



**ADOPTION AGREEMENT
Terms and Conditions**

The City of Oklahoma City (hereinafter called “The City”), and the volunteer organization named _____, (hereinafter called “The Group”) recognize the need and the desirability of litter-free city streets and roads (hereinafter collectively called “City Streets”) and are entering this Agreement to permit The Group to contribute toward the effort of maintaining litter-free City Streets.

The Group acknowledges and agrees to the following terms and conditions:

1. The Group agrees to obey, abide by and to assure that each participant obeys all laws and regulations relating to pedestrian and traffic safety; all recommendations, terms and conditions set forth in the Oklahoma City Adopt A City Street Safety Training; and such terms and conditions as may be required by the City Engineer, Program Coordinator or other designee (hereinafter collectively called “City Engineer”) for such special conditions on particular adopted City Streets.
2. The Group must notify and remind each participant of the hazardous nature of litter clean-up; certain wastes, including but not limited to, heavy objects, syringes, needles, condoms, dead animals, glass, sharp objects, etc., activities near roadways and driveways.
3. The Group has designated a contact person (hereinafter called “Liaison”) on its Application for the Adopt A City Street Program who will:
 - (a) assure that all participants are responsible individuals, and that participating minors under the age of eighteen (18) years are provided with adequate adult supervision;
 - (b) be trained and provide training of other members of The Group who wish to participate;
 - (c) distribute and collect signed RELEASE AND WAIVER OF LIABILITY forms from all participants;
 - (d) assure that the participants have viewed the Oklahoma City Adopt A City Street video and/or attended a Safety Training meeting;
 - (e) assure that all participants have signed in for each clean-up event;
 - (f) assure that all participants are properly dressed, including but not limited to closed toe shoes, long pants, shirts (preferably light, bright and long sleeved), safety vest and work gloves;
 - (g) notify The City before each clean-up event, when the clean-up event is complete and notify The City of any big, heavy or hazardous trash not placed in a trash bag by The Group; and
 - (h) assure that all borrowed safety vests and unused supplies are returned to The City following the completion of each clean-up event unless otherwise provided pursuant to this Agreement.
4. The Liaison must keep the City Engineer’s office informed throughout the term of this

agreement of the current accurate address and telephone numbers for its contact person. The Liaison shall notify the City Engineer in writing prior to changing its Liaison and/or prior to the Liaison changing his or her address and/or telephone number (s).

5. When participants are eighteen (18) years of age or younger (hereinafter called “Young Participants”), The Group **must furnish adult supervision** using at least one (1) adult participant for every four (4) young participants. Adult supervisors of young participants **must** be consistently present at the clean-up site and in the presence of the young participants during all activities relating to the clean-up event.
6. Children under eleven (11) years of age may not be present along the adopted street, in the street or along the street right of way.
7. The Liaison must assure The City that:
 - (a) all adult participants **have signed** the RELEASE AND WAIVER OF LIABILITY agreement;
 - (b) all Young Participants have had the RELEASE AND WAIVER OF LIABILITY agreement signed by the parent or legal guardian; and
 - (c) all participants have attended a Safety Meeting and/or viewed the Oklahoma City Adopt A City Street video **before** participating in a clean-up event.
8. Prior to a clean-up event the Liaison shall confirm that there are signed releases for *all* participants and they or a copy have been sent to the City Engineer’s office.
9. To maximize supervision, safety of participants and to minimize confusion and distraction to drivers, Groups need to clean up one side of the adopted City Street at a time. The Group must **never** be working on both sides of a City Street at one time.
10. The Group must park all vehicles well clear of the adopted City Street’s roadway and at least ten (10) feet from any shoulder or curb in an agricultural area. Groups are encouraged to work with nearby businesses, schools, churches or others to utilize parking off of the City Streets.
11. The Group must adopt at least one (1) mile of adjacent, connected or adjoining City Streets unless agreed upon with the City Engineer.
12. The Group will adopt a City Street for a minimum of two (2) years.
13. The Group will pick up litter a minimum of four (4) times a year, with one of these clean-ups occurring during the City’s annual spring “Trash Pick Up’ event.
14. The Group may obtain, to the extent same are available, safety vests and supplies from The City through the City Engineer during regular City business hours.
15. The City will post traffic barrels at each end of the adopted City Street before each clean-up event and will remove the barrels after the clean-up is completely finished.
16. Each participant must read and comply with the City of Oklahoma City’s Safety Tips. Each participant must sign in prior to each clean-up event. Each participant must attend a safety training meeting and preferably also view the Oklahoma City Adopt A City Street video before participating in a clean-up event.
17. All participants must wear the safety vests while in or near the street right-of-way. All participants must wear appropriate clothing including but not limited to closed-toe shoes, long pants, long sleeve shirts (light and bright colors) and heavy work gloves during the clean-up.

18. The Group must notify the City Engineer of each clean-up event and the existence of filled trash bags relating thereto upon the completion of each clean-up event. The Liaison shall notify The City of the precise location of any bags and heavy or hazardous trash found during the clean-up event.
19. The Group shall return the safety vests furnished by The City within two (2) working days following the clean-up event unless authorized by the City Engineer.

The City of Oklahoma City agrees to the following terms:

1. The City agrees to make available at least two (2) usually more traffic barrels at each end of your adopted stretch of street. The traffic barrels warn oncoming traffic in each direction that crews are in the area and request that drivers slow down.
2. After completion of the first clean-up event, The City shall install the Adopt A City Street recognition signs. These signs (one for each direction of traffic) shall have The Group's name on each sign.
3. The City shall permit The Group to utilize City safety vests to be worn by the participants during the clean-up event. The Group must return the City's safety vests within two (2) working days after completion of the clean-up event.
4. The City shall provide The Group with heavy duty trash bags to be utilized for the clean-up event only. The City agrees to pick up filled trash bags as soon as practicable after being notified of their location after the completion of the clean-up event by the Liaison.
5. The City agrees to provide safety training to The Group or just the Liaison, who will in turn train The Group as required in this Agreement.
6. The City agrees to provide coverage on the Public Works website for The Group in the way of a brief biography, photos and notices of meetings and clean-up events. Such information should be provided by the Liaison to the City Engineer.

This Agreement shall be effective as provided herein for two (2) years from the date of the first clean-up event. The City Engineer or The Group upon written notice may terminate this Agreement. The City Engineer reserves the right to modify or cancel this program and this contract at any time upon notice sent to the contact person at the address last provided in accordance with this Agreement.

Name of Group: _____
 Signed by: _____
 Print Name: _____
 Title relating to the Group: _____
 Date: _____

 CONTACT PERSON

 DAYTIME TELEPHONE NUMBER

 MAILING STREET ADDRESS

 EVENING TELEPHONE NUMBER