



Village of Orland Park

Recreation and Parks Department

Adopt-A-Park

Handbook



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Digital copies of all forms can be found at www.orlandpark.org



Overview

Adopt-A-Park Program

The Village of Orlando Park Recreation and Parks Department invites organizations to take part in its Adopt-A-Park program. Show pride in your community and work hands-on to help keep our 63 parks clean and litter free.

Commitment

Each year, a Community group commits to work in a park of their choosing one day per month in the designated cleanup months of May, June, September, and October. We will kick off the program in April. Participation in April's Earth Day Cleanup at Centennial Park is also required. Groups can choose their participation day in each of the designated months. It is the responsibility of each Adopted Park's group representative to organize these cleanup dates, and inform the Recreation Department of the chosen dates.

Participation

The program is open to individuals, youth groups, neighborhood associations, businesses and other community groups. All participants should be over 18 unless accompanied by an adult supervisor. (Scout and youth groups accompanied by adult leaders and parents with a ratio of at least one adult per five children)

What Adopting a Park Involves

When a group adopts a park from the Village of Orlando Park, the organization's members agree to perform debris and litter removal only. We ask that you do not cut, prune, or pull any landscaping, weeds or trees. We ask the Adopted Park's group representative to inform all participants within their group of the Village of Orlando Park's park policies and procedures. Failure to do so will result in removal from the program. Individual group will be responsible for providing bags, gloves and buckets for litter removal.

Process

Groups that are interested in the Adopt-A-Park program will need to fill out and submit an application along with release forms for all participants. Adopted Parks will be assigned on a first come first serve basis.

Benefits

The program provides an opportunity for local schools, clubs, organizations and businesses to serve the community. It is also a great way for groups to spend quality time together outdoors and help keep our parks cleaner in the process.

Your organization's name will be acknowledged on a plaque at Centennial Park.



Guidelines

- Community groups commit to work in a park of their choosing one day per month in the designated cleanup months of May, June, September, and October and also participate in the Earth Day Cleanup in April.
- It is the responsibility of each Adopted Park's contact's person to organize cleanup dates, and inform the Recreation Department of the chosen dates.
- The parks will be assigned on a first-come-first served basis.
- Work is to be completed during park hours only (dawn to dusk).
- All participants should be over 18 unless accompanied by an adult supervisor. (scout and youth groups accompanied by adult leaders and parents with a ratio of at least one adult per five children)
- Groups can choose their participation day in each of the designated months.
- Please do not pull weeds or flowers.
- Bags, gloves, and buckets will be provided by the individual group.
- All participants are to follow the entire park policies set by the Village of Orland Park Recreation and Parks Department. Failure to do so will result in removal from the program.
- The group will place filled trash bags in trash cans, or remove those items to be recycled.
- Have fun!



Safety Guidelines

All volunteers of the Village of Orland Park Recreation and Park's Department Adopt-A-Park program are required to adhere to the following guidelines while performing litter removal in any park:

Do's

- Wear gloves at all times.
- Tie all bags tightly before placing in trash cans/dumpsters.
- Handle sharp objects with care (adults only).
- Be cautious of any poisonous plants such as poison ivy.
- Carry a first aid kit.
- Dress appropriately for the weather and environment.
- Work during normal park hours.
- Have at least one adult per five minors.
- Only remove litter and debris.
- Follow all safety guidelines.
- Report any item in need of repair by filling out a damage report.
- Call Donna Kargol at 708-403-6258 to report a safety concern.

Don'ts

- Don't bring small children or pets along.
- Don't pick up materials that may be hazardous (needles or drug paraphernalia).
- Don't allow children to handle sharp objects.
- Don't stomp on bags as there may be broken glass or sharp objects inside that may injure you or others.
- Don't enter fragile environments surrounding retentions ponds and other bodies of water.

In case of emergency please dial 911.

Teachers and Group Leaders

- Students must be supervised at all times.
- Be sure volunteers are fully aware and capable of abiding by rules and guidelines of the program.
- Use any additional safety precautions you believe necessary.

Students and Minors

- Stay in sight of your teacher or supervisor.
- Work with a partner.
- Do not pick up trash near the street or curbs.
- Do not pick up sharp objects (broken glass).
- If park staff is present, use caution when working around them. Do not run in front of them or get too close when they are operating machinery.
- Do not run or throw objects and be sure to follow all rules of the park.

