



The Fitchburg Recreation Department
Adopt-a-Park Program
Background and Guidelines



What is Fitchburg’s Adopt-a-Park Program?

Fitchburg’s Adopt-a-Park program allows groups, businesses, and individuals the opportunity to give back to their City, by taking care of one of the City’s 39 parks. The idea was inspired in 2011 at a Parks Board meeting when another local community group asked the Board if they could help them take care of Riverfront Park by cleaning it up once a week. Fun ‘n FITchburg, a diverse partnership of over 75 community stakeholders representing policy makers, professionals, residents, and youth heard the idea of ‘Adopting-a-Park’ and thought that other community groups may also interested in helping to take care of a park in their neighborhood.

The Adopt-a-Park program is a collaboration through the City of Fitchburg’s Parks and Recreation Department, Department of Public Works, Board of Health, City Police, and Fun ‘n FITchburg. Activities through Adopt-a-Park lead to: reduced litter and vandalism in parks; enhancement of the park environment; and beautification of the green space. Your commitment through a Parks Adoption helps increase City resources by reducing man hours for City Departments and helps to create safe and sought after spaces for Fitchburg’s residents.

What Are a Sponsor’s Responsibilities?

We ask for a minimum commitment of at least two years of service to your adopted park.

What YOU do!

1. Choose a park to adopt and complete the annual application including a hold harmless agreement (complete subsequent renewal application each additional year).
2. Designate one person to act as the contact between the sponsor group and the Parks and Recreation Department.
3. Organize/participate in a clean-up at the park at least once a month from April thru October each year **and** provide monthly updates to the designated point people at Parks and Recreation **and** the DPW.
4. Participate in the annual adopt-a-park training.
5. Check for and report suspicious activity, vandalism, broken equipment, dirty bathrooms, and any other unsafe conditions to the designated point people at Parks and Recreation **and** the DPW immediately.

Other Eligible Activities (please choose at least two of any of the following or write your own):

- Landscaping (planting flowers, trees or shrubs; watering; mowing; and mulching) must be approved by the Parks and Recreation Department
- Repaint equipment due to vandalism.
- Sweep court surfaces and rake child play areas.
- Promote and market your park within the city.
- Write in your own:
 - _____
 - _____



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What will the City of Fitchburg do?

- 1) Act upon any reported findings from the Adopt-a-Park sponsor.
- 2) Provide signage in the adopted sponsor park displaying their group's name and adoption status.
- 3) Assist with project planning and scheduling
- 4) Provide at least one contact person to facilitate communication and assist throughout the adoption process.
- 5) Make available: gloves, rakes, brooms, trash bags, paint and any other tools and supplies necessary to complete Fitchburg's Adopt-a-Park responsibilities.

What's In It for You?

An official citation from the city of Fitchburg recognizing your community commitment and stewardship.

An adopt-a-park sign with your name and date of park adoption will be purchased and mounted at the park within six months of successful adoption.

***** If we do not hear from you for more than three months, we will assume you no longer are an active adopt-a-park member and will remove your sign from the park.***

Contact Info:

Fitchburg Parks and Recreation Department

Nathan LaRose – Recreation Director
301 Broad Street, Fitchburg, MA. 01420
Office Phone: 978-829-1815
Fax: 978-345-9687
Email: nlarose@fitchburgma.gov

Fitchburg Department of Public Works

Gary Withington – Parks Supervisor
301 Broad Street, Fitchburg, MA. 01420
Office Phone: 978-829-1901
Fax: 978-345-9687
Email: gwithington@fitchburgma.gov



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Name of Fitchburg Park You Would Like To Adopt

Choice 1: _____

Choice 2: _____

Choice 3: _____

Name of Sponsor: _____

(Please type or print name as you would like to see it on the Adopt-a-Park sign)

Do you plan to adopt this park annually?

- Yes
- No - If no, what is your adoption plan?

Please list goals for Your Adopted Park: _____

Sponsor's Contact Information

Contact Person 1: _____

Address (street): _____

Address (PO Box): _____

City: _____

Zip Code: _____

Phone Number: _____

Email Address: _____

Signature of Sponsor Contact: _____

Date: _____

Signature of Parks and Recreation Department: _____

Date: _____

By signing this contract the sponsor agrees to all of the above terms in the City of Fitchburg Adopt-a-Park Background and Guidelines and to hold harmless the City of Fitchburg or any other affiliated agency with the Adopt-a-Parks program.

Please fax or email this form Attention to:

Nate LaRose at Fax: 978-345-9687 Email: nlarose@fitchburgma.gov and/or to
Gary Withington at Fax: 978-345-9687 Email: gwithington@fitchburgma.gov



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Monthly Activity Log

*If you are not able to complete this form on a monthly basis, you can instead email the Parks and Recreation Director **and** designated DPW staff with an update of activities you completed at your park for the month.*

Month/Year: _____

Name of Adopt-a-Park Sponsor: _____

Name of Adopted Park: _____

Sponsor Agency	Number of Individuals Who Participated During Month:	Equipment Used:	Equipment Requested from City:
Clean-ups	Date(s):	Type of Clean-up:	Additional Comments:
Reports of Broken Equipment, Vandalism, and Suspicious Activity	Date(s):	Description:	City Department Reported To:
Use of Park	Average Number of People Observed at Parks:	Types of Activities and/or Equipment Being Used:	Additional Comments:

Additional Needs/Recommendations to the City of Fitchburg to Ensure Your Park is A Safe and Sought After Space for City of Fitchburg Residents: _____

Please fax or email this form Attention to:
 Nate LaRose at Fax: 978-345-9687 Email: nlarose@fitchburgma.gov and/or to
 Gary Withington at Fax: 978-345-9687 Email: gwithington@fitchburgma.gov