participate in the preservation of Lenexa's parks, streets, streams, and other resources. By adopting a spot, participants will not only make a difference in the cleanliness of Lenexa water, parks, and open areas, but also learn to practice conservation in their own backyard.

### Select a Spot

Participating groups ADOPT A SPOT by committing to clean it three times a year for two years. This program is very flexible, allowing your group to choose the date, time, and spot you wish to clean (subject to City approval). The City of Lenexa will provide the supplies and training for the cleanup.

Groups can choose spots all over the city from the ADOPT A SPOT with areas in streams, parks, and streets. The city has the right to refuse a proposed spot for adoption. (However, it is strongly encouraged that groups with participants at least 11 years of age or older, adopt streets and streams so that younger groups can adopt the less active park spots.) The ADOPT A SPOT Coordinator ([mshartz@lenexa.com](mailto:mshartz@lenexa.com)) will work with you to find the right spot for your group.

### Make it your own

Invite your friends, family and coworkers to join you. Your team can be as big or small as you want it: from your entire office removing litter from a nearby street to a family cleaning up their neighborhood park. The only requirements are that your group must have at least two members so that everyone is safe while cleaning and streets can only be adopted by groups with participants that are 11 years or older.

### When you ADOPT A SPOT

The city provides grabbers, trash bags and gloves for park cleanups. Street clean ups have additional supplies including safety vests and caution signs. Teams that commit to cleaning a spot at least three times per year for two years will receive: Recognition on the city's website and a metal sign in the adopted area.

1. **How to get started** When you know the dates, times and location you would like to adopt, fill out the ADOPT A SPOT application, agreement, and clean up schedule completely.
2. Have every member complete a release of liability. ALL members of your group must complete a release of liability before participating in the first cleanup. The release of liability form is available on the Lenexa ADOPT-A-SPOT website. A signed release of liability is valid for one year and will cover all cleanups completed within that year. After one year, all members of your group must complete a new release of liability before any cleanups may take place. If a participant is 18 or OVER, the release of liability may be signed on the day of the first cleanup event. **IMPORTANT! Parents or legal guardians must sign the release of liability for group members UNDER the age of 18.** If a parent or legal guardian will not be attending the event, the release of liability must be signed in advance and must be presented at the cleanup in order for the child to participate. If any group members join at any time during the term of the Agreement, they must complete and submit a release of liability before participating in any cleanup.
3. Mail, fax or e-mail the agreement and application to:  
Attn: ADOPT A SPOT Coordinator, 17201 W. 87<sup>th</sup> St. Pkwy, Lenexa, KS 66219  
Fax: 913-477-7151, E-mail: [mshartz@lenexa.com](mailto:mshartz@lenexa.com)
4. When the City receives your application, the ADOPT A SPOT coordinator will call or e-mail to confirm a location. Please notify the City of any needs that may not be on the form when we confirm your cleanup.

# ADOPT A SPOT Program Application

Submission form for: 20\_\_\_\_\_

## Contact information

*Groups starting their second year must complete the application, group agreement, releases of liability, and cleanup schedule again with your updated information (the presentation is not necessary for your second year)*

Group/school/organization/business name: \_\_\_\_\_  
Contact person: \_\_\_\_\_ Address: \_\_\_\_\_  
Daytime phone: (    ) \_\_\_\_\_  
Cell phone: (        ) \_\_\_\_\_ City: \_\_\_\_\_  
E-mail \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Group information

Number of Adults (18 and over): \_\_\_\_\_ Number of Children (17 and under): \_\_\_\_\_

Spot Selection: \_\_\_\_\_

Is this your first, second, or later year?  First  Second  Year: \_\_\_\_\_

## Cleanup Dates

*Fill out the form completely. Please allow two weeks notice for us to schedule your cleanup. If you do not know how many participants you will have, please estimate.*