AVAILABLE BIKE TRAILS

1. **RAVINIA TO WEST PATH** - 15400 Ravinia to West Ave.
2. **WOLF RD. TO WILL-COOK** – 151st & Wolf to Will Cook Rd.
3. **82ND AVE. TO FOREST PRESERVE PATH** – 13901 82nd Ave. east to Forest Preserve
4. **82ND AVE. TO CATHERINE PATH** – 13900 82nd Ave. west to Catherine
5. **143RD ST. TO 149TH PATH** – 143rd & Wolf Rd. north to 149th
6. **RAVINIA AVE. PATH** – 147th to 15400 Ravinia

AVAILABLE PARKS

1. **ARBOR LAKE** - 15300 block of Will Cook Rd.
2. **AVENEL** - Corso Dr. & Wolf Rd.
3. **BILL YOUNG** - 153rd St. & Huntington Ct.
4. **BOLEY FARM** - 81st Ct. & 151st St.
5. **BRECKENRIDGE** - Breckenridge Blvd. & Imperial Dr.
6. **BRENTWOOD** - Pine St. & Lincolnshire Dr.
7. **BROWN** - 147th St. & Raney's Ln.
8. **BUNRATTY** - Fermoy & Bunratty
9. **CACHEY** - Edgewood & Wheeler Dr.
10. **CAMENO REAL** - El Cameno Ter.
11. **CENTENNIAL** - 15600 West Ave.
12. **CENTENNIAL PARK WEST**- Somerglen Ln. & Park Station Blvd.
13. **COLETTE HIGHLANDS** - Heatherglen Dr. & Park Station Blvd.
14. **COLONIAL** - 139th St. & Charleston Dr.
15. **COUNTRY CLUB ESTATES** - Wooded Path & Country Club Ln.
16. **CRESCENT** - 9705 W. 142nd St.
17. **CRYSTAL CREEK** - Trinity Dr. & Laurel Dr.
18. **DEER POINT ESTATES** - Deer Point Dr. & Deer Creek Dr.
19. **DISCOVERY** - Brookhill Dr.
20. **DOGWOOD** - 150th St. & Dogwood Dr.
21. **DOOGAN** - 147th St. & Park Ln.
22. **EAGLE RIDGE** - 10755 Eagle Ridge Dr.
23. **EAGLE RIDGE II** - Louetta Ln. & Ryan Ln.
24. **EAGLE RIDGE III** - 178th St. & Rachel Ln.
25. **EMERALD ESTATES** - Emerald Ave. & Deer Chase Ave.
26. **EQUESTRIAN** - Shire Dr. & Paddock Ct.
27. **EVERGREEN** - 87th Ave. & 141st St.
28. **FOUNTAIN HILL** - Buckingham Drive & Erickson Ct.
29. **FRONTIER** - 9740 144th Pl.
30. **GEORGETOWN** - Emerson Dr. & Providence Sq.
31. **GRASSLANDS** - 171st St. & Steeplechase Pkwy.
32. **HELEN** - Helen Ln. & Merion Dr.
33. **HERITAGE** - Yorktown Ct. & Concord Dr.
34. **HOSTERT LOG CABINS** - 147th St. & West Ave.
35. **ISHNALA** - Sandalwood Dr. & Red Oak Ln.
36. **ISHNALA WOODS** - 80th Avenue & Sioux Rd.
37. **JOHN HUMPHREY** - 147th St. & West Ave.
38. **LAUREL HILL** - 167th St. & Laurel Hill Dr.
39. **LONG RUN CREEK** - Long Run Dr. & Cornhill Dr.
40. **MALLARD LANDINGS** - Deer Run Dr. & Buck Dr.
41. **MARLEY CREEK** - Marley Creek Blvd & Autumn Ridge Dr.
42. **MISSION HILLS** - San Bernardino Dr. & Capistrano Ln.
43. **NEWBERRY** - Selva Ln. & Newberry Ln.
44. **ORLAND WOODS** - 11605 Kiley Ln.
45. **PARK HILL** - Peachtree Dr. & Sunrise Ln.
46. **PARKVIEW** - 88th Ave. & Butterfield Ln.
47. **PERMINAS** - Cristina Ave. & 141st St.
48. **PULTE** - Carlisle Ln. & Greencastle Ln.
49. **QUINTANA** - 138th Pl. & 83rd Ave.
50. **SARATOGA** - 97th Ave. & 161st St.
51. **SCHUMACK FARM** - 110th Ave. & 135th St.
52. **SCHUSSLER** - Poplar Rd. & Golfview Dr.
53. **SPRING CREEK** - 153rd St. & Wolf Rd.
54. **STELLWAGEN FARM** - 108th Ave. & Louetta Ln.
55. **SUNNY PINE** - 88th Ave. & Pine St.
56. **TAMPIER/MCGINNIS** - 110th Ave. & 139th St.
57. **TREETOP** - Treetop Dr. & 153rd St.
58. **VETERANS** - Hemlock Dr. & Wheeler Dr.
59. **VILLAGE SQUARE** - Windsor Dr. & Regent Dr.
60. **WEDGWOOD COMMONS** - 14241 82nd Ave.
61. **WEDGWOOD ESTATES** - 8200 Eynsford Dr.
62. **WIND HAVEN** - Tallgrass Trail & Pine St.
63. **WLODARSKI** - 167th St. & Robinhood Dr.

