



Adopt-a-Park

Safety Guidelines

Volunteers must:

- Abide by all City of Elk River park ordinances and rules.
- Notify Parks and Recreation to schedule park cleaning and maintenance times.
- Return any borrowed equipment and unused supplies.
- Work only during daylight hours.
- Wear light or bright colored clothing appropriate for the weather, and hard soled shoes.
- Work with a partner whenever possible. Organizations must provide adequate supervision for youth under the age of 15.
- Do not work under potentially dangerous weather conditions, such as rain or heavy winds.
- Don't overexert yourself. Be sure to take breaks and drink plenty of fluids; wear sunscreen when appropriate.
- Don't lift with your back, lift with your legs.
- Don't pick up materials that you suspect might be hazardous, such as needles, bloody objects, or drug paraphernalia. Call the Police Department immediately at 635.1260.
- Be aware of traffic if working by a roadway. Don't pick up litter close to the edge of curbs unless oncoming traffic is clearly visible and is safe to do so.
- Contact the Parks and Recreation office at 763.635.1150 immediately if you notice a safety hazard, such as a broken swing or other piece of play equipment.
- When working on the trails, do not block pathways. Be cautious and respectful of pedestrians, cyclists, animals and other trail users.
- Report any injuries immediately to the Park and Recreation office for an incident form to be completed. If an emergency, call 911.

Park Clean-up Guidelines

Playground Equipment and Shelters

- Check all playground equipment for signs of damage.
- Check all benches and other seating areas for signs of damage.
- Check all shelters for signs of damage.
- Report any vandalism or damage to the Parks and Recreation office at 763.635.1150.

Litter Removal

- Call Parks and Recreation Department at 763.635.1150 and arrange for trash pickers and garbage bags.
- Clean up all visible trash and place in trash bags provided.
- Always wear gloves.
- Do not stomp on trash bags (stomping may cause sharp objects to puncture the bag).
- Tie bags tightly before disposal.
- Leave filled trash bags beside trash receptacles in park and call the Parks and Recreation department to arrange for pickup.

Weed Abatement

- Before removing weeds, call and arrange with Parks and Recreation at 763.635.1150 to get approval.
- Do not use power equipment (it is against city policy).
- Do not spray or use any chemicals (it is against city policy).
- Be cautious around thorny or poisonous bushes, such as poison oak or star thistle.
- When bagging clippings, keep separate from trash.

General

- Complete a visual inspection all park grounds and report any concerns or other comments.
- Report any vandalism or damage to the Parks and Recreation Department at 763.635.1150.

Be sure to complete the **Adopt-a-Park Volunteer Hours Form** when you have completed your assigned park.