

KEEP MANSFIELD BEAUTIFUL

“Love Your City” Adopt-a-Street Program

Adoption Agreement



Keep Mansfield Beautiful, hereinafter referred to as “KMB,” and _____, hereinafter referred to as “the Group,” enter into this agreement to enhance the quality of life and pride in our city by participating in the “Love Your City” Adopt-a-Street Program, hereinafter “the Program.” By signature on this agreement, the Group, both jointly and severally, acknowledges the potentially hazardous nature of the work and agrees both jointly and severally to the following items and conditions:

OVERVIEW AND ADMINISTRATION:

- The Group agrees to adopt at least one, and no more than three (3) public roadway(s) for a minimum of two years for initial agreements. Subsequent renewals will be for one year.
- The Group will pay an enrollment fee of \$120 for the initial two-year adoption period with an annual renewal fee of \$45 each subsequent year.
- If the Group requests a name change on their sign after it is ordered, they will be charged for the cost of the sign plus 15%.
- The Group shall designate two contact people and shall keep their contact information current at all times.
- The Group agrees to submit a report to KMB each time a cleanup occurs, including the date of the cleanup, names of all participants, number of hours spent, number of bags of refuse collected and other such information as requested by KMB. Pictures should also be included. This report must be submitted within seven (7) days of the cleanup.
- The group is also encouraged to post photos and check-ins to social media, using the hashtag #loveyourcity. You are also encouraged to email photos to kmbc@mansfieldtexas.gov or post them to our Facebook page ([@KeepMansfieldTXBeautiful](https://www.facebook.com/KeepMansfieldTXBeautiful)).
- The Group shall have the option of renewing this agreement subject to the approval of KMB and continuation by KMB of the “Love Your City” Adopt-a-Street Program.

CLEANUP PROCEDURES

- Frequency
 - The Group will conduct a clean up of its adopted street(s) at least three (3) times a year during the designated periods of January-April, May-August and September- December.
- Safety
 - Each Group shall include at least one (1) adult briefed in the required safety aspects of the program. If that person leaves the Group, it is the responsibility of the Group to ensure that another adult is briefed before any cleanups take place.
 - The Group shall conduct a safety review with all participants prior to each cleanup event.
 - Every participant must sign a registration and liability form for each cleanup event to be turned into KMB upon completion of the cleanup. These forms will remain on file with the City.
 - Every participant will wear a safety vest provided by the City at all times during the cleanup event.
 - If there are participants under the age of 15 this form must be co-signed by a parent or guardian. At no time will participants under the age of 15 be left without the supervision of at least one adult.



- **General Responsibilities**
 - The Group and its participants agree to obey and abide by all laws and regulations relating to safety and such terms and conditions as may be required by KMB on a particular adopted roadway.
 - The Group may not sub-contract or assign its duties and responsibilities to any other group, organization or enterprise.
 - The Group must provide the City with at least a five (5) day notice before a cleanup event to ensure adequate supplies are available.
 - The Group shall obtain required supplies from the City during regular business hours only. Only the designated contact(s) can check out supplies.
 - The Group is responsible for providing a first aid kit and adequate supplies of drinking water during the cleanup event.
 - The Group shall place filled trash bags in the dumpster behind City Hall or at the Chris W. Burkett Service Center for disposal by the City. Trash shall not be disposed of in any other facility.
 - Safety vests and unused materials must be returned to the City within two (2) working days of the cleanup event.

As part of this Agreement, KMB agrees to the following:

- **ADMINISTRATION:**
 - Work with the Group to select the specific section of street to be adopted.
- **SAFETY**
 - Provide safety information, safety vests, trash bags and other agreed-upon supplies as required.
- **GENERAL RESPONSIBILITIES**
 - Install a sign identifying the group on the adopted street.
 - Publicize the group's cleanup events through all available media.
 - Arrange for the removal of large, heavy or hazards materials and litter from the adopted roadway in unusual circumstances.

Keep Mansfield Beautiful reserves the right to modify or cancel the Program at any time and for any reason.

Keep Mansfield Beautiful and the Group both recognize and agree that in no event shall KMB have the right to control the Group in performing the actual details of picking up the litter from the section of street adopted by the Group and, in picking up the litter, the Group shall act as an independent contractor.

If, in the sole judgment of KMB, it is found that the adopting group has not met the terms and conditions of this agreement, the Commission may terminate this agreement and remove the signs upon thirty (30) days notice. No fees will be refunded.

This agreement may be modified in scope or altered in any manner at the sole discretion of the Commission. The Group will be notified in writing of any substantive changes within thirty (30) days.



With these agreements understood and accepted, _____ "the Group" hereby agrees to participate in the "Love Your city" Adopt-a-Street Program as of _____ and acknowledges receipt of the Liability Form.

Official Name of Group (to appear on signage) _____

Street Requested _____

Initial 2 year agreement

Annual renewal agreement

Contact # 1

Contact #2

Work Phone

Work Phone

Cell Phone

Cell Phone

Email Address

Email Address

Mailing Address

Mailing address

PAYMENT OPTIONS

Check Send Invoice Receipt Requested

Credit Card Visa Mastercard AMEX Discover

Name on Card _____ Card Number _____

Signature _____ Exp Date _____ CVC _____

Make checks payable to "Keep Mansfield Beautiful".

Authorized signature for Group:

Date:



KMB Use Only

Authorized signature for KMB:

Date:

Welcome Packet Sent _____

Date Street Assigned _____

Agreement Approved _____

Street Assignment _____

Agreement Signed _____

Paid _____

Contract Start Date _____

Sign Ordered _____

Contract End Date _____

Sign Installed _____

Mail completed agreement and payment to:

Keep Mansfield Beautiful
Adopt a Street Program
Attn: Rebecca Sales
City of Mansfield - Chris W. Burkett Service Center
620 S. Wisteria Street
Mansfield, TX 76063

OR

Email to: kmbc@mansfieldtexas.gov