



## Instructions for Adopt A Spot Program



Thank you for your interest in the Adopt-A-Spot Program with the Town of Flower Mound! The purpose of this application process is to assist you in completing the necessary requirements to ensure a safe and enjoyable experience.

Attached you will find the necessary forms to apply to Adopt-A-Spot. The packet includes:

- Adopt-A-Spot Program Detail
- Adopt-A-Spot Application form
- Adopt-A-Spot Program Adoption Agreement
- Hold Harmless Release form
- Report form

In order to begin the application process, we will need:

- A legible and completed Adopt-A-Spot Application
- A completed Adopt-A-Spot Program Adoption Agreement
- Hold Harmless Release form for each participant

Please note that the application and the agreement must be both legible and complete before your application can be processed. Upon completion, this application must be approved by the Town. Applications will be submitted by KFMB quarterly for approval. If your location is not approved, we will make every effort to work with you to find a suitable alternative location.

Once you have been approved:

- You will receive an approval letter confirming your adoption
- A sign will be posted at your site of adoption
- You will be listed on the Town's website with the location you have adopted
- You will be provided with supplies to get you started. These supplies will include:
  - Vests
  - Trash bags
  - Recycle bags
  - Cloth gloves
- You will be responsible to provide a Beautification/Clean Up Report (via the internet) for each clean-up (a minimum of 6 per year us required). Pictures would also be greatly appreciated.

Please feel free to contact me directly should you have any questions or concerns regarding the application process. We look forward to helping your event be as safe and productive as possible!

Marilyn Lawson  
(P) 469-828-9074

[adoptaspot@kfmb.org](mailto:adoptaspot@kfmb.org)

Keep Flower Mound Beautiful  
Board Chair



## **Adopt-A-Spot Program Information**

### **Mission statement:**

This program is intended to provide residents and/or groups with a means to help keep the Town of Flower Mound a wonderful place to live, work, and play for all.

### **About the program:**

The Town of Flower Mound Adopt-A-Spot Program encourages citizen participation in beautification projects and litter clean-ups of designated public areas at regular intervals. A spot can be a park, trail, road, creek, median, or Town entryway monument sign. Individuals, organizations, or businesses may agree to keep a designated spot cleared of litter and/or provide other beautification services for the spot. Special projects that add permanent site features to parks and/or large scale beautification projects can also be considered as part of the Adopt-A-Spot Program

The Town will create and install a sign bearing the name(s) of program participant(s) in their adopted area. In addition, program participants will be listed on the Town's website noting what spot has been adopted. Special projects can be considered for long-term signage and recognition by the Town.

### **Why Adopt?**

- A cleaner community
- A healthier and safer environment for residents and wildlife
- A sense of community service and community pride
- A better place to do business
- Recognition by the Town of Flower Mound
- Community service credits for youth groups and other organizations

### **You can participate by:**

- Litter control
- Beautification/landscaping
- Adding permanent site amenities such as gazebos, park benches, picnic tables, fountains, sculptures, etc.

### **Locations**

The Town of Flower Mound determines acceptance or rejection of applications for all Adopt-A-Spot locations. Please see the Adopt-A-Spot locations document on areas that will be considered.

### **Program Approval Process:**

- 1) Select a location (spot) that you wish to beautify or keep litter-free.
- 2) Identify the tasks you will seek to perform at this location (spot).

- 3) Submit the following documents to the Town for approval:
  - a. Application (which includes a description of the requested location (spot) and tasks you are seeking to perform there);
  - b. Adoption Agreement;
  - c. Hold Harmless Release Forms for each individual volunteer who will participate in any task associated with the Program.
- 4) If requested, submit a maintenance plan to Keep Flower Mound Beautiful for approval ("Approved Maintenance Plan").

**Program Requirements:**

- All work in connection with the Adopt-A-Spot Program must be conducted according to the Approved Maintenance Plan.
  - Some beautification and landscaping projects or permanent site additions/amenities require Parks, Arts and Library Services (PALS) Board approval. Participants may be required to enter into a separate agreement with the Town prior to initiating such work and may be required to provide insurance and bonds.
- The Program Participant agrees to participate in at least one of the Keep Flower Mound Beautiful ("KFMB") Town-wide clean-up events each year. Additionally, the Program Participant agrees to perform work at the Adopted Town Spot on an as-needed basis, but not less than six (6) times per year for litter control, which includes participation in any or all of the KFMB Town-wide clean-up events. The year begins on the effective date of this Agreement.
- A description of all work completed, along with at least one photograph of such work, must be submitted online through the Keep Flower Mound Beautiful online tracking software located at [www.kfmb.org](http://www.kfmb.org) no less than 14 calendar days after the work is completed.
- All Program Participants, including the Group Liaison all members of the group who will participate, are required to sign the Adopt-A-Spot Hold Harmless Release Form prior to taking part in any clean-up or beautification event.
- Litter should be separated from recyclable materials and disposed of appropriately.
- Program Participants are responsible for providing all necessary supplies including, but not limited to, trash bags, safety vests, and gloves.
- All litter/debris collected must be disposed of properly.

