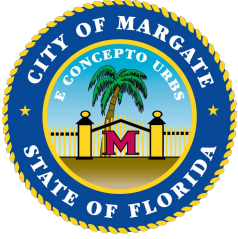




# **APPLICATION PACKET**

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# **ADOPT-A-STREET PROGRAM**

## *Program Overview*

The Margate City Commission has established an Adopt-A-Street program to aid in keeping streets in the City clean. The Adopt-A-Street program is cooperatively organized by the City of Margate and its residents to promote the active engagement of Margate residents and organizations. Residents and organizations will benefit by living and working in a more attractive city.

An outline of the program is as follows:

- A business or organization located in the City of Margate adopts a minimum of one mile of public roadway located in the City of Margate and holds a minimum of two cleanup events per calendar year for a period of at least two years. (Groups whose application is approved after July 1<sup>st</sup> will only need to hold a minimum of one event in the calendar year which they applied.)
- The City will erect two signs recognizing the adopting organization.
- The City will provide the organization with trash bags, safety training, and necessary safety equipment.
- After each clean-up event, the City will collect the litter bags for disposal.

If you are a business or organization located in the City of Margate that is interested in participating in this rewarding program, please complete the attached application and return it to:

City of Margate  
Adopt-A-Street Program  
901 NW 66<sup>th</sup> Avenue, Suite A, Margate, FL 33063  
E-mail: [adopt-a-street@margatefl.com](mailto:adopt-a-street@margatefl.com)  
Fax: (954)978-7349

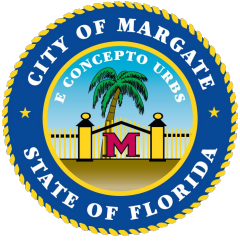
Once the application has been received and processed, the Group Leader identified on the application will be contacted to review the program details and execute an Acknowledgement Form. A sample copy of the Acknowledgement Form is included in this package.



# **ADOPT-A-STREET PROGRAM**

## **Procedures and Responsibilities**

1. Businesses and/or organizations (hereinafter referred to as "Group") interested in adopting a street will submit an application to the City of Margate. Groups must have a location within the City of Margate to be eligible.
2. The City and Group will agree upon a one-mile section of a City street or streets that the Group will adopt.
3. The Group Leader shall schedule and receive safety training with the City. At the conclusion of the safety training, the City will loan the Group safety equipment and provide trash bags.
4. The Group shall assign a Group Leader that will be the Group's point of contact with the City. The Group Leader shall register in City's Volunteer Program and be responsible for supervising the Group's volunteers; ensure that the Group abides by all policies and procedures; be responsible for all equipment that is loaned to the Group; and submitting all required documents to the City.
5. An acknowledgement shall be executed by the Group Leader formalizing the following commitments:
  - a. Conduct a minimum of two cleanup events per calendar year for a period of at least two years. (Groups whose application is approved after July 1<sup>st</sup> will only need to hold a minimum of one event in the calendar year which they applied.)
  - b. Abide by the Safety Policy at each event.
6. After receipt of the executed acknowledgement, the City will install two signs recognizing the Group.
7. At least one week prior to each event the Group Leader will notify the City so that disposal of the litter may be scheduled.
8. Prior to commencing any cleanup event, the Group Leader shall hold a safety briefing with all participants and have all participants (or parent/guardians) sign the "Release and Waiver" form.
9. Upon conclusion of the cleanup event, the Group shall place all trash collected under the City-provided Group recognition signs and the City will collect the trash on the next business day following the event.
10. The Group Leader will provide the City with the completed "Release and Waiver" form and a completed "Event Completion" form.
11. If the Group notifies the City it will no longer be participating in the Adopt-A-Street Program or if the Group does not hold a cleanup event along the adopted street for a period of six months the City shall remove the Group's recognition signs and make that roadway eligible for adoption.
12. Groups that fail to hold cleanup events as required during the initial two year period may be prohibited from future program participation.



# **ADOPT-A-STREET PROGRAM**

## ***Sign Recognition Policy***

In recognition of the businesses and organizations participating in the Adopt-A-Street Program, the City of Margate will install two recognition signs along the section of roadway the business or organization has adopted. The signs will conform to the following criteria:

- The City will only place the full name of the business or organization on the signs.
- The City will not list products or services provided by the business or organization on the signs unless it is included as part of the name of the business or organization.
- The City will not list specific locations, addresses, or phone numbers of the business or organization on the signs.
- The City will not allow any statements (political or otherwise considered controversial) to be placed on the signs.