Village of Orland Park Recreation Department
2016 Adopt-A-Park Program Application

Date: _____

Preferred Park: 1st choice _____

2nd Choice _____

Organization: _____

Group Contact Person: _____

Phone Number:
Day: _____ Cell: _____

Mailing Address: _____

E-mail: _____

Approximate number of participants: _____

Adopt-A-Park sponsors will have their name displayed on a plaque in Centennial Park, acknowledging participation in this program. Please indicate on the line below exactly how you wish your organization's name to be printed on this plaque:

(Re-adopters sign name will stay the same)

As a representative of this organization, I have read and agreed to the guidelines of the Village of Orland Park Recreation Department's Adopt-A-Park program. **It is my responsibility to have all participants of my organization involved in the Adopt-A-Park program sign the Recreation and Parks Waiver forms.** I understand my group will be removed from the program if all guidelines are not followed.

Signature: _____ Date: _____

Please return this form to Donna Kargol:

Mail: Village of Orland Park Recreation Department
Attn: Donna Kargol
14600 S. Ravinia Ave.
Orland Park, IL 60462

Email: dkargol@orlandpark.org

Fax: 708-403-3208



VILLAGE OF ORLAND PARK RECREATION AND PARKS DEPARTMENT

PROGRAM VOLUNTEER (ADULT)

RELEASE AND INDEMNITY

In consideration of the permission extended to me by the Village of Orland Park, to participate in the **Adopt - a - Park program**, and for other valuable consideration, I, _____, of the address of _____ (street address, city, state and zip code), for myself, my heirs, executors, personal representatives, administrators and assigns do hereby FULLY AND FOREVER RELEASE AND DISCHARGE the Village of Orland Park and its officers, employees, servants and agents from any and all other claims and demands, damages, on account of, or in any way resulting from losses suffered by me, arising out of the activities on the premises of the Village of Orland Park in any way associated with the **Adopt - A - Park program**. This RELEASE AND INDEMNITY is also intended to include any losses incurred or arising out of instructions, training and directions received in the course of any of the activities described or mentioned herein.

Furthermore, in consideration of the foregoing premise I do, for myself, my heirs, executors, administrators, personal representatives and assigns, hereby expressly stipulate, covenant, and agree to INDEMNIFY AND HOLD HARMLESS the Village of Orland Park and its officers, employees, servants, agents, and all other persons whomsoever against and from any and all losses and claims for loss which hereafter arise, or are instituted or recovered against the Village of Orland Park, and its employees, servants, agents or officers.

I further acknowledge that I am a person 18 years of age or older and am familiar with the nature of the program activities that may occur and take place in the course of the **Adopt - A - Park program**, and I am cognizant of the danger to my person and property presented by my participation therein; and, in accordance with this RELEASE AND INDEMNITY, do assume such risks. I further acknowledge that I am also aware of the peculiar dangers that exist in the operation or conduct of **Adopt - A - Park** associated with Village events.

I HAVE READ THIS RELEASE AND INDEMNITY AGREEMENT AND SIGN THE SAME AS MY OWN FREE AND VOLUNTARY ACT. THE TERMS OF THIS RELEASE AND INDEMNIFICATION AGREEMENT ARE CONTRACTUAL AND NOT A MERE RECITAL.

