



Adopt-A-Spot Application

Email completed application to: info@cityofkirby.org or Return to: Kirby City Hall, 112 Bauman, Kirby, TX 78219

Name of Adopt-A-Spot Organization		Spot to be Adopted (attach a map)	
Primary Group Contact		E-mail	Phone
Street Address	City	State	Zip
Secondary Group Contact		E-mail	Phone
Street Address	City	State	Zip
<i>Why are you interested in adopting this spot?</i>			
<i>What types of projects would you like to accomplish at your adopted spot?</i>			
<i>Please detail your proposed group work schedule. (i.e. 2 hours every 3rd Saturday of the month)</i>			
<i>How many members of your group will regularly participate in Adopt-A-Spot work days?</i>			

City of Kirby
Adopt-A-Spot Guidelines

Adopt A Spot Volunteer/Group Responsibilities:

- Select the location (spot) from the approved City of Kirby List and receive approval via the City of Kirby Adopt-A-Spot application process
- Perform work on an as needed basis, but in no event less than six times per year for litter/beautification
- Perform work only in assigned area
- 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 in City of Kirby trash receptacles separating recyclable materials from litter if possible
- All plantings must be approved by the City Council and the City Manager in coordination with the Public Works Department
- All plantings should be selected from the Texas Smartscape list found at www.txsmartscape.com
- Perform all work at the adopted spot satisfactorily per inspection by the Public Works Director
- Volunteers/Groups agree to adopt an assigned area for either one or two years
- Volunteers must have a signed waiver (hold harmless agreement) on file at Kirby City Hall
- Groups with youths under the age of 16 must have a ratio of one adult chaperone per 10 youths
- Volunteers/Groups will be expected to dress accordingly, taking into consideration the work to be performed, the environment and safety
- Volunteer/Groups will not use the City of Kirby name or logo when soliciting volunteers or donations
- Volunteers may not drive or be transported in city owned vehicles
- Volunteers/Groups shall not subcontract or transfer its duties or responsibilities to any other individual or entity
- Volunteers shall be prohibited to possess or consume alcohol while working on an Adopt-A-Spot project
- Projects such as planting or brush removal require City Council and City Manager approval two weeks prior to the start of project

Point Person Responsibilities

- Each group must identify a point person responsible for creating a work schedule and notifying the City of Kirby two weeks in advance of a group event
- Point person shall distribute and review the safety guidelines and have each volunteer sign the Hold Harmless Release Form for the City of Kirby
- Point person must have drinking water, a first aid kit and cell phone on worksite for each event
- Point person must submit the cleanup log to Kirby City Hall within 72 hours of the group event
- Large objects or large amounts of litter collected shall be reported to Kirby City Hall by the Point Person for removal by the Public Works Department

-Point Person is asked to contact Kirby City Hall to report overflowing trash and/or recycle containers or any maintenance issues in the adopted area

City of Kirby Responsibilities

-The City of Kirby will recognize participating groups/volunteers through various means

-The City of Kirby reserves the right to make changes to these guidelines as necessary

-***An Adopt-A-Spot sign with your group name will be placed at your site after two reported projects/events. The City of Kirby reserves the right to approve, disapprove and/or edit name or acronyms on the signs. If terms of the Adopt-A-Spot program are not met by the group, the sign will be removed