# **ADOPT-A-STREET PROGRAM**

## **Safety Policy**

### **Prior to Litter Collection Events**

- The Group Leader shall schedule and receive safety training from the City prior to the first collection event.
- The Group Leader will be the individual responsible for supervising the safety of the event participants and coordinating any necessary emergency communications or transportation.
- The Group Leader shall obtain all safety equipment (gloves, vests, roadway safety signs, and first aid kit) from the City.
- The Group Leader shall ensure that there is an adequate supply of safety equipment for the number of volunteers that will be attending the event. If additional safety equipment is needed, please contact the Department of Environmental and Engineering Services at (954) 972-0828 to make arrangements.

### **Arriving to the Site**

- The Group Leader should be responsible for ensuring that every member of the group has transportation to the site.
- All vehicles associated with the litter collection event should be parked clear of the roadway, ideally in a parking lot.
- To minimize the number of vehicles that need to be parked, carpooling to the site is encouraged. Using one vehicle to shuttle members from a parking lot to the clean-up site is effective.

### **Dressing for Safety**

- Do not wear clothing or use headphones that will restrict your vision or hearing. These accessories distract your attention from what you are doing and may result in injury.
- Remember to wear the safety vest and leather gloves. Each participant should have an orange vest and a pair of gloves that are loaned to the Group by the City.
- Wear light colored clothing and dress appropriately for the weather conditions.
- Wear closed toe shoes or boots.
- Wear a hat, sunglasses, sunscreen or a long-sleeved shirt to protect yourself against the sun.

### **The Day of the Event**

- Work only during daylight hours and avoid peak travel times. The recommended time for litter removal is between the hours of 8:00 AM and 12:00 Noon.
- The Group Leader shall, prior to commencing the event, hold a safety briefing with all participants and have all participants (or parents/guardians) sign the "Release and Waiver" form.

## *Safety Policy (Continued)*

### **The Day of the Event (continued)**

- The Group Leader shall only allow persons which they deem responsible enough to safely participate in the litter collection event to participate.
- Alcoholic beverages and illegal drugs will not be tolerated during the event. Participants taking prescription drugs should not participate if the drugs cause impairment or increase health or safety risks.
- An adequate supply of drinking water should be made available for all group members participating in the event.
- Display the two City-provided roadway safety signs in the area of the clean-up event. The signs should be displayed so that traffic traveling in both directions will see them.
- Have a phone available.
- Know the route from the litter removal site to the nearest emergency center or hospital. This is an important procedure in case you cannot contact the police or EMS for help.
- Provide adult supervision to all minors participating in the event. There shall be a minimum of one (1) adult for every five (5) minors. Children under the age of 12 are not permitted to participate in collection events.
- Avoid overexertion. Make all attempts to keep the time to remove litter on both sides of the street to 1 ½ to 2 hours maximum.
- Participants should always face oncoming traffic. Walk down the side of the road facing traffic in order to be able to detect erratic drivers. If you see a vehicle that is driving carelessly, direct everyone away from the road.
- Do not enter the roadway or shoulder to remove an item. If some debris is in the road, do not pick it up. Notify Public Works on the next business day at (954) 972-8126; however if the item poses a danger to traffic, please contact the City of Margate Police Department at (954) 764-4357. If Police/Fire emergency response is needed, please call 911.
- Stay clear of any construction. If there are construction barricades or pylons in the road, do not enter into these areas until those construction items are removed.
- Do not remove items on bridges or overpasses. Avoid these areas as traffic is usually heavy.
- Do not remove items from the medians. Your area or responsibility starts at the edge of the road and extends no more than 10 feet towards the property line.
- Event participants should keep to one side of the road at a time.
- Be alert for snakes, rodents, and other wild animals.
- Avoid contact with hazardous substances. If a participant encounters any buckets, bottles, barrels, boxes, or jugs of anything that is not identifiable, do not pick it up. Notify Public Works on the next business day at (954) 972-8126 to have it removed. Report any weapons found to the City of Margate Police Department at (954) 764-4357. DO NOT TOUCH THE WEAPON. If Police/Fire emergency response is needed for hazardous substances, dangerous weapons, or other emergency reasons, please call 911.



# **ADOPT-A-STREET PROGRAM**

## **APPLICATION**

*The Margate City Commission has established the Adopt-A-Street Program to encourage and support businesses and/or organizations located in Margate, to adopt a one-mile section of a City street. Each Group will commit to a minimum of two cleanup events per calendar year for a period of at least two years. Groups whose applications are approved after July 1<sup>st</sup> will only need to hold a minimum of one event before the end of the calendar year in which they applied and then two events per calendar year thereafter.*

GROUP INFORMATION		
Group Leader Name:		Today's Date:
Business/Organization Name:		
Mailing Address:		
Margate Location Address (if different):		
Email:	Phone:	Registered City Volunteer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Requested Street to Adopt (for example – Rock Island Road between Royal Palm Blvd and Pinewalk Dr North):		

FOR OFFICIAL USE ONLY	
Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No	Safety Training Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No
Assigned Street:	

Director of DEES or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

City Manager or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

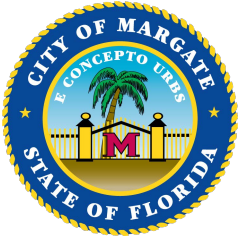


*Please complete this form after each cleanup event. If you have adopted more than one street, please complete one event completion form per street.*

Group Leader; please submit this completed form to:

Thank you for doing your part to help make the City of Margate a cleaner, more attractive city.





