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:

parkpride.org/programs/friends-of-the-park/find-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

- Project Manager, Lauren King
leking@dekalbcountyga.gov

AND

- Park Pride Staff: Anna D'Alessandro
anna.dalessandro@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: Reservations: contact Verletta Malone (vdmalone@dekalbcountyga.gov)
If you are applying to HOST AN EVENT at a DeKalb County Park, please contact LaShanda Davis (lsdavis@dekalbcountyga.gov) and fill out the Special Events Request Form: https://www.dekalbcountyga.gov/form/recreation-parks-and-cultural-af

Request trash pickup service from DeKalb RPCA after workday? Yes ☐ No ☐

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 anna.dalessandro@parkpride.org.

C. Waste and Debris

Waste and debris removal will be coordinated with RPCA. Please email Lauren King, leking@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

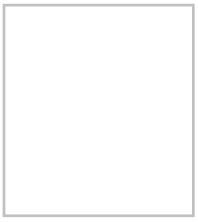
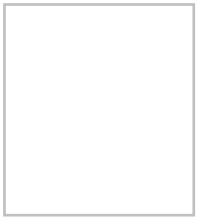
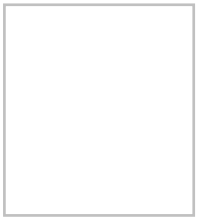
D. Volunteer Recognition

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 RPCA, leking@dekalbcountyga.gov 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!

DeKalb County Recreation, Parks, & Cultural Affairs
Telephone Number: (404) 371-2711
www.dekalbcountyga.gov/parks

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:

_____

PARK PRIDE
Community Powered Parks

DeKalb County RPCA
Recreation, Parks & Cultural Affairs

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 *(participant)*	**Signature** *(of participant or legal guardian of participant if under 18)*	Email *(optional)*
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