



**Palm Beach County Parks and Recreation
Park Improvement Guidelines and Request Form**

Project Date: _____ **Project Time:** _____ **Project Location** _____
Project Type: _____ **Number of participants (est.):** _____
Group Name: _____ **Do you need supplies?** _____
Group Contact: _____ **Contact Phone:** _____
Contact E-mail: _____

The Group named above (Group) desires to participate in a volunteer project which will be facilitated at the Groups own discretion. By signing this guideline form, the Group shall:

- A. Participate in a volunteer project, including parking at a PBC park, at the above-mentioned County Park that has been approved through the Volunteer Services Section.
- B. Complete and return all rosters, reporting, and required paperwork to the Volunteer Services Section within one week of the project completion.
- C. Comply with all laws, ordinances and regulations applicable to the services contemplated in this permit, including Palm Beach County Code, Chapter 21, the Palm Beach County Parks & Recreation Department Ordinance. Unbecoming conduct will not be tolerated. Such conduct includes actions which reflect unfavorably on the Parks and Recreation Department, cause embarrassment or are damaging to the reputation of the County or in general reflect unfavorably on the County, its volunteers, employees, or its citizens.
- D. No tents, tables, or structures of any kind are allowed on the beaches. Tents and tables may be allowed in the parks per request.
- E. Perform approved project activities and debris and litter removal only. Any activities involving anything other than the approved project must be pre-approved by the Parks and Recreation Department at least one month prior to the date of the project.
- F. Notify Volunteer Services, in advance, of any commercial vehicles that will enter the park (whether group participants, vendor donations etc.)
- G. Perform clean up during daylight hours only.
- H. Perform clean up during favorable weather conditions only, and will suspend activities during instances of lightning or severe storms (As outlined in PPM D00-026).
- I. Place filled litter bags in or right next to designated trash receptacles, if the litter bags do not fit in the designated trash receptacles.
- J. Use caution during volunteer project activities and while collecting trash and debris, especially sharp or potentially hazardous items.
- K. Allow only those persons to participate that are determined by the Group to be responsible enough to safely participate in the clean up activities. Adequate adult supervision must be provided by the Group for participating youth younger than 16 years of age.
- L. Contact Volunteer Services at 561-966-6609 or Parksvol@pbcgov.org.
- M. In the event of an accident, Volunteer Services must be notified immediately at (561) 561 966-6609. parksvol@pbcgov.org All injuries must be reported within 24 hours and if possible any injured person(s) must come to Volunteer Services at 2700 6th Avenue South, Lake Worth, FL 33461 to fill out an Injury Report. In the Case of an emergency call 911 immediately and contact Volunteer Services as soon as possible.

I certify that I am familiar with the information contained in this guideline sheet and that I possess the authority to execute this Permit on behalf of the Group. The Group hereby fully and forever waives, releases, and relinquishes any and all claims, demands and actions whatsoever they may have against Palm Beach County, its officers, agents, and employees, arising out of our volunteer activities. Furthermore, the Group shall indemnify, hold harmless, and defend Palm Beach County, its officers, agents and employees from any and all claims and actions resulting from injuries, damages, and losses arising out of, connected with, or in any way associated with the Group and its members' services in the aforementioned volunteer project.

Group Rep: _____ **Signature:** _____ **Date:** _____
(Please print)

Office Use: Date _____ Approved: _____ Running Log: _____ Initials: _____ Pavilion : _____
revised June 4, 2019