CITY OF NORMAN
ADOPT – A – STREET
ADOPTION AGREEMENT
(Terms And Conditions)

_____ (your organization), hereinafter called "The Group" and the City of Norman, recognize the need and desirability of litter-free streets and are entering this Agreement to permit The Group to contribute toward the effort of maintaining litter-free streets.

By signature below, The Group acknowledges the hazardous nature of the work and agrees to the following terms and conditions:

- Participants in The Group agree to obey and abide by all laws and regulations relating to safety and such terms and special conditions on a particular adopted section.
- Debris in the selected area shall be picked up within **30 days** after posting the nameplates and every **60 days** thereafter.
- Debris should be picked up during **daylight hours** only.
- Children under 11 years of age should not be present at pickup site.
- When participants are 16 years of age or younger, the Group shall furnish adequate supervision using one adult for every eight young participants.
- Participants must sign a hold-harmless agreement and attend a safety meeting conducted by The Group leader before participating in the clean up.
- Groups shall park all vehicles well clear of roadway and at least ten feet from the shoulder.
- Groups shall adopt a section of street that is at least one (1) mile long.
- Groups shall be required to adopt for a two-year period.
- The Group shall obtain required supplies and materials from the City, Monday through Friday at 1311 DaVinci Street between the hours of 8:00 a.m. and 4:30 p.m.
- During trash pickup The Group will place the traffic control signs supplied by the City.
- Individuals shall wear City supplied and approved safety vests while on the right-of-way.
- The Group shall place filled trash bags at the adopted site for pickup and disposal by the City.
- Unused materials and supplies furnished by the City shall be returned to the City within two (2) working days following cleanup.

The City agrees to accomplish the following:

- Provide safety vests, trash bags, and traffic control signs. Provide initial safety training for Group leaders, including safety literature. Group leaders are responsible for training other members of The Group who wish to participate.
- Remove the filled trash bags the first workday after the pickup.
- Remove litter from the adopted section only under unusual circumstances; i.e., to remove large, heavy, or hazardous chemical items.

If it is found that the adopting Group is not meeting the terms and conditions of the Agreement, it is the sole judgment of the City to terminate the Adoption Agreement upon 30 days notice. The City reserves the right to modify or cancel the program at any time.

The City recognizes The Group as the adopting organization for _____ _____ (location as approved by the "City") and The Group accepts the responsibility of picking up litter on this section of street and promoting a litter-free environment in the community for a period beginning _____, 20___ (minimum of two years).

_____

(Name of Group)

_____	_____
(Group President-print)	(Group President – signature)
_____	_____
(Adopt-A-Street Chairperson-print)	Adopt-A-Street Chairperson-signature)
Shawn O'Leary	_____
(City Representative)	(City Representative-signature)

To arrange your clean-up, contact:

City of Norman

Traffic Control Division

1311 DaVinci Street

Phone 329-0528

Fax 292-9765

Office Hours: 8:00 a.m. and 5:00 p.m.

Mail contract forms to:

City of Norman

Traffic Control Division

Post Office Box 370

Norman, OK 73070

CITY OF NORMAN
ADOPT – A – STREET PROGRAM
APPLICATION

(Please Print)

_____
(Date of Application)

_____
(Name of Organization)

_____
(Mailing Address)

_____
(City, State, Zip Code)

_____
(President of Organization)

_____ _____
(Adopt-A-Street Chairperson) (Day Phone Number)

_____ _____
(Mailing Address) (Additional Phone Number)

_____
(City, State, Zip Code)

Approximate number of people participating in each cleanup: _____

Street selection(s) you are interested in adopting:

1. _____

2. _____

3. _____

The City of Norman will work with the adopting group to determine the location of street to be adopted. Once a new application is received it takes approximately four (4) to six (6) weeks to process.

ORGANIZATION NAME: The grid below is provided for you to list how you want the name of your organization to read on the Adopt-A-Street sign. A dash, period, slash, space, or any other symbol counts as one space.

LOCATION: On the map below please indicate (with an X) where you want your signs (2) to be located. Help us identify this location by writing in the name of the street you will be adopting and enough cross streets to adequately locate your signs. They will be located as close as possible to the requested spot.

Mail contract forms to:

City of Norman
Traffic Control Division
Post Office Box 370
Norman, OK 73070

At the conclusion of your contract term, you may purchase your organization's signs at $6.25 per SF. Please contact our office at 329-0528 for more details.