- Large objects, large amounts of litter collected, overflowing trash and or recycling containers or any maintenance issues in their adopted area shall be reported to Keep Flower Mound Beautiful.
- All plantings must be drought tolerant and receive approval.
- Appropriate Adopt-A-Spot signage will be installed **after** completion of the beautification, special project, or first litter abatement.
- The Town reserves the right to make changes to these guidelines as it determines to be necessary or desired.

Keep Flower Mound Beautiful  
1901 Long Prairie, #220-95  
Flower Mound, TX 75022  
adoptaspot@kfmb.org  
Phone: 469-828-9074



## Adopt-A-Spot Program Application

Name of Group/Individual: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Fax: \_\_\_\_\_ Cell: \_\_\_\_\_

1) Type of group (check one): Non-profit; Business; School; Scouts; Individual; Churches;  
Home Owners Association; Civic; Other (please list) \_\_\_\_\_

2) Please check type of spot to be adopted: Park;  Road; Trail; Median;  Creek; Entryway  
Monument Sign; Other (please list) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3) Location of spot to be adopted: \_\_\_\_\_

4) List tasks your group is interested in performing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5) Number of people involved: \_\_\_\_\_ Desired start date \_\_\_\_\_

6) Exact wording on sign: \_\_\_\_\_

7) May we list you or your group on the Town's website? Yes No

Your application will be reviewed by Town staff. You will be notified if your location is approved. If approved, you will need to complete an agreement (Town Manager approval required) and all involved participants shall sign a release form prior to your first clean-up or beautification. If your location is not approved, staff will work with you to find a suitable alternative location. If you have any questions or concerns please feel free to contact Keep Flower Mound Beautiful at 469-828-9074.

Please email the above application to [adoptaspot@kfmb.org](mailto:adoptaspot@kfmb.org).



## Adopt-A-Spot Program Adoption Agreement

This Adopt-A-Spot Program Adoption Agreement (the “Agreement”) is made by and between the Town of Flower Mound (the “Town”), and the volunteer individual/business/group named: \_\_\_\_\_ (“Program Participant”).

The Program Participant recognizes the need and the desirability of litter-free and beautiful Town streets, roads, and public places (“Town Spots”) and is entering into this Agreement to permit the Program Participant to contribute toward the effort of maintaining a litter-free and beautiful Town via the Adopt-A-Spot Program (the “Program”).

### The Program Participant acknowledges and agrees as follows:

1. Town Spot Identified. The Program Participant is adopting the Town Spot located at: \_\_\_\_\_ and described as follows: \_\_\_\_\_  
Adopted Town Spot”.
2. Program Requirements. The Program Participant shall comply with all Program Requirements set forth in the Adopt-A-Spot Program Information document (“Program Information”) which are incorporated herein by reference and which may be amended from time to time. By signing this Agreement, the Program Participant is acknowledging receipt of the current Program Information.
3. Program Participation. The Program Participant agrees to participate in at least one of the Keep Flower Mound Beautiful (“KFMB”) Town-wide clean-up events each year. Additionally, the Program Participant agrees to perform work at the Adopted Town Spot on an as-needed basis, but not less than six (6) times per year for litter control, which includes participation in any or all of the KFMB Town-wide clean-up events. The year begins on the effective date of this Agreement.
4. Online Submission. A description of all work completed must be submitted online through the Keep Flower Mound Beautiful website at [www.kfmb.org](http://www.kfmb.org) no less than 14 calendar days after the work is completed.
5. Young Participants. If any individual volunteering with the Program Participant is seventeen (17) years of age or younger (“Young Participants”), **adult supervision must be furnished by the Program Participant**, and the adult supervisor must be consistently present at the Adopted Town Spot at all times that the Young Participant is present.
6. Notification of Work Required. The Program Participant shall notify KFMB before commencement and after completion of any work performed at the Adopted Town Spot and when any heavy or hazardous trash is not collected by the Program Participant.

