



ADOPT-A-PARK PROGRAM GUIDE

The City of The Colony has established an Adopt-A-Park program. The purposes of this program are to:

1. To encourage community participation in providing park and recreational facilities for the citizens of The Colony.
2. To provide recognition for participating organizations or groups by naming the park after the organization, one of its members, or, depending upon the level of participation, place a sign that will prominently name the person or group that is participating
3. To equip the city's parks with the necessary playground equipment, picnic tables, sprinkler systems, trees, etc., or a period of picking up trash, painting of existing equipment, and some light maintenance.

Who can participate?

1. The City of The Colony (City) will maintain a map of the city showing where each park is located and which parks are available for adoption. The map will show what facilities are currently planned for inclusion in each park. This plan is for reference only and not necessarily binding on the organizations or businesses that want to adopt the park.
2. The City will assist the organization with the purchase of or secure equipment for the parks. If a discount can be secured, the City will order and purchase the equipment and the organization will reimburse the City. The City must approve all equipment which is proposed for use in the park.
3. The City will provide temporary storage for any equipment secured by any organization for use in the park. Equipment may be shipped directly to city offices and will be stored for no more than six weeks; after that time it will become property of the City who will then install the equipment in the designated park at its convenience.
4. After installation, the equipment becomes City property. The City will perform all routine repairs and maintenance through the life of the equipment including operating sprinkler

systems. The City may remove any equipment that becomes unsafe or unusable to repair it or dispose of it.

5. The City will pay for any and all water and electrical bills incurred after installation. The City will also do all necessary grounds maintenance including mowing, tree trimming, weed eating and chemical treatment.

Levels of park adoption and responsibilities of the adopting organization.

1. Level One Park Adoption –
 - a. Park Cleanup – responsible for scheduling cleanups at the park to remove trash and debris.
 - b. Length of contract – one year renewable
2. Level Two Park Adoption –
 - a. Park Cleanup – responsible for scheduling cleanups at the park to remove trash and debris.
 - b. Park Enhancements – responsible for planting trees and/or landscaping.
 - c. Length of contract – three years renewable
3. Level Three Park Adoption –
 - a. Full park adoption – includes scheduling cleanups at the park for trash and debris
 - b. Park Enhancements – playground equipment, barbecue pits, picnic tables, trees, benches, shrubs, landscape beds, signs, parking and any other major item or any combination thereof.
 - c. Length of contract – five years renewable
 - d. City Council approval required
4. Level Four Park Adoption –
 - a. Business or Corporate adoption
 - b. Has the option of a particular park for adoption or a particular park improvement for existing parks by providing either funds, material, labor or any combination thereof.

Example – A company specializing in irrigation wants to provide an irrigation system for Park A – after approval from the Parks Department, the company can install and maintain the irrigation system in the adopted park.
 - c. City Council approval required.

Adopting Group or Organization's Responsibilities:

1. Any person, organization or group wishing to Adopt-A-Park shall present before the Community Development Corporation (CDC Board) during a regularly scheduled meeting.
2. The Adopter shall prepare and present the CDC Board a master plan that conforms to their level of adoption. The master plan shall include a timetable for any applicable park improvements, a site plan that will show the eventual location of any playground

equipment, tables, barbecue pits, parking, trees, benches, landscape beds, signs, or any other major items, or improvements.

3. After approval by the CDC Board, the person, organization or group shall present their master plan to the City Council requesting approval of the adoption of the park for Level 3 and Level 4 adoption. The Council will have the final authority. The Level Three or Level Four adopter may request that the park be named after the organization or one of its members or leave the naming of the park to the discretion of the Council. The adopter shall provide signage for the park if they opt to rename the park.
4. The adopter shall obtain the approval of the Parks and Recreation Department prior to securing any equipment to ensure that the equipment is suitable for park use. They shall also pay for all expenses related to the planned improvement to the park and shall obtain approval from the CDC Board before changing any items on their master plan.
5. The adopters shall make a progress report to the CDC Board on the development of the park at a scheduled period to be included in the master plan during negotiations. This report shall indicate the percentages of completion of the scheduled additions or improvements and those still yet to be made along with any anticipated changes in the master plan. Failure to substantially comply with the approved master plan may result in the CDC Board making a recommendation to City Council that the park adoption be revoked.
6. The trees and shrubs must comply with the CDC Board guidelines. The adopters shall check with the Parks & Recreation Department for landscaping locations to ensure proper watering. The adopters are required to hold at least two major clean-ups in the park per year in addition to monthly trash cleanup and other maintenance as agreed upon.

The City of The Colony extends an open invitation to any and all qualified groups, organizations or persons to Adopt-A-Park. It is hoped that many citizens will get involved with this program and thus make a visible and lasting impact and contribution towards improving the quality of life for our citizens.