CITY OF NORMAN
ADOPT – A – STREET PROGRAM

RELEASE OF LIABILITY

(One Release of Liability form for each member in your organization)

FOR AND IN CONSIDERATION of assistance rendered to the City of Norman to the _____
(Name of Organization)

an organization participating in the Adopt-A-Street Program, the undersigned

_____
(Name and address of participant) being of lawful age, and being a member of said organization,

does hereby release, acquit, and forever discharge the City of Norman, and all of its departments, agencies, agents, servants, and employees from any and all claims for injury or property damage which may occur directly or indirectly as a result of my participation in the aforementioned program.

This release contains the ENTIRE AGREEMENT between the parties hereto, and the terms of this release are contractual and not a mere recital.

I further state that I have carefully read the foregoing release and know the contents thereof, and I sign the same as my own free act.

WITNESS my hand this_____ day of _____, 20___.

CAUTION: THIS IS A RELEASE. READ BEFORE SIGNING.

_____
(Signature of Participant)

WITNESS:

_____
(Name)

_____
(Address)

CITY OF NORMAN
ADOPT – A – STREET PROGRAM
RELEASE OF LIABILITY – MINOR CHILD

FOR AN IN CONSIDERATION of assistance rendered to the City of Norman to the _____
(Name of Organization)

an organization participating in the Adopt-A-Street Program, the undersigned

_____
(name and address of parent or guardian) being the parent and/or legal guardian of

_____
(name of participant) a minor child, who is a member of said organization,

does hereby release, acquit, and forever discharge the City of Norman, and all of its departments, agencies, agents, servants, and employees from any and all claims for injury or property damage which may occur directly or indirectly as a result of my participation in the aforementioned program.

This release contains the ENTIRE AGREEMENT between the parties hereto, and the terms of this release are contractual and not a mere recital.

I further state that I have carefully read the foregoing release and know the contents thereof, and I sign the same as my own free act.

WITNESS my hand this _____ day of _____, 20___.

CAUTION: THIS IS A RELEASE. READ BEFORE SIGNING.

_____
(Signature of Parent or Guardian)

WITNESS:

_____
(Name)

_____
(Address)

CITY OF NORMAN
ADOPT – A – STREET PROGRAM
SAFETY TIPS

Crew members should possess the following minimum qualifications:

- Good common sense.
- Good physical condition, including sight and hearing.
- Mental alertness.
- A sense of responsibility for safety of public and crew.

WHAT TO WEAR

- Light colored clothing.
- Safety vest at all times.
- Heavy gloves.
- Leather shoes or boots with ankle support.
- Consider attire to avoid sunburn and insect bites.

SET UP A SAFE WORK SITE

- Have a refresher session on safety awareness prior to each scheduled clean up.
- Car pool to the site to reduce the number of parked vehicles.
- Park all vehicles clear of street traffic and on the same side of the street as clean up volunteers.
- Set out Advanced Warning signs at the work site prior to the crew beginning the clean up.
- Relocate the signs as you progress.
- Post a lookout to be aware of traffic situations.
- Have all group members work on one side of the street at a time.
- Face oncoming traffic while you work.

PROTECT YOURSELF AND OTHERS

- Work during daylight hours only.
- Keep a first aid kit handy.
- Suspend work in inclement weather, especially in times of reduced visibility.
- Stay clear of any construction or maintenance activities, such as mowing.
- Avoid areas where snakes or stinging insects may be located.
- Avoid contact with poison ivy, poison oak, and other noxious weeks.
- Avoid areas where herbicides or pesticides have recently been applied.
- Do not attempt to pick up items on bridges or overpasses.
- Avoid over-exertion. Drink plenty of water, especially on warm humid days.
- Do not attempt to compact trash bags to gain room for more trash. This can result in injuries from sharp objects. Fill the bag with what goes in easily and then get another bag.
- DO NOT PICK UP NEEDLES, SYRINGES, OR OTHER HAZARDOUS SUBSTANCES. Report the location of these items to the Norman Police Department at 321-1600.

CITY OF NORMAN
ADOPT – A – STREET PROGRAM
SAFETY TRAINING

ORGANIZATION: _____

GROUP LEADER: _____

DATE OF TRAINING: _____

By signature, the participant certifies he/she has received the aforementioned training and has received and reviewed the handout on safety tips and rules.

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Group members not present for safety meetings should not be permitted to participate in the program. All participants **must** sign a release.

Documentation of safety training and releases are to be completed and returned to the City of Norman Adopt-A-Street Coordinator.