

Clarksville Parks and Recreation

Volunteer Project Proposal & Agreement

This service agreement and overview of the proposed project is due to the Parks + Recreation Department no later than 60 days prior to the project start date.

Volunteer Group:

Coordinator:

Address:

Street

City, State

Zip Code

Phone #1:

Phone #2:

Email:

Project Title

Please choose the best description(s) of the applicant:

☐ Individual / ☐ Group / ☐ Partnership / ☐ Corporation / ☐ Government Agency (Federal, State, Local)

Number of Participants:

Number of Minors:

*(*Minors 17 and younger must be supervised by an adult and have written consent of a parent or legal guardian prior to volunteering)*

Proposed Location for the Project:

Provide detailed description of the Project to be performed. Attach additional sheets if necessary and include drawings:

What is the technical capability or skill level of the individual(s) that will be performing the work? Has the individual(s) performed this type of work previously?

Describe the future/ on-going maintenance that will be required.

What City of Clarksville support is needed for the Project?

Will any Permits Be Required: ☐ No ☐ Yes Describe:

Project Scheduled Start (Month/ Year):

Project to be completed by (Month/ Year):

Estimated Cost of Project:

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Service Agreement

I, _____, and my organization/group, _____ agree to the following:

- We will not conduct any maintenance or improvements on park land without approval from the Parks and Recreation Department.
- We will not plant or remove any trees or plants or use any pesticides/herbicides on park land without consent by the Parks and Recreation Department.
- We will not be considered City employees during our volunteer service.
- We will conduct ourselves in a courteous and civil manner during our volunteer service.
- We will complete and return all requested paperwork before commencing our project.
- We understand Clarksville Parks and Recreation reserves the right to merge our volunteer event with more than one group. We understand that the volunteer event may be cancelled or postponed due to inclement weather or other conditions of the worksite that may cause hazard to all involved.
- We will have fun volunteering!

The City of Clarksville Parks and Recreation Department agrees to provide the following:

- Consultation on suggested park enhancements/projects.
- Staff support and project-related training. A Parks and Recreation staff person will be on-site during your project.
- Necessary materials and tools for successful completion of your project such as (but not limited to): gloves, shovels, trash bags, plants, and mulch.

The City of Clarksville reserves the right to limit the use of volunteers, adjust the hours of any volunteer or to reject services as it, in its sole discretion, deems fit, in order to best achieve its public purpose and policy. No employment of any other contractual right is created by these policies. Participation in any volunteer position of the City shall be open to any individual and no individual shall be discriminated against based upon race, color, religion, age, sex, national origin or physical, mental or sensory handicap, or on the basis of any other characteristic protected by law.

Under no circumstances shall a volunteer operate any power equipment. City owned mowers, weed-eaters, chain saws, backhoes, gators and/or other large construction equipment will be operated by City staff and not volunteers. Miscellaneous construction equipment may be donated, used and operated, and approved by Park Staff provided appropriate licenses/certifications to operate such equipment is provided and verified beforehand.

The Project Coordinator and all volunteers involved in the project will read and agree to the Clarksville Parks + Recreation Project Volunteer Policy. All volunteers participating on the project will complete the Clarksville Volunteer Application & Agreement, as well as, agree to the Park Project Volunteer Program Screening Policy and Background Investigation and sign the Authority to Release Information (if requested).

Group Coordinator	Date	Parks + Recreation Volunteer Supervisor	Date
Director of Parks + Recreation	Date	Mayor of Clarksville	Date