

DeKalb County Recreation, Parks & Cultural Affairs

Beautification and Events Project Application



The DeKalb County Recreation, Parks & Cultural Affairs Department (RPCA) and Park Pride are excited to support neighborhood groups and interested organizations to plan beautification projects and events in parks. We will work with you to provide cleanup supplies, tools, and safety information.

This form should be submitted for all projects and events in the park. **Authorization goes through the Director of Recreation, Parks & Cultural Affairs.**

Please submit at least 72 hours in advance of workday to allow for processing. Supplies are to be picked up and returned to 3681 Chestnut Street, Scottdale, GA 30079 between the hours of 8:30 AM to 4 PM Monday-Friday.

On the actual clean-up day, *all volunteers must sign the waiver form and return to Park Pride.* Once the clean-up is complete, the borrowed supplies need to be returned by the project coordinator the next business day following the work day.

Project Ideas

- **Cleanups** – A clean-up project can focus on removing trash and debris from general park areas and around lakes. The project should not only cleanup the site, but also include a strategy for preventing future illegal dumping.
- **Invasive plant removal** – Removing invasive plants, such as kudzu, English ivy, and privet, from general park areas will encourage the life cycle of native plant species and animal life. Any areas where plants are to be removed need to be identified prior to the work-day and all native species are to be identified and left untouched.
- **Events involving alcohol, sound amplification, or otherwise require permitting**
- **Painting park structures** - Requires approval
- **Tree/shrub planting** – Reduce pollution, add shade, prevent erosion, and improve the value of your park for decades to come by planting trees at a recreation center, along a stream bank, or in general park areas. Any areas where plants are to be installed need to be identified prior to the work-day and any species planted will need to be authorized by parks personnel. In times of drought or water restrictions, trees and plant projects will not be allowed. Tree plantings are restricted between the months of December and March. Your group will be responsible for watering trees and plants that are added.

From all of us at DeKalb County Recreation, Parks & Cultural Affairs, thank you for all of the hard work you put in to help improve and maintain our greenspaces! We could not do it without you!

Beautification Project Application

Project Information

Name:

Organization:

Please choose the best description(s) as it applies to you:

Individual / Group / Partnership / Corporation / Government Agency

Contact Address:

City/State/Zip:

Phone #:

E-Mail:

Date/Time of Event (List top three choices):

Volunteers:

Number of Minors:

Minors 17 and younger must be supervised by an adult and have written consent of a parent or legal guardian prior to volunteering.

Park Location:

Does the area in question have access to water?

Yes

No

Is this project part of a grant application? *If so, list name of grant-making organization and grant request total here, then attach the completed application.*

Provide detailed description of the project to be performed. Include photos and a map if needed. Attach additional sheets if necessary:

Beautification Project Application

Supply Request

Please list the quantity of each supply requested for the work day. Requests met based on availability. All tools need to be returned the next business day following the work day. The quantities below represent our general inventory of the tool in question, subject to change.

A. Tool Request for County

<u>COUNTY SUPPLIES</u>	<u>REQUESTED QUANTITY</u>
# of hand pruners (1)	
# of hand trowels (2)	
# of hoes (6)	
# of loppers (19)	
# of machetes (9)	
# of pick axes (11)	
# of pitch forks (8)	
# of privet pullers/weed wrenches (22)	
# of rakes, soft (16)	
# of rakes, hard (15)	
# of reflective vests (38)	
# of saws (2)	
# of scythes (17)	
# of shovels <i>flat edge (13) round point (20)</i>	
# of tarps (10)	
# of wheelbarrows (2)	
# of Brown Paper Refuse Bags	

B. Tool Request for Park Pride

Park Pride has tools and gloves that Friend of the Park groups may borrow if quantities are available. To make a request, or for additional information, please contact kayla@parkpride.org.

C. Litter Sticks, Bags, & Gloves for Clean-ups

Please visit our partner at <http://keepdekalbbeautiful.org/> and fill out the “KDB Cleanup Supply Request Form” found at the bottom of their homepage. Only do so *within one week* of your planned clean-up, following the instructions given on the form. This form will be processed by Keep DeKalb Beautiful, not by RPCA. Their office is located at 4380 Memorial Drive in Decatur.

Beautification Project Application

D. Waste and Debris

Waste and debris removal will be coordinated with RPCA. Please assist by breaking it down and placing it in brown refuse bags in an easily accessible area of the park and emailing Kayla with the location. Indicate in the tool request form above how many bags you will need (they come in packs of 5).

E. Volunteer Recognition

When you submit volunteer hours, they will be tabulated to reward and recognize volunteers and Friends of the Park groups for your valuable work. Send volunteer waiver sign-in sheets to Kayla after your workday or event.

F. Park Rules and Ordinances

Please review the Park Rules and Ordinances on the RPCA website.
<https://www.dekalbcountyga.gov/parks/rules-ordinances>

G. Use this space for photos, drawings or additional information about your project

Beautification Project Application

Service Agreement

I, _____, and my organization/group, _____ agree to the following:

- We will not conduct any maintenance or improvements on park land without approval from the Parks and Recreation Department.
- We will not plant or remove any trees or plants or use any pesticides/herbicides on park land without consent by the Parks and Recreation Department.
- We will not be considered County employees during our volunteer service.
- We will conduct ourselves in a courteous and civil manner during our volunteer service.
- We will complete and return all requested paperwork before commencing our project.
- We understand DeKalb County Recreation, Parks & Cultural Affairs reserves the right to merge our volunteer event with more than one group. We understand that the volunteer event may be cancelled or postponed due to inclement weather or other conditions of the worksite that may cause hazard to all involved.
- We will have fun volunteering!

DeKalb County Recreation, Parks & Cultural Affairs agrees to provide the following:

- Consultation on suggested park enhancements/projects.
- Staff support and project-related training.
- Limited materials and tools to assist in the successful completion of your project

DeKalb County reserves the right to limit the use of volunteers, adjust the hours of any volunteer or to reject services as it, in its sole discretion, deems fit, in order to best achieve its public purpose and policy. No employment of any other contractual right is created by these policies. Participation in any volunteer position of the County shall be open to any individual and no individual shall be discriminated against based upon race, color, religion, age, sex, national origin or physical, mental or sensory handicap, or on the basis of any other characteristic protected by law.

Under no circumstances shall a volunteer operate any power equipment. County owned mowers, weed-eaters, chain saws, backhoes and/or other large construction equipment will be operated by County staff and not volunteers. Miscellaneous construction equipment may be donated, used and operated, and approved by Recreation, Parks & Cultural Affairs.

Group Coordinator _____ Date _____

Park Pride Representative _____ Date _____

Director of Recreation, Parks & Cultural Affairs or Designee _____ Date _____

If not approved, reason for denial: _____