

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 **registered Friends of the Park groups** to plan beautification projects and events in parks. We will work with you to provide tools and safety information. Use this link to find Park Pride's current list of registered Friends of the Park groups:

<https://parkpride.org/we-can-help/friends-of-the-park/friends-of-the-park-groups/>

This form should be submitted for **all** projects and events in the park. **The Director of Recreation, Parks & Cultural Affairs must approve all workday events and applications prior to any activities taking place in DeKalb County Parks.**

Email completed forms to

- DeKalb Parks & Greenspace Manager, Caleb Wittenmyer,
ckwittenmyer@dekalbcountyga.gov

AND

- Park Pride DeKalb Associate, Lauren King, lauren@parkpride.org.

Please submit at least 2 weeks in advance of workday to allow for processing. Supplies are to be picked up and returned to 3681 Chestnut Street, Scottdale, GA 30079 on weekdays between the hours of 8:30 AM to 2:00 PM.

On the actual workday or event-day, **all volunteers must sign the attached waiver form and return to Park Pride.** Once the workday is complete, the borrowed tools need to be returned by the project coordinator the next business day following the workday.

Beautification Project & Event Ideas

****ALL PROJECTS AND EVENTS REQUIRE RPCA APPROVAL****

- **Cleanups** - A cleanup project can focus on removing trash and debris from general park areas and around lakes and water ways. 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.
- **Trail Maintenance** - Trail maintenance projects focus on improving existing trails by clearing debris, trimming overgrown vegetation, addressing erosion issues, and ensuring safe and accessible pathways for park visitors. Any work on trails should be planned in coordination with park staff to prevent unintended environmental impact.
- **Painting park structures** - Repainting park structures, such as benches, tables and trash cans, helps maintain a welcoming and well-kept environment. Paint colors and materials must be pre-approved by park personnel, and all work should be completed with care to protect surrounding areas and natural spaces.
- **Tree/shrub planting** – 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.
- **Host Park Events** - All events held in the park, including community gatherings, educational programs, celebrations, or other types of park activation events, must go through department review and Director approval. Any event involving alcohol, sound amplification, or otherwise require additional permits and must comply with county regulations. Groups should plan ahead to ensure a smooth approval process and a successful event.

Beautification Project Application

Project Information

Volunteer Leader Name:

Friends of the
Park Group:

Park Address and Workday location (*if different*):

Volunteer Leader Address:

Volunteer Leader Phone #:

Volunteer Leader Email:

Group Email:

**Dates of each
Project or Event**

**Start & End Times of
Project(s) or Event(s)**

- | | | |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

Volunteers

Expected:

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

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:

IMPORTANT:

If you are applying to **HOST AN EVENT** at a DeKalb County Park, please fill out **ONLY** the **HIGHLIGHTED** sections of the RPCA 'Special Event Application' on the following two pages. If not, please disregard those pages.

FYquest trash pickup service from DeKalb RPCA after workday? Yes No

Recreation, Parks and Cultural Affairs

Special Event Application



Date Submitted:

Special Event Applications must be presented (30) days in advanced of the requested date. The Department of Recreation, Parks & Culture Affairs does not provide any equipment. You are responsible for securing all equipment and/or other county services. Permit Questions and Special Event Request Contact: lsdavis@dekalbcountyga.gov

Applicant Information

Contact Person: _____

Organization Name: _____

Address: _____

Phone and Fax number: _____

Event Details

Event Name: _____

Requested Location: _____

Date of event: _____ Alternate Date (If date requested is not available): _____

Set-up date: _____ Breakdown Completion date: _____

Actual event start time: _____ End: _____

Description of event:

Number of participants expected _____ Number of event staff _____

Please check all that apply:

Music _____ Food _____ Bounce House _____ Alcohol Sale/Consumption _____

Tent _____ Street Closure hours _____ Pavilion needed _____ Trash removal needed _____

Will alcohol be served at your event? Yes _____ No _____ Time of sale _____

Fees & Charges:

Alcohol permit serve - \$75 per day (to serve)

Amplified Sound- \$25 per day

Vendor Permit- \$225 per vendor

Bounce House – \$25

Police- \$35 per hour (If traffic control is needed or alcohol is being served)

Alcohol permit to sell – Please contact Roxanne Shields, Business License Supervisor at Voice: (404) 687-3857 or Email: rshields@dekalbcountyga.gov

Food Permit if you are cooking onsite and it is not a vendor– Please contact Nakia Robinson , Environmental Health County Supervisor, Food Protection Program, Division of Environmental Health Voice: (404) 508-7903, Fax: (404) 508-7979 or Email: nakia.robinson@dph.ga.gov

Police- Please contact Sgt. Lambotte Voice: (470) 528-8399 or Email: jhlambotte@dekalbcountyga.gov

*Client must provide proof of documentation stating adequate security needed

Staging and Tent- Please contact Larry Labbe, Fire Marshall Voice: Email: llabbe@dekalbcountyga.gov .