### Cleanup 1

Month: \_\_\_\_\_ Day: \_\_\_\_\_

Start time: \_\_\_\_\_ AM PM

End time: \_\_\_\_\_ AM PM

Number of adults: \_\_\_\_\_

Number of children: \_\_\_\_\_

Ages: \_\_\_\_\_

### Cleanup 2

Month: \_\_\_\_\_ Day: \_\_\_\_\_

Start time: \_\_\_\_\_ AM PM

End time: \_\_\_\_\_ AM PM

Number of adults: \_\_\_\_\_

Number of children: \_\_\_\_\_

Ages: \_\_\_\_\_

### Cleanup 3

Month: \_\_\_\_\_ Day: \_\_\_\_\_

Start time: \_\_\_\_\_ AM PM

End time: \_\_\_\_\_ AM PM

Number of adults: \_\_\_\_\_

Number of children: \_\_\_\_\_

Ages: \_\_\_\_\_

## Reminders for your cleanup

- Two weeks before your cleanup, contact the coordinator to arrange a time to pick up your supplies. Park spots will collect their supplies from the Lenexa Community Center and street spots will collect their supplies from the Municipal Services Center.
- Before your cleanup fill out the day-of form with all participants and make sure all waivers are completed.
- Place trash bags in assigned location and it may be helpful to bring your own grocery bags to carry while you clean.
- Please return supplies promptly after your cleanup.
- Once your group has completed its minimum of three cleanups for the year, send the three day-of forms to Jenny Doty.

# ADOPT A SPOT RULES

The City of Lenexa's ADOPT A SPOT program is part of an effort to make sure the City's parks and streamways are litter-free and beautifully maintained. The program is voluntary and is open to groups that comply with state laws prohibiting discrimination based on race, religion, color, age, gender or national origin. Any group whose name promotes or opposes an elected official or candidate for public office is not eligible to participate in the ADOPT A SPOT program.

Each volunteer group assumes responsibility for their spot and agrees to remove trash and litter a minimum of three times a year for a two-year period. Groups can request a specific area or the City of Lenexa can help groups select a specific area to be adopted.

Groups cannot begin volunteer work until a release of liability is signed by each volunteer and/or a parent or guardian (if the volunteer is under the age of 18).

## Terms and conditions

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*(Group/School/Business Name)*

**agrees to comply with the following conditions and any other conditions or directions from the City of Lenexa:**

1. City staff will train the group leader on reviewing safety precautions with the group.
2. All individuals of the group shall review all safety precautions prior to each cleanup event.
3. All individuals of the group must sign a release of liability, which shall be required to participate in cleanups. The release of liability may be signed on the day of the event if the participant is 18 or older or by a parent or legal guardian, present at the cleanup event, if the participant is under the age of 18. The group shall submit completed releases of liability to the City prior to the start of the cleanup. The group agrees that the releases of liability are effective for one-year and new releases of liability must be completed annually before any further cleanup events take place. The group shall be responsible for obtaining and submitting signed releases to the City for any members that join at any time during the term of this Agreement.
4. The group agrees to notify the City of Lenexa's ADOPT A SPOT Coordinator at least two weeks prior to the planned cleanup time.
5. The group agrees to adopt the location for a minimum of two years, three cleanups a year, with a renewal option decided upon by both parties.
6. A person over the age of 18 must accompany participants under the age of 18 at all times during the cleanups.
8. All persons engaged in the ADOPT A SPOT program must use and/or wear appropriate safety equipment while participating. This includes, but is not limited to, gloves and closed toed shoes for all participants as well as safety vests for participants in street groups.
9. ADOPT A SPOT cleanups require a minimum of two or more people. No individuals from the group may undertake Adopt A Spot work alone.
10. The group shall obtain City of Lenexa-furnished materials during regular working hours (trash bags, gloves and release of liability forms). Unused trash bags and gloves shall be returned to the ADOPT A SPOT Coordinator during regular working hours within one week following the cleanup.
11. The group will place filled trash bags at locations designated by the ADOPT A SPOT Coordinator for easy cleanup by Lenexa's staff. The City will remove and dispose of trash bags the next working day.

