



Adopt-A-Spot Program

The Adopt-A-Spot program was created to meet a need of our community. The program allows volunteers to keep a portion of public areas beautified and properly maintained. Volunteers can adopt a spot that is important to them, their families, and their community. Most public spaces are eligible for adoption such as: city owned lots, streets, and parks.

Applicants should adhere to the following guidelines and Safety rules:

1. An application must be completed, indicating all relevant contact information, group information if you are volunteering as part of a group, program selection and right-of way selection. The selection of a public area should be precise and clearly identifiable. Please include a map depicting the location you have chosen and its boundaries.

The application can be found as part of this packet, or if you are viewing this document digitally, follow this link: [Application.pdf](#)

2. Each volunteer must sign and complete the Release of Liability form. **ONLY** volunteers with a completed form on file will be allowed to participate in any activities surrounding your adopted location. All new volunteers must sign and complete the form prior to picking up cleaning supplies.

Waivers can be found as part of this packet, or if you are viewing this document digitally, follow this link: [Waiver.pdf](#)

3. The City will provide volunteers with vests and hand tools such as rakes, shovels, pruners, trash bags, dusk masks, etc. by filling out tool request form.

Tool Request Forms can be found as part of this packet, or if you are viewing this document digitally, follow this link: [ToolRequestForm.pdf](#)

4. The safety of all applicants/groups/individuals is paramount. All applicants/groups/individuals are always expected to follow all safety guidelines and practice safe habits. A copy of the **Safety Guidelines** must be signed by both the applicant and a representative of the Public Works Department.

Safety Guidelines can be found at the end of this packet.

5. The City of Coalinga will **NOT** provide any motorized equipment. The use of motorized equipment will be at the discretion of the volunteers, and will be limited to mowers, trimmers, and blowers.
6. All volunteers under the age of 18 are required to have a parent/guardian complete their Release, Waiver, Hold Harmless, and Indemnity form. Volunteers under the age of 15 must be accompanied by adult supervision.
7. It will be at the discretion of Public Works to allow or deny the scope of work at any given location.
8. Applicants are required to clean their specified location at least once monthly.
9. Applicants must commit to cleaning their specified location for a minimum of 1 year. At least 3 months prior to the end of your 1-year commitment, a renewal application will be required.
10. Major events relative to the cleaning of your location which would produce a significant amount of trash and debris should be coordinated with the Public Works Department.
11. The safety of all applicants/groups/individuals is paramount. All applicants/groups/individuals are always expected to follow all safety guidelines and practice safe habits. Safety information can be found in the **Safety Guidelines** directly following this document.
12. If you cannot keep your adoption commitment, you are required to inform the City of Coalinga within 30 days. Your spot will then become eligible for another applicant.
13. Never make unauthorized changes to City property or right-of-way, including landscaping.

Examples of unauthorized changes would be:

- Removal/Addition of unplanned plants
- Removal/Addition of medium such as bark
- Painting

Authorized changes may be made, but as a generally, these changes must be in kind and authorization must be given in written form.

14. It will be the groups or volunteers solely responsibility for insuring your own property, equipment, automotive and any/all other legal liability. In no way will the City of

Coalinga be required or expected to maintain any insurance coverage for your group, or its volunteer members.

- 15.** The City of Coalinga reserves the right to preserve the integrity of the public right-of-way limited the number of adoptable spots in any given area.

For information requests, coordination efforts, or notices, please contact:

Kristi Anderson, Public Works Secretary

1(559)935-1533 x150

Office hours are Monday through Thursday | 7:00 AM through 5:30 PM

Safety Guidelines

The following are safety guidelines for the Adopt-A-Spot Program. All groups and individual volunteers are urged to review and consider them accordingly:

1. Hold safety meetings with group prior to clean up activities.
2. Park vehicles away from roadways.
3. Keep work group to a manageable size relative to the size of the location you have selected.
4. Closely supervise youth. Volunteers age 15 and under should be discouraged from collecting litter in streets.
5. Always keep sight of all participants and be aware of your surroundings.
6. Stay clear of construction zones.
7. If working near traffic, wear a bright reflective work vest or bright-colored clothing.
8. Do not work during inclement weather, hours of darkness, or hours of peak traffic.
9. Consider bringing plenty of water when working in hot temperatures and pace yourself.
10. Be aware of possible contact with poisonous plants, stinging insects, fire ants, snakes and rodents.
11. Consider the possibility of any participant's known allergies prior to litter pickup.
12. Do not allow participants to partake of, possess, or distribute alcoholic beverages or drugs while involved in beautifying the work area.
13. Make participants aware that they are working in a potentially dangerous environment and caution them to act accordingly.
14. Use gloves and protective clothing and urge all participants to do so.
15. Never place your back toward traffic, always face traffic.

16. Safety cones may be required at certain adopted locations.

17. Consider bringing a First Aid Kit to the adopted location.

18. Do not remove hazardous materials found on the site.

For removal of such items, please contact:

Kristi Anderson, Public Works Secretary

1(559)935-1533 x150

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I have read and understand the safety guidelines outlined above.

Applicant Signature

Date

Public Works Representative Signature

Date