

City of Newton Volunteer Application For Improvement and Maintenance of City Property

Name of Applicant/Contact Person: _____ Phone: _____

Address: _____ Newton, MA Zip: _____ E-mail: _____

Name of City Property: _____ Department Managed by: _____

Location of City Property/Address if known: _____

If only a portion of City Property, specify area: _____

Nature of proposed improvements _____

Schedule for work: Start Date: _____ End Date: _____ Rain Date: _____

By my signature below, I recognize that I have entered into an agreement with the City of Newton to volunteer my services to accepted completion with respects to the above-referenced project. I also recognize that I have been given a copy of (see page two of application) and agree to the terms of the City of Newton Policy requirements for Volunteers and the service(s) they perform. I understand that I will receive certain protections against third party liabilities in accordance with City Ordinance - Section 21-70.

Signature of Applicant	Address	Date
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Approval Signature of Responsible Department Head	Department	Date
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Approval Signature of Responsible Department Head	Department	Date
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Roster: The following list of persons are members of a group offering volunteer service for the above-reference project and are to receive the same protection under City Ordinance - Section 21-70 (extra sheets may be attached as needed):

Name	Address	Phone #

Return completed application to: Open Space Coordinator
City of Newton Parks and Recreation Department
70 Crescent Street
Newton, MA 02466

City of Newton
Volunteer Application
For Improvement and Maintenance of City Property

The City of Newton appreciates the help of its volunteers and has adopted an ordinance which provides certain legal protections against third party liability for volunteers working under the supervision of City personnel on approved improvement and maintenance projects. For additional information refer to Ordinance Section 21-70.

Policy:

1. Volunteers making improvements to City property must have the permission of the appropriate City department head that has custody and control over the site.
2. This permit allows for the use of volunteer workers only.
3. Heavy equipment may only be used on site by properly licensed operators, by separate permit. If you plan to use paid labor or heavy equipment, additional permit requests must be submitted.
4. Permanent improvements which result in changes of use at the site require additional permission.
5. In order to assure safety for all concerned, all volunteers will be required to follow department rules and act under the direction of representatives of the City.
6. All volunteers are required to list their names on a roster (see other side). For ongoing projects the roster should be submitted at the time that the permit is issued, and updated in the event of changes.
7. Any volunteer whose conduct risks danger to others or him/herself will be required to leave the site.
8. Permission for the volunteer project described herein is approved under the provisions of Ordinance Section 21-70 upon the signature of the appropriate Department head(s) and applicant on front of application.
9. The Department head reserves the right to revoke this permit in the event that changes in City policy make the space unavailable or unsuitable for the proposed improvements.
10. The City has the right to install, repair or make improvements to streets, sidewalks, parking lots and municipal systems such as sewer, drain or water pipes, fencing, or street signs at or near the site.
11. The City cannot be legally responsible for theft or destruction of plant materials and/or other property at the site.
12. At the end of the permit period, the City may make alterations to the site, which may include removal of plant materials and other items that were installed by volunteers.
13. The activities of the volunteers in carrying out improvements and maintenance of the site shall be subject to all applicable laws and ordinances.
14. Any specific conditions noted on this form or attached sheet shall apply to this project.

Terms for Volunteer Projects other than Adopt-a-Space:

In the case that the volunteer is in a continuing program, this agreement will last the length of the project and up to a year and an application or renewal must be submitted in the event the volunteer wishes to continue. The volunteer commitment will end upon completion and acceptance by the City of the project referenced on the front of this form.

Terms for Adopt-a-Space Projects:

A multi-year commitment to the site is urged for all those interested in adopting spaces. This ensures a continuation of care for our public spaces beyond initial planting. Necessary year-round maintenance includes: watering, pruning, cleanup, mulching, and plant replacement as required. Assistance with planting design and layout, plant selection, limited access to watering truck and mulch, and finding others to help on specific sites is available. Contact the Open Space Coordinator, Parks and Recreation Department, at 617-796-1500.

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Terms for Adopt-a-Space Projects (continued):

A drawn plan or sketch, to scale, will be required for adopt-a-space projects if

- the proposed design incorporates hardscape elements including, but not limited to, pathways, concrete foundations, brick pavers, timber edging, rocks, gravel, commemorative plaques, fencing, benches or other site furniture;
- the proposed design includes the installation of new trees, the removal of large areas of existing plantings or lawn, a change in grade, or may potentially impact any existing site conditions (i.e., drainage or irrigation);
- the scale or scope of an existing adopted space is modified beyond the original design proposal;
- the proposed design is of such size or shape that care of the contiguous public land will require coordination with the work of the Department's Maintenance Division; and
- any of the site elements are to be installed by a professional contractor. In this case, a scaled plan and construction detail(s) fully describing the scope of work is to be submitted for review by the City. Both the donor and the contractor will be required to enter into a license agreement with the City that includes the submittal of proper insurance certificates.