

**City of Newton
Adopt-A-Space
Volunteer Application
For Gardening and Maintenance of City Property**

Name of Applicant/Contact Person: _____ Phone: _____

Address: _____ Newton, MA Zip: _____

E-mail: _____

Name of City Property: _____ Department Managed by: _____

Location of City Property/Address if known: _____

If only a portion of City Property, specify area: _____

Nature of proposed improvements _____

Schedule for work:

Start Date: _____

End Date: _____

Rain Date: _____

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The City of Newton appreciates the help of its volunteers and has adopted an ordinance which provides certain legal protections against third party liability for volunteers working under the supervision of City personnel on approved improvement and maintenance projects. For additional information refer to Ordinance Section 21-70.

Policy:

1. Volunteers making improvements to City property must have the permission of the Parks, Recreation & Culture Dept
2. This permit allows for the use of volunteer workers only.
3. Heavy equipment may only be used on site by properly licensed operators, by separate permit. If you plan to use paid labor or heavy equipment, additional permit requests must be submitted.
4. Permanent improvements which result in changes of use at the site require additional permission from the Parks & Recreation Commission.
5. In order to assure safety for all concerned, all volunteers will be required to follow department standards and act under the direction of representatives of the City.
6. All volunteers are required to list their names on a roster (see other side). For ongoing projects the roster should be submitted at the time that the permit is issued, and updated in the event of changes.
7. Any volunteer whose conduct risks danger to others or him/herself will be required to leave the site.
8. Permission for the volunteer project described herein is approved under the provisions of Ordinance Section 21-70 upon the signature of the appropriate Department head(s) and applicant on front of application.
9. **The Department head reserves the right to revoke this permit in the event that changes in City policy make the space unavailable or unsuitable for the proposed improvements.**
10. The City has the right to install, repair or make improvements to parks, streets, sidewalks, parking lots and municipal systems such as sewer, drain or water pipes, fencing, or street signs at or near the site.
11. The City cannot be legally responsible for theft or destruction of plant materials and/or other property at the site.
12. At the end of the permit period, the City may make alterations to the site, which may include removal of plant materials and other items that were installed by volunteers.
13. The activities of the volunteers in carrying out improvements and maintenance of the site shall be subject to all applicable laws and ordinances.
14. Any specific conditions noted on this form or attached sheet shall apply to this project.

Terms for Adopt-a-Space Projects:

A multi-year commitment to the site is required for all those interested in adopting spaces. This ensures a continuation of care for our public spaces beyond initial planting. Necessary year-round maintenance includes: watering, pruning, cleanup, mulching, and plant replacement as required. Assistance with planting design and layout, plant selection, limited access to watering truck and mulch, and finding others to help on specific sites is available by contacting the Parks & Open Space Division, Parks and Recreation Department, at 617-796-1500.

If soil amendments such as compost or fertilizer are proposed for use, permission must be obtained from the Parks & Open Space Division, Parks and Recreation Department. No peat moss, pesticides, or over the counter weed killer products shall be used by volunteers.

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Terms for Adopt-a-Space Projects (continued):

A drawn plan or sketch, to scale, will be required for adopt-a-space projects if

- the proposed design includes the installation of new trees, the removal of large areas of existing plantings or lawn, a change in grade, or may potentially impact any existing site conditions (i.e., drainage or irrigation).
- the scale or scope of an existing adopted space is modified beyond the original design proposal;
- any of the site elements are to be installed by a professional contractor. In this case, a scaled plan and planting detail(s) fully describing the scope of work is to be submitted for review by the City. Both the donor and the contractor will be required to enter into a license agreement with the City that includes the submittal of proper insurance certificates.
- Proposals for Adopt-A-Spaces will need to be submitted with a season in advance. For fall plantings, submit application for review no later June 1st . For plantings in the spring, submit application for review no later than January 1st. No Adopt- A-Space plantings will be allowed during the summer June through August. All plantings must be drought tolerant, native, and pollinator friendly.

By my signature below, I acknowledge that I have read and understood the terms of the Adopt-a-Space program; I acknowledge that this agreement is void unless a fully executed copy with the appropriate city official approval to volunteer my services has been returned to me. I also recognize that I have been given a copy of (see page two of application) and agree to the terms of the City of Newton Policy requirements for Volunteers and the service(s) they perform. I understand that I will receive certain protections against third party liabilities in accordance with City Ordinance - Section 21-70.

Signature of Applicant	Address	Date
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Approval Signature of Parks & Open Space Director	Date
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Approval Signature of Commissioner of Parks, Recreation & Culture	Date
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Roster: The following list of persons are members of a group offering volunteer service for the above-reference project and are to receive the same protection under City Ordinance - Section 21-70 (extra sheets may be attached as needed):

Name	Address	Phone #

Return completed application to: Parks & Open Space Division
City of Newton Parks and Recreation Department
246 Dudley Road
Newton, MA 02459
Email: parks@newtonma.gov