

# City of Takoma Park



## Adopt-A-Spot Program

*Keeping Takoma Park Clean and Green!*

**Thanks to “*YOUR GROUP  
NAME HERE*”**

## PROGRAM & SAFETY GUIDELINES

The Adopt-a-Spot is a new program created as part of Takoma Park's Anti-Litter Initiative. This program allows individuals or groups to adopt area located within Takoma Park and agree to make regular litter pick-ups at the site. The City of Takoma Park will recognize the group's efforts with a sign with the group's name on it. The City will also provide cleaning equipment, such as trash bags and gloves.

A commonly owned area located within the City may be adopted. Examples of such locations would include parks, landmarks, schools, vacant lots, walkways or trails, campuses, public grounds, or other sites prone to litter. Clean-up activities should be performed during daylight hours and in favorable weather conditions. The Group Coordinator must be at least 21 years old. Individuals 17 years or younger should be supervised by an adult. If the individual or group is unable to continue with the program, the Anti-Litter Coordinator must be notified.

Litter should be picked up regularly from the adopted spot; at a minimum, we request the adopted spot be cleaned TWELVE (12) times a year (or every month). The City of Takoma Park reserves the right to reassign an adopted spot should it receive two or more complaints within a six month period regarding the spot's condition (litter).

Small amounts of litter (2-3 bags) should be disposed of through normal trash collection. For larger amounts (4 or more bags) or large, difficult to handle items contact Takoma Park Public Works (PW), 301 891-7633 or visit <http://www.takomaparkmd.gov/publicworks>. Advise PW that you are a participant of the Adopt-A-Spot program and request a one-time trash pick-up.

Participants are required to report their cleanings to the Anti-Litter Coordinator. This information will be used for tracking litter "hot spots" and if complaints arise.

A sign will be provided and installed by Public Works at the adopted spot. This sign does not require a permit. The sign must be placed in the right of way owned by the City or permission must be secured from the adopted spot's owner before installing. All signs will be a standard 10 inches tall x 7.75 inches wide. It is not required that a sign be posted to participate in the program.

## ELIGIBILITY CRITERIA

1. The Adopt-A-Spot Program (“Program”) is open to individuals, nonprofit or civic organizations, businesses, and governmental entities. Individuals who wish to participate in the Program must reside in the City. Organizations, businesses, and governmental entities that wish to participate in the Program must be located within the City or conduct substantial activities within the City.
2. An individual or an officer, manager, director, or principal of any business or governmental entity who desires to participate in the Program must sign the application form and provide his or her name, phone number, email and mailing address. The individual, organization, business, or entity that joins the Adopt-A-Spot program agrees to inform all team participants of the terms, eligibility criteria and safety guidelines.
3. The City reserves the right to contact the person on the application to verify participation and discuss issues or concerns as they arise.
5. Participation in the program conveys no rights or privileges upon any person or entity. The City of Takoma Park, in its sole discretion, may refuse to allow any person, organization, business, or entity to participate in the Program. Use of the sign in commercial, social or political literature of any kind is prohibited. Violation of this prohibition will be considered cause for termination.
6. Indemnification: All participants in the Program hereby release the City of Takoma Park and its agents and employees from any liability for damages or injuries resulting from their participation in the Program. The individual, organization, business, or entity that adopts a spot agrees to indemnify and hold the City of Takoma Park harmless for any injuries, damages, or claims arising from the Program.

**ADOPT-A-SPOT APPLICATION**

NAME OF GROUP \_\_\_\_\_

Group Coordinator First/Last Name \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Street Address, City, State, Zip \_\_\_\_\_

NAME OF "SPOT" TO ADOPT \_\_\_\_\_

LOCATION \_\_\_\_\_

PLEASE ATTACH A MAP OF EXACT ADOPT-A-SPOT LOCATION

SIGN REQUESTED: \_\_\_\_\_ YES \_\_\_\_\_ NO

NAME TO APPEAR ON SIGN: \_\_\_\_\_

**I HAVE READ, UNDERSTAND, AND AGREE TO COMPLY WITH THE ELIGIBILITY CRITERIA:**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

RETURN APPLICATION TO: City of Takoma Park  
Housing and Community Development  
7500 Maple Avenue  
Takoma Park, Maryland 20912  
Attn: Anti-Litter Coordinator