# ADOPT-A-STREET PROGRAM

## RELEASE AND WAIVER FORM

RELEASE AND WAIVER FOR VOLUNTEERS (PLEASE COMPLETE FOR EACH CLEANUP EVENT)	
Business/Organization Name:	Event Date:
Group Leader:	# of Volunteers:

**As Group Leader I hereby affirm that, prior to this cleanup event commencing, a safety briefing was held and all volunteers signed this Release and Waiver.**

Group Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*In consideration of the privilege of being allowed to take part in the City of Margate Adopt-A-Street Program, I understand that I shall abide by the Safety Policy while participating in this program. In consideration of the opportunity afforded me to participate as a volunteer, I do hereby knowingly, freely and voluntarily release, waive and discharge the City of Margate, its officers, employees, agents and volunteers from any and all liability, losses, expenses, damages, claims, causes of action or judgments including without limitation attorneys' fees and court costs, which may be sustained by me and/or my family directly or indirectly in connection with, or arising out of my participation as a volunteer, whether caused in whole or in part by the negligence of the City of Margate, its officers, employees, agents, volunteers or otherwise. I further agree not to represent myself as an officer, agent or employee of the City of Margate and acknowledge that I am participating as a volunteer for the City, on my own time and outside the scope of my employment, and that I am not entitled to any City stipend, or fringe benefit. I further agree that any vehicle that I drive to, from or during a volunteer activity is not property of or an instrumentality of the City but rather my own property. I acknowledge that the City will not be responsible or liable for any personal injury or property damage caused in whole or in part by my personal vehicle.*

***I have read this Release and Wavier of liability form and fully understand its terms. I further understand that I have given up substantial rights by signing this form and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of any and all liability to the greatest extent permitted by law and agree that if any portion of this Release and Waiver is held to be invalid, the balance notwithstanding, shall continue in full legal force and effect.***

NAME (please print)	SIGNATURE (parent if participant is a minor)

**PLEASE FOLLOW THE BASIC SAFETY RULES:**

1. Always wear your safety vest and gloves.
2. All volunteers should walk on the same side of the street.
3. Please examine all litter for sharp edges before picking up.
4. Program is for children 12 years of age or older; provide adult supervision for minors. (minimum of 1 adult for each 5 minors)



# ADOPT-A-STREET PROGRAM

## ACKNOWLEDGEMENT

ADOPT-A-STREET ACKNOWLEDGEMENT	
Business/Organization:	Date:
Group Leader:	

*The Group Leader, on behalf of the Group, will be responsible for:*

- *Being the Group's point of contact with the City of Margate.*
- *Registering in the City of Margate Volunteer Services Program.*
- *Completing the City-provided safety training prior to the initial cleanup event.*
- *Ensuring the Group holds a minimum of two cleanup events per calendar year.*
- *Recruiting and supervising volunteers to participate in cleanup events.*
- *Picking up, and being responsible for, all City-provided equipment.*
- *Notifying the City of planned cleanup events at least one week prior to the event.*
- *Holding a safety briefing with all participants prior to each cleanup event.*
- *Abiding by all City policies and procedures including, but not limited to, the Procedures and Responsibilities, the Safety Policy, and the Sign Recognition Policy.*
- *Ensuring that all cleanup event participants meet the minimum age requirement (12 years old) and, if applicable, the minimum minor to adult ratio (1 adult to 5 minors).*
- *Obtaining each participant's (or parent/guardian's) signature on the City of Margate Release and Waiver Form prior to each cleanup event commencing.*
- *Providing the City with the signed Release and Waiver Form and the Event Completion Form after the completion of each cleanup event.*

*By signing below, I affirm, acknowledge, and agree to the aforementioned responsibilities of the Group and as the Group Leader of \_\_\_\_\_.*  
(Group Name)

*Furthermore, I understand and agree that the City of Margate may amend the Procedures and Responsibilities and Policies as related to the Adopt-A-Street Program.*

*Signature: \_\_\_\_\_*

*Print Name: \_\_\_\_\_*

*Date: \_\_\_\_\_*