

## Letter of Understanding

In order to provide for litter control of public park and recreation areas within Topeka by public service organizations, the following items are set out for the understanding and commitment by the parties involved.

1. Parks and Recreation of Topeka will provide trash bags to the organization involved in park clean-up upon notification by that group that bags are needed for park clean-up efforts. Bags shall be provided at no cost but must be picked up at the Park Management Office by the group. Office hours are Monday-Friday 7:00 A.M. to 3:30 and the telephone contact number is 368-3700.
2. After 1 (one) year of continuous service Parks and Recreation of Topeka shall provide and maintain signage that recognizes the efforts of the group involved in assisting with the maintenance of public park areas without cost to the cooperating organization. Signage will remain until termination of this Letter of Understanding.
3. Parks and Recreation of Topeka shall provide for the removal and disposal of all materials collected by service organizations upon notification that a clean-up will take place. If only small amounts of trash are collected, the bags can be placed in the existing trash containers in the park.
4. Parks and Recreation of Topeka shall not knowingly expose volunteers to hazards or risk by requesting assistance from volunteers in areas that may pose a risk of unreasonable nature. Parks and Recreation shall not incur any special liability on behalf of the volunteer organization or persons in connection with volunteer clean-up of public park areas.
5. The volunteer organization identified below agrees to perform a regular and complete pickup of trash and debris found in \_\_\_\_\_ Park in the City of Topeka, Kansas. This cleanup shall be performed on a basis of not less than one (1) time monthly.
6. Initial agreement shall be effective until December 31st of the year agreement was signed. Subsequent agreements shall be for the calendar year. Organization representatives will be sent a renewal notice in December for the upcoming year.
7. The volunteer organization **must** complete the monthly tracking sheet and return to the Park Management Office following each monthly clean-up. This sheet can be mailed, faxed (368-3743) or e-mailed ([cnoble@topeka.org](mailto:cnoble@topeka.org)). If tracking sheet is not received, the organization will not be given credit for that month's clean-up toward signage recognition. After the initial 12 month period to get a recognition sign placed, tracking sheets **must still** be turned in monthly for the sign to remain up.
8. A designated contact person from the volunteer organization shall be named in order to allow coordination of the park clean-up effort. The name, address and telephone number of that contact person shall be provided to the Adopt-A-Park Coordinator.
9. This agreement shall continue in force for a period of 1 (one) year from the date of signature below, except for the initial year. Either party with a 30-day written notification may cancel this agreement.
10. The use of controlled substances (including alcoholic beverages) shall be prohibited while performing park cleanup.
11. Effective January 1, 2005 the City of Topeka reserves the right to reject any agency, individual, group or organization that wants to Adopt-A-Park.

In agreement to these terms of understanding, the following persons have signed on \_\_\_\_\_day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Mailing Address for Organization

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Telephone