

# PROGRAM POLICIES AND AGREEMENT FORM

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## SECTION I – GENERAL INFORMATION

1. An individual or group may apply to become a Park Partner in Roanoke County. A minimum two-year commitment is required, except in the first year of participation the initial agreements will be written through December 31 of that year. Subsequent agreements will be for a minimum of two years. When an agreement expires, if acceptable to both parties, the Park Partner may renew the commitment for additional years.
2. Requests to become a Park Partner in specific parks, trails, greenways or landscape areas are processed on a first-come basis. The Director of Parks, Recreation and Tourism, or authorized designee, will make the final determination as to whether a group can participate and will make final assignments.
3. If children under the age of 12 participate there must be two adult supervisors for every fifteen children. Children under the age of five must be accompanied by their parent or guardian. All children must be closely and carefully supervised.
4. All participants under the age of 18 must be supervised by parent/legal guardian, or by a member of Roanoke County Parks, Recreation and Tourism staff
5. All groups or individuals participating in the Park Partners Program must have a signed Assumption of Risk form on file with the Park Partners Program Coordinator.
6. Park Partners must perform organized litter control and/or park beautification work days a minimum of four times per year to remain in good standing in the program. Park Partners may elect to perform these duties more frequently and certain areas may require a monthly commitment. Park Partners are encouraged to schedule and perform debris pick-up soon after storm events such as high winds or heavy rains and to notify the County if problems exist in the park such as downed trees or structural hazards.
7. No hardscaping or planting shall be performed without prior, written approval from the Park Partners Program Coordinator. No power equipment shall be used by Park Partner groups or individuals without prior, written authorization of the Park Partners Program Coordinator.
8. The Director of Parks, Recreation and Tourism, or authorized designee, shall approve and coordinate all Park Partners Program projects prior to implementation. Applicants must submit a completed application for approval.
9. A representative from the Park Partners must contact the Department of Parks, Recreation and Tourism at (540) 387-6078 from Monday through Friday between the

hours of 8:00 a.m. and 5:00 p.m. and at least 48 hours prior to cleanup, so arrangements can be made to remove debris.

10. An initial park visit will be conducted with a representative from the volunteer group and the Park Partners Program Coordinator to develop a specific plan of action, coordinate work and review expectations for that particular park. A written check-list of work to be performed will be developed with a copy provided to the Park Partner and kept on file with the County.
11. Roanoke County will provide each Park Partner with trash bags, gloves, safety information and park rules.
12. All Park Partner groups are voluntary and as such are individually responsible for any and all of their own accidents and injuries. Each group or individual must have an Assumption of Risk form on file with the Department of Parks, Recreation and Tourism. For record keeping purposes, groups or individuals must report all accidents and injuries and provide an Incident Report within 24 hours to the Park Partners Program Coordinator.
13. One sign noting the program and acknowledging the participants will be provided, installed and maintained by the County, for all groups participating for at least two years. This sign will be in place for the period of time that the group is actively involved in the Park Partners Program. The County logo, the Parks, Recreation and Tourism logo and the sponsoring group name will be included on the sign.
14. Within a week of each cleanup, the Park Partners group or individual shall file an Activity Report detailing the number of persons involved, number of bags of litter collected and total number of hours worked.
15. Park Partners are encouraged to report any unsafe conditions detected during the cleanup to Park Partners Program Coordinator, at (540) 387-6078. Park Partners are encouraged to report any observed criminal activity to the Roanoke County Police Department by calling (540) 562-3652.
16. The Department of Parks, Recreation and Tourism reserves the right to terminate a Park Partnership for any substantial violation of these policies immediately or upon 30 days notice when in the best interest of Roanoke County.
17. All Park Partners information including application and required forms are available online at: [www.RoanokeCountyParks.com](http://www.RoanokeCountyParks.com).



**Park Partner Volunteer Coordinator:**

**VOLUNTEERCOORDINATOR@roanokecountyva.gov**  
**(540) 777-6340**

## SECTION II –SAFETY RECOMMENDATIONS



- **DO** make sure that all participants are familiar with these safety recommendations.
- **DO** assign one volunteer as a safety coordinator who oversees other volunteers to ensure that work is conducted in a safe manner, paying special attention to participating children.
- **DO** wear light or bright colored clothing which is appropriate for the season, hard-soled, protective shoes, and gloves.
- **DO** take breaks on a regular basis, bring water and wear sunscreen.
- **DO** work only when weather is fair and in the daylight.
- **DO** be aware of your physical condition and refrain from doing any activity beyond your capabilities.
- **DO** watch and take precautions for: snakes, other animals and insects, noxious weeds, glass, barbed wire, pipes and debris with sharp or rusted edges, and unexpected holes or ditches.
- **DO** be aware of traffic on adjacent roads and driveways.

## **DON'T**

- **DON'T** step into a roadway for any reason. Only work on County property. Don't pick up litter or debris on a roadway surface or on the edge of the road.
- **DON'T** bring pets to the cleanup site.
- **DON'T** overexert yourself.
- **DON'T** pick up any materials that may be hazardous to your health (chemicals, firearms, hypodermic needles, etc.). Please notify the County if hazardous conditions exist (911 for emergencies or 540-387-6078 for non-emergencies).



Park Partner Volunteer Coordinator:

[VOLUNTEERCOORDINATOR@roanokecountyva.gov](mailto:VOLUNTEERCOORDINATOR@roanokecountyva.gov)  
(540) 777-6340

**SECTION III – APPLICANT AGREEMENT**



**Group or Individual Name (as you would like it to appear on the sign):**

\_\_\_\_\_

**Main Contact Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone Number (Day):** \_\_\_\_\_ **Phone Number (Evening):** \_\_\_\_\_

**Phone Number (Cell):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Adopted Park or Trail:** \_\_\_\_\_

**Agreement Start Date:** \_\_\_\_\_

**Agreement End Date:** \_\_\_\_\_

**Annual Number of Workdays (minimum of four):** \_\_\_\_\_

**Estimated Number of Volunteers:** \_\_\_\_\_

**STATEMENT OF AGREEMENT**

As a representative of this organization, I have read and agree to abide by the policies and safety recommendations as put forth by the County of Roanoke in regard to the Park Partners Program. I have submitted Assumption of Risk forms, or agree to submit Assumption of Risk forms for all volunteers participating in the Park Partners program on behalf of my organization, to the County of Roanoke Department of Parks, Recreation and Tourism prior to any work events.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

FOR OFFICE USE ONLY AUTHORIZED SIGNATURES	
<b>Volunteer Coordinator:</b> _____	<b>Date:</b> _____
<b>Parks and Recreation Manager:</b> _____	<b>Date:</b> _____



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