*Client must provide proof of documentation stating tents and staging has been approved

Important Notice: During any event, the DeKalb County Recreation, Parks and Cultural Affairs requires organizers of the special event to provide a valid certificate of insurance showing: General Liability Insurance: \$1,000,000 minimum combined single limit for bodily injury and property damage, and alcoholic beverages served or sold at the event.

CANCELLATION POLICY- Lessee may terminate the Event Agreement without cause with 24 hours written notice. Refunds are given due to inclement weather.

PLEASE NOTE

A completed application, detailed description and proof of insurance is mandatory upon submission of application.

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

COUNTY SUPPLIES	REQUESTED QUANTITY
# of post hole digger (1)	
# of hand trowels (2)	
# of garden hoes (6)	
# of loppers (15)	
# of pick axes (3)	
# of pitch forks (13)	
# of privet pullers/weed wrenches (5)	
# of rakes, soft (15)	
# of rakes, hard (15)	
# of reflective vests (25)	
# of litter sticks (21)	
# of flat edge shovels (7)	
# of round point shovels (22)	
# of tarps (2)	
# of wheelbarrows (2)	
# of Brown Paper Refuse Bags	

B. Tool Request for Atlanta Community Tool Bank

If quantities are available, all registered Friends of the Park groups may borrow tools for their park projects from the Atlanta Community Tool Bank under Park Pride's account.

To make a request, or for additional information, please contact lauren@parkpride.org.

C. Waste and Debris

Waste and debris removal will be coordinated with RPCA. Please email Caleb, ckwittenmyer@dekalbcountyga.gov with location of debris and assist by breaking it down and placing bags in an easily accessible area of the park.

Beautification Project Application

D. 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 Lauren, lauren@parkpride.org after your workday or event.**

E. Park Rules and Ordinances

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

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

*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

Service Agreement

I, _____, and my Friends 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:



Date:
Park:
Group:

Total Volunteers:
Total Hours:

WAIVER OF LIABILITY / HOLD HARMLESS: In connection with my voluntary involvement in activities undertaken for, and with the participation and support of PARK PRIDE a non-profit charitable organization and DeKalb County, its volunteers, agents, officers, directors, employees, related landowners, and participating municipalities, cities, and county governmental authorities, and their employees, agents, subcontractors, and related parties (collectively, "PARK PRIDE PARTIES") I hereby agree, for myself, my heirs, assigns, executors, and administrators to release and discharge any and all PARK PRIDE PARTIES and DeKalb County, their officers and directors, employees, agents, and volunteers from all losses, claims, demands, and actions for injuries sustained to my person and/or property or caused by me as a result of my involvement in such activities, whether or not resulting from negligence, and I agree to indemnify, release and hold all PARK PRIDE PARTIES and DeKalb County, their officers and directors, employees, agents and volunteers harmless from any loss, cause or action, claim, or suit arising therefrom. I hereby attest that I am at least eighteen (18) year of age, fully competent, and agree to be bound by signing below. If participant is under the age of eighteen, the undersigned parent / guardian consents to the minor's participation in these activities and all the terms and conditions herein. I further agree my attendance and involvement in such activities is voluntary, that I am participating at my own risk, and that I have read the foregoing terms and conditions of this release. **PHOTOGRAPHY RELEASE:** By participating in the activities, participant irrevocably and perpetually grants Park Pride Parties the right, but not obligation to make, reproduce, print, broadcast, rebroadcast, publish (including online and/or via social media) and otherwise use photographs, videos, digital images, drawings, visual representations, videos or any other uses of participant's likeness (collectively, "Materials"). This release shall be deemed to include any Materials participant voluntarily provides or otherwise makes available to Park Pride Parties.

Name <i>(participant)</i>	Signature <i>(of participant or legal guardian of participant if under 18)</i>	Email <i>(optional)</i>
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11.		
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