

City of Covington Adopt-a-Street Program



Application

Recognizing the need to combat the litter problem in our community, The City of Covington is beginning an "Adopt-a-Street" program. Working together with individuals, groups, and/or organizations can make a significant difference in the appearance of our community. This program will assist the City of Covington in meeting several goals:

- Improve the attractiveness of our City
- Reduce roadway pollution
- Reduce water pollution
- Reduce stormwater drainage issues
- Increase public awareness of environmental issues
- Reduce the costs associated with litter removal

Adopt-a-Street Agreement

The City of Covington and _____
(Name of business, organization, or individual participating)
recognize the need of litter-free and visually improved streets.

The Adopt-a-Street program has been established for community and civic organizations, as well as private businesses, industry, and/or individuals to contribute toward the effort of maintaining cleaner and more scenic City streets.

As indicated by their signatures on this agreement, the individual participants of the named entity are aware of the nature of the work which is to be performed and have agreed to follow the City's rules, policies, safety guidelines, and instructions. If the above-named entity enters into a contract with a business, organization, or individual to clean the entity's adopted section of road ('a contracted service'), the contracted service agrees that it is aware of the nature of the work which is to be performed and has agreed to follow the City's rules, policies, safety guidelines, and instructions. The individual participants agree to not hold the City of Covington responsible for any injuries they, their employees, or their agents may cause or suffer as a result of participation in the program. **The participants also agree that signs bearing the group's name shall be installed at locations to be determined by the City of Covington after a period either of 6 months or two litter pick-ups after the date of this agreement.**

The above named entity agrees to pick-up litter **at least once every four months (January to April, May to August, and September to December)** for three years along its adopted section of roadway. The participant also agrees to notify the program's coordinator prior to and upon completion of its collections. This agreement shall be valid for a minimum of three years, beginning ____/____/____ and ending no sooner than three years from that date. At the end of the contracted period, should no extension be planned, the City will remove the sign to be reused for future participants. The entity may cancel this agreement with written notice to the City of Covington.

The City of Covington may cancel this agreement if the above-name participant fails to meet its collection obligations for its adopted section of street. The City of Covington shall notify the participant in writing prior to canceling this agreement and, if applicable, remove signs.

The City of Covington recognized the above-named entity as the adopting organization for the following street segment(s):

_____ (street name)

_____ from where to where

Date: _____

Contact Information

This section to be completed by the Adopting Group.

Primary Contact Information

Name: _____

Title Within Adopting Group (if applicable): _____

Mailing Address: _____

City

State

Zip Code

Phone: _____ Cell: _____

E-mail: _____

Signature: _____

Secondary Contact Information

Name: _____

Title Within Adopting Group (if applicable) _____

Mailing Address: _____

City

State

Zip Code

Phone: _____ Cell: _____

E-mail: _____

Signature: _____

Safety Rules and Guidelines for Participants

All Participants Agree to:

- Wear a Covington supplied (or approved) safety vest
- Park all vehicles clear of the roadway and on the same side of the road where volunteers will be working
- Be at least 10 years of age to participate in a pick-up furnish adequate supervision by one or more adults 21 years of age or older for groups that have participants between the ages of 10 and 17
- Pick up litter only during daylight hours
- Do not pick up trash on the road surface
- Conduct a safety meeting for all participants prior to each pick-up to review these Safety Rules and Guidelines

For Your Safety:

- Wear light-colored clothing that covers arms and legs
- Wear leather shoes or boots, gloves, hat, and safety glasses
- Wear clothing that will not divert attention of motorists during pick-up
- Wear clothing that will not impair vision or movement during pick-up
- Work in small groups
- Stay well clear of any construction
- Stop work in inclement weather
- During warm weather months, drink plenty of fluids, take breaks, and avoid overexertion
- During cold weather months, dress warmly with layered clothing
- Be alert for snakes, stinging insects, and poisonous plants
- Do not remove hazardous substances or dead animals; notify the Police Department's animal control officer, and give description/location of the items(s)
(non-emergency number is 540-965-6333)
- Avoid contact with noxious weeds and areas where herbicides were applied
- Carpool to the site to reduce the number of vehicles
- Use proper lifting and bending techniques

Volunteers Must Not:

- Use or possess illegal drugs or alcohol during a pick-up
- Pick up trash on bridges overpasses
- Pick up what appears to be hazardous materials; notify the Police Dept and give description/location of the item(s) (non-emergency number is 540-965-6333)
- Attempt to squeeze bags to make room for more trash; plenty of bags will be provided

In Case of Emergency:

- Have an adequate first-aid kit immediately available
- Select an emergency room or hospital and know the route from the work area to the designated place or treatment facility
- Have transportation immediately available in case emergency situation arises

Disposal of Garbage Bag:

- Follow the guidelines and instructions established by the City of Covington which will be distributed with the supplies

Adopt-a-Street Signs

The boxes below represent the maximum number of characters allowed on your Adopt-a-Street sign. You have the option of two lines with a possibility of 16 characters per line. Please print one letter per box (punctuation marks and spaces each count as one character). If the name of your organization can fit on one line, the sign maker will use a larger font for better visibility.

The Adopt-a-Street coordinator must approve all signs.

The City of Covington will place your Adopt-a-Street sign at the beginning or end of your adopted street segment 6 months after signing your Adopt-a-Street agreement or after two litter pick-ups. The Adopt-a-Street program coordinator will determine the sign location.

Participant(s)

Signatory Instructions:

Signatures of individual group members that plan to participate in one or more litter pickups are required in the spaces provided below. No person may sign for another person. A parent/guardian is required to sign for a volunteer under 18 years of age.

Adopting Group Signatures:

The following persons will participate in one or more litter pick-ups. By their signatures, they agree to abide by the established rules, policies, safety guidelines, and instructions and to not hold the City of Covington responsible for any injuries they may suffer or damages that they may cause or suffer as a result of participation in the **Adopt-a-Street** program.

<u>Name</u>	<u>✓ If Minor</u>	<u>Signature</u>

***Note: If more signatures are needed, please make another copy of Signature Sheet**

The Process for Scheduling a Litter Pick-Up

1. Once a day and time has been selected by your group, contact the Covington Public Works office (540-965-6321) and inform staff of your plans.
2. The City of Covington will provide you with trash bags, gloves, and safety vests. Estimate how many of each you will need and then schedule a time and/or place to pick these items up.
3. Take a strict approach to safety during your scheduled pick-up. Please obey all rules, policies, safety guidelines, and instructions during your pick-up.
4. When a bag is full, tie it up and leave it safely off the roadway, yet visible to be picked up by Public Works. Otherwise, enjoy taking the time to help Covington maintain a cleaner community.
5. Once your pick-up is complete, please notify the City Hall so that the City can schedule to have the full bags picked up by City Staff. Whenever possible, please return excess supplies (especially safety vests) so that they can be used in future pick-ups.

Thank you for your commitment toward making our community a cleaner and more visually appealing place to live, do business, and visit!