7. Release Required. The Program Participant agrees that no individuals may volunteer with the Program Participant unless or until the individual has signed and submitted a Hold Harmless Release Form (“Release Form”) to the Town.
8. Group Liaison. If the Program Participant is a group, the Program Participant hereby designates \_\_\_\_\_ as its Group Liaison. This individual must be the same individual listed on the Adopt-A-Spot Program Application. The Group Liaison agrees to:
  - (a) Serve as a contact person and representative of the group for purposes of participation in the Program;
  - (b) Distribute, collect, and submit to the Town signed Adopt-A-Spot Program Release Forms from all individuals volunteering with the Program Participant (or the parent or legal guardian of a Young Participant) prior to any work being performed in connection with the Program;
  - (c) Distribute copies of the Adopt-A-Spot Program Safety Tips and Program Information to each of the individuals volunteering with the Program Participant prior to the commencement of any work being performed by the volunteers;
  - (d) Be responsible for compliance with all of the other requirements of this Agreement.
9. Safety Tips. By signing this Agreement, the Program Participant acknowledges receipt of the Safety Tips document.
10. Agreement Term. This Agreement will be effective upon execution by the Program Participant and shall remain in effect until either party provides written notice of termination to the other party. Either party may terminate the Agreement at any time with or without cause.
11. Laws and Regulations. The Program Participant will obey and abide by all laws and regulations, including but not limited to those relating to pedestrian and traffic safety.
12. Reservation of Right to Modify or Cancel. The Town reserves the right to modify or cancel the Program Information and/or this Agreement at any time upon written notice to the Program Participant.
13. Notices. Any notice provided under this Agreement shall be addressed to the parties at the following addresses:

KFMB:

Keep Flower Mound Beautiful  
 1901 Long Prairie, #220-95  
 Flower Mound, TX 75022

Participants Address:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**THIS AGREEMENT is effective** as of this \_\_\_\_ day of \_\_\_\_\_, 2016.

Name of Group: \_\_\_\_\_

Signed by: \_\_\_\_\_

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

Date Signed: \_\_\_\_\_

Group Liaison's Name: \_\_\_\_\_

Group Liaison's Phone Number: \_\_\_\_\_

Group Liaison's Mailing Address: \_\_\_\_\_

Group Liaison's Email Address: \_\_\_\_\_

***Town of Flower Mound***

\_\_\_\_\_  
JIMMY STATHATOS  
Town Manager





## Adopt-A-Spot Program Hold Harmless Release Form

ORGANIZATION AND/OR INDIVIDUAL: \_\_\_\_\_

ADOPTED PARK/SPOT: \_\_\_\_\_

In consideration of the privilege of participating in the Adopt-A-Spot program ("Program") and recognizing that the activities related to performance of the Program may involve certain inherent dangers, I attest and verify that I have full knowledge of the risks involved in the Program, that I solely assume those risks, that I will, without limitation, assume and pay any medical and emergency expenses in the event of an accident, injury, illness or other incapacity, regardless of whether I have authorized such expenses. I do hereby agree to assume the risks attendant to such activity, to include but not limited to: property damage or personal injury to *[myself / my child]* as a result of motor vehicle accidents or collisions on either public streets or private property; property damage and/or personal injury to *[myself / my child]* resulting from the acts, errors, omissions or negligence of the Town, Town employees, third parties, *[myself / my child]* or other Program participants.

Further, I, on behalf of *[myself / my child]*, and *[my / my child's]* heirs, executors, administrators and assigns, forever release and discharge any and all rights, demands, claims and causes of suit or action, known or unknown, whether arising now or in the future, that I may have against the Town of Flower Mound, and any other participating sponsors and officers, employees and agents of such parties, for any and all injuries, including death and property damage in any manner arising or resulting from my participation in the Program. Furthermore, I state that I have carefully read this release, know the contents of the release and signed the release of my own free will.

**I specifically agree to hold harmless and indemnify the Town for any and all claims by *[myself / my child]*, which may arise from, relate to or result from *[my / my child's]* participation in the Program. I agree to hold harmless and indemnify the Town for property damage and/or personal injury to any of its employees and agents as a result of *[my / my child's]* participation in the Program. I hereby waive all claims, release, indemnify, defend and hold harmless the Town, officials, agents and employees, in both their private and public capacities, from any and all liability, claims, suits, demands, or causes of action which may arise from *[my / my child's]* participation in the Program.**

I further agree that an electronic version or facsimile copy of this document containing my signature shall be just as binding and enforceable as the original signed document.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed name: \_\_\_\_\_ Child's printed name: \_\_\_\_\_