



## CITY OF NEW BERN ADOPT-A-STREET PROGRAM AGREEMENT

The City of New Bern (hereinafter “City”) and \_\_\_\_\_ (name of business, organization or individual) (hereinafter the “Entity”) recognize the need and the desirability of litter-free and visually-improved streets within the jurisdictional limits of the City of New Bern.

Additionally, the City and Entity through execution of this partnership, wish to support at a local level the Litter Free NC campaign of the State of North Carolina that will reduce litter’s harmful effects on public safety, wildlife, and the environment.

The Adopt-A-Street program has been established for community and civic organizations as well as private businesses and industry to contribute toward the effort of maintaining cleaner and more beautiful streets in New Bern. The purpose of the Adopt-A-Street program is to encourage community residents and organizations to adopt residential blocks of streets and keep them litter-free. The adopted areas are to be cleaned a minimum of every three months in an effort to maintain a healthy environment and to produce feelings of pride in our beautiful city.

The Entity understands that the work to be performed can result in physical injury or damage to property and agrees to assume the risk. The Entity hereby agrees to release and hold harmless the City, and any Neighborhood Committee, their officers, employees and agents respectively from liability for any and all claims, damages or injuries of any kind or nature which the Entity, its employees, members or agents may cause or suffer as a result of participation in the program. All volunteers are required to be 12 years old or older. The Entity agrees that signs bearing the group’s name will be installed solely at the discretion of the City of New Bern upon approval of the Director of Public Works or his designee.

City recognizes the Entity as the adopting organization for:

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(Street Name)

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(Description from what point to what point)

The Entity volunteers are to pick up litter a minimum of every three months (or more if necessary) along its section of street for a period beginning \_\_\_\_\_, 20\_\_\_\_, and ending \_\_\_\_\_, 20\_\_\_\_. Contract commitment is for at least 4 years.

Items provided for clean-up are: Clean-up reports (to be turned in to the Department of Public Works after each clean-up), latex gloves, trash bags and safety vests. If safety vests are misplaced, the group will be responsible for their replacement.

\*\*\*Items collected by Adopt-A-Street participants should be litter and debris that can fit into trash bags provided. All debris collected should be piled behind the curb or safely off edge of the roadway at easily accessible locations by the City's Leaf & Limb collection equipment. Debris and litter bags should not be piled in private yards. The City's staff will collect the piles on the next collection day for the area where a cleanup has occurred. Bags or boxes of collected trash should not exceed 20 pounds. The Adopt-A-Street contact person should call the Department of Public Works at (252) 639-7501 the following working day to report where bags of trash have been left.

### **Adopting Group Contact Information**

#### ***Primary Contact Person***

Print Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

#### ***Secondary Contact Person***

Print Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

RETURN TO:

City of New Bern

Department of Public Works

PO Box 1129

New Bern, NC 28563

Fax # (252) 636-1848

Signatory Instructions

1. Signatures of individual group members participating in litter pickups are required in the spaces below. No person may sign for another person. All signatures must be made by volunteers 18 years of age or older. A parent/guardian is required to sign for any volunteers under 18 years of age.

**Adopting Group Signatures**

The following persons will participate in litter pickups at the aforementioned location. By their signatures, they agree to abide by the City’s rules, policies, instructions, and safety guidelines and will not hold the City responsible for any injuries suffered or damages that they may cause or suffer as a result of participation in the Adopt-A-Street program.

_____ Primary Group Contact Person	_____ Date	_____ Signature	_____ Date
_____ Secondary Group Contact Person	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date
_____ Signature	_____ Date	_____ Signature	_____ Date

*Note: Please sign on back of this sheet if additional signatures are needed.*

# Safety Rules and Guidelines

## For Volunteers

### All Volunteers Must:

- Wear a City of New Bern provided orange safety vest.
- Wear light-colored clothing that covers arms and legs.
- Wear leather shoes or boots, gloves, a hat and safety glasses.
- Wear clothing that will not divert attention of motorists during cleanup activities.
- Wear clothing that will not impair vision or movement during cleanup activities.
- Carpool to the site to reduce number of vehicles.
- Park all vehicles clear of the roadway and on the same side of the road where volunteers are working.
- Be 12 years of age to participate in a cleanup.
- Furnish adequate supervision by one or more adults 21 years of age or older for groups that have participants 12-17 years of age.
- Pick up litter only during daylight hours.
- Stay off the road at least five feet from the pavement edge.
- Obey all safety rules and guidelines.
- Conduct a safety meeting for all participants prior to each cleanup and go over “Safety Rules and Guidelines for Volunteers” and “Safety Procedures for Litter Pickup”
- Work in small groups.
- Face oncoming traffic when picking up litter and look up often to ensure that no vehicle is encroaching your work area.
- Stay well clear of any construction.
- Stop work in inclement weather.
- During warm weather months, drink plenty of fluids – take breaks – avoid overexertion.
- During cold weather months, dress warmly with layered clothing.
- Be alert for snakes, stinging insects and poisonous plants.
- Avoid contact with noxious weeds and areas where herbicides were applied.
- Use proper lifting and bending techniques.

### Volunteers Must Not:

- Use or possess illegal drugs or alcohol during a cleanup.
- Pick up trash on the road surface.
- Pick up trash on bridges, on overpasses or in tunnels.
- Pick up trash on a median.
- Pick up what appears to be hazardous material or any type of container with unknown contents (notify your Adopt-A-Street coordinator or City of New Bern Public Works Office at 252-639-7501 if you encounter hazardous objects or holes, guy wires and other hidden obstacles in the ground).
- Attempt to squeeze bags to make room for more trash (injuries from broken or jagged objects can result from this practice).

### In Case of Emergency:

- Have an adequate first-aid kit immediately available.
- Know the route from the work area to the nearest medical facility.
- Have transportation immediately available.

### For the Safety of City Crews:

- Group the orange bags together and where practical place them at least eight feet from the side of the road to make the job of collecting bags easier and safer for our City employees.

**THANK YOU FOR VOLUNTEERING TO KEEP NEW BERN LITTER FREE!**