12. If group finds litter too large to remove safely, the group shall inform the ADOPT A SPOT Coordinator of its location for removal by the City of Lenexa.
13. Participants shall not possess or consume alcoholic liquor or any controlled substances during cleanup events.
14. The group shall not trespass or otherwise interfere with the rights of private landowners.
15. The assignment of Adopt A Spot locations shall be made in the sole discretion of the City of Lenexa and in the best interest of the Adopt A Spot program as a whole. The group understands and agrees that it may request a specific location for adoption and, to the extent practicable, the City of Lenexa will work with the applying group to adopt such requested location; provided, however, the Group understands and agrees that the City is under no obligation to grant any such request. The City of Lenexa may not allow certain locations to be adopted due to safety or other considerations.
16. The group understands and agrees that the sole purpose of the sign provided and erected by City of Lenexa pursuant to this agreement is to identify the adopting group's name and recognize the group's commitment to clean the adopted location. The ADOPT A SPOT program is not intended as an advertising medium or a means of providing a public forum for groups, individuals or businesses to use in promoting name recognition, a particular cause, or a political candidate or position.
17. The group shall notify the ADOPT A SPOT Coordinator within 24 hours of the occurrence of any accident or injury to any person which occurred during litter cleanup.
18. Cleanup shall only be conducted on one side of the roadway at a time. If both sides of the roadway are assigned to a single group, cleanup must be completed on one side of the road before cleanup is started on the other side.
19. Cleanup shall not start until the adopting group displays the traffic control warning signs before the cleanup area. The sign shall be returned after the cleanup has been concluded.
20. The group shall not interfere with, stop or direct traffic.
21. The Safety of those participating in cleanup events and the traveling public are of paramount concern. For that reason, while participating in a cleanup event, the method, manner and appearance of the participants including clothing worn by participant should be conducted in a way as to not distract, disrupt, or adversely affect traffic or the safety of the public. Should a group's adoption of a location be the cause of public demonstrations, protest or disturbances that would pose a threat to public safety or to the safety of the group's members, City of Lenexa reserves the right to assign a different location to the group. Furthermore, Participants shall not display messages, carry banners, or advertise their business or group affiliation or cause during cleanup events. Clothing worn by participants shall be consistent with this provision.
22. The group shall not undertake any activities other than picking up litter on the right-of-way. This includes mowing or other maintenance activities.
23. The group shall observe traffic control when traveling by vehicle in the assigned area and observe areas where vehicles should not be parked.
24. The group shall notify City of Lenexa of any publicity efforts before each cleanup.
25. The group will only conduct cleanups during daylight hours.

## The City of Lenexa agrees to:

1. Provide recognition of participation in the ADOPT A SPOT program in information about the ADOPT A SPOT pro- gram on the City of Lenexa's website and in printed materials, when applicable.

2. Provide materials to participating ADOPT A SPOT groups including, but not limited to: trash bags, latex gloves and releases of liability.
3. Provide safety information to participating ADOPT A SPOT Groups.
4. Remove the collected trash on the following working day after an ADOPT A SPOT cleanup event.
5. Provide press information upon request from the media.
6. Assist the ADOPT A SPOT group in planning and at the initial information and safety meeting, when given proper notice of the event.
7. Provide a sign recognizing the ADOPT A SPOT group's commitment on the adopted site within six months of the first cleanup date. The identification on the sign shall be limited to the group name's or acronym. The Sign shall not include political or business slogans, logos, icons, advertisements, phone numbers, websites, e-mail addresses, or directions. Profanity, obscenity or lewdness, or other language or descriptive material which taken in form and context is deemed to be contrary to community standards will not be allowed as a name or acronym to be displayed on the sign. The City of Lenexa has full discretion to determine whether a name or acronym is ineligible for use on a sign.

# ADOPT A SPOT Legal Agreement

Whereas,

\_\_\_\_\_  
*(Group/School/Business Name)*

and the City of Lenexa recognize the need and desirability of litter-free parks, trails, streets and streams; and

Whereas, the City of Lenexa ADOPT A SPOT Program recognizes our group as an adopting school or organization for \_\_\_\_\_ and;  
*(Adopted Spot)*

Whereas, our group recognizes the potentially hazardous nature of park, trail, street, stream and other cleanup activities, and desires to protect the health and safety of the cleanup participants;

Now, therefore, our group agrees to inform cleanup participants of safe methods to use in carrying out cleanup activities and enforce the use of these precautions; and

Further, \_\_\_\_\_  
*(Group/School/Business Name)*

agrees to hold harmless the City of Lenexa and all other sponsors of the ADOPT A SPOT program, and any officer, agent, and/or employee of any of them from any claim of liability or injury arising out of, or connected with, the ADOPT A SPOT activities.

Further, our group accepts the responsibility of caring for and the need for protecting Lenexa's natural resources by adopting a spot according to the terms and conditions set in this document for a period of two years, beginning \_\_\_\_\_, 20\_\_ with cleanups scheduled on the following date(s) :

1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

The adopting group will schedule their second year clean ups on or before the end of the first year.

Signed,

\_\_\_\_\_ Date \_\_\_\_\_  
*(Group Leader/School Official)*

Staff only

I certify that the above group has adopted \_\_\_\_\_, and that they will conduct cleanups on stated dates.

\_\_\_\_\_  
Department head signature

\_\_\_\_\_  
Date Approved

**PLEASE MAIL, FAX, OR EMAIL THE APPLICATION AND AGREEMENT TO:**

ATTN: City of Lenexa ADOPT A SPOT Coordinator

17201 W. 87th St. Pkwy, Lenexa, KS 66219

Fax: 913. 477.7151

mshartz@lenexa.com