Signature of Participant

DATE _____



VILLAGE OF ORLAND PARK RECREATION AND PARKS DEPARTMENT

PROGRAM VOLUNTEER (MINOR)

RELEASE AND INDEMNITY

In consideration of the permission extended to my son/daughter/ward by the Village of Orland Park, to participate in the **Adopt – A – Park program**, and for other valuable consideration, I, _____, of the address of _____ (street address, city, state and zip code), for myself, my heirs, executors, personal representatives, administrators and assigns do hereby FULLY AND FOREVER RELEASE AND DISCHARGE the Village of Orland Park and its officers, employees, servants and agents from any and all other claims and demands, damages, on account of, or in any way resulting from losses suffered by my said son/daughter/ward, arising out of the activities on the premises of the Village of Orland Park in any way associated with the **Adopt - A - Park program**. This RELEASE AND INDEMNITY is also intended to include any losses incurred or arising out of instructions, training and directions received in the course of any of the activities described or mentioned herein.

Furthermore, in consideration of the foregoing premise I do, for myself, my heirs, executors, administrators, personal representatives and assigns, hereby expressly stipulate, covenant, and agree to INDEMNIFY AND HOLD HARMLESS the Village of Orland Park and its officers, employees, servants, agents, and all other persons whomsoever against and from any and all losses and claims for loss which hereafter arise, or are instituted or recovered against the Village of Orland Park, and its employees, servants, agents or officers.

I further acknowledge that my said son/daughter/ward is a person less than 18 years of age and am familiar with the nature of the program activities that may occur and take place in the course of the **Adopt - A - Park program**, and I am cognizant of the danger to his/her person and property presented by his/her participation therein; and, in accordance with this RELEASE AND INDEMNITY, do assume such risks. I further acknowledge that I am also aware of the peculiar dangers that exist in the operation or conduct of **Adopt - A - Park** associated with Village events.

I HAVE READ THIS RELEASE AND INDEMNITY AGREEMENT AND SIGN THE SAME AS MY OWN FREE AND VOLUNTARY ACT. THE TERMS OF THIS RELEASE AND INDEMNIFICATION AGREEMENT ARE CONTRACTUAL AND NOT A MERE RECITAL.

Signature of Parent or Guardian of Participant

DATE _____



Village of Orland Park Recreation and Parks Adopt-A-Park

Volunteer Hours Tracking Form

Groups are asked to record volunteer hours after each clean-up date. Please fill out the form below and submit it by mail, e-mail or fax.

Mail: Village of Orland Park Recreation Dept.
14600 S. Ravinia
Orland Park, IL 60462

Email: dkargol@orlandpark.org

Fax: 708-403-3208

Date	Name	# of Hours Worked
Group:		
Adopted Site:		

Additional participants can be listed on reverse side.



Village of Orland Park Recreation and Parks Adopt-A-Park

Participant Change Form

Please complete and return by mail, e-mail, or fax if you added or removed group members since submitting your application. You may return this form with your Volunteer Hours Tracking Form. **All new participants must sign a waiver form.**

Mail: Village of Orland Park Recreation Dept.
14600 S. Ravinia
Orland Park, IL 60462

Email: dkargol@orland-park.il.us
Fax: 708-403-6274

Group Name: _____

Group Contact: _____

Day Phone: _____ Cell: _____

Park: _____ Date: _____

Additional Participants Added

(Please return signed waivers with this form)

Name	Waiver Signed:
	Yes / No

Participants Removed

Name

Representative Signature: _____



Village of Orland Park Park Damage Report

Use this form to report any damage to parks located within the Village of Orland.

Please complete all information including your name, phone number and e-mail address so that someone from our staff can contact you if necessary. This information will be forwarded to the appropriate department as soon as it is received.

Thank you!

Name of Park: _____

Date: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Would you like to be contacted?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Check the damaged items:	<input type="checkbox"/> Curbs/ Sidewalks	<input type="checkbox"/> Fencing	<input type="checkbox"/> Potholes	<input type="checkbox"/> Litter
	<input type="checkbox"/> Lights	<input type="checkbox"/> Field Damage	<input type="checkbox"/> Playground	<input type="checkbox"/> Other

Brief Description of damage:	
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DAMAGE/WEAR <small>[Please Describe & List Item]</small>	
Vandalised:	
Bent:	
Loose:	
Broken:	
Rotten:	
Cracked:	
Other:	
Rust/ Corrosion:	
Cracks:	
Sharp Edges:	
Splinters:	

Other/ Observations Comments:	
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