



ADOPT-A-STREET PROGRAM

Phone: (918) 456-8332

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RULES AND REGULATIONS

STREET ADOPTION PROCEDURE

1. Civic organization may request any section of street be designated for pickup by their members or affiliates.
2. The City of Tahlequah will make the final determination as to the suitability of the requested section of street to be designated for pickup by an organization.
3. Alternate sections will be requested on the adoption application to help resolve conflicts. If the alternate requested section of street has also been previously adopted, the City will propose further alternatives of unadopted sections of road/street to the applicant.
4. Applications for a designation must be submitted to the City Hall front desk between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, holidays excepted. Applications will not be accepted without a valid signature; original and facsimile signatures will be accepted.
5. All requesting parties must sign the Adopt-a-Street Agreement and all information requested within the agreement must be provided.
6. The City may temporarily suspend this agreement due to construction in the assigned area. After the construction is complete the Group will be notified and the agreement restored.

Group/Organization Responsibilities

7. Groups will conduct cleanup activities in a safe manner and comply with any conditions as may be required by the City for the safety of participants.
8. Groups will adopt at least one (1) mile of adjacent, connected, or adjoining streets within the municipal limits of the City of Tahlequah.

9. Groups will adopt a section of street(s) for a period of two (2) years unless a shorter period is agreed upon, in writing, on the original application for adoption.
10. Adoption of a street requires that litter collection occur at least four (4) times each year, with one collection taking place on the City's annual "Community Cleanup Day."
11. The Group will designate a contact person (hereinafter called "Liaison") on the on the application for adoption of a street. The Liaison will be responsible for:
 - A. Notifying the City of a clean up at least 3 working days prior to its start.
 - B. Notifying the City of the precise location of any bags of collected material and/or of heavy or dangerous items found during litter collection.
 - C. Ensure that each participant has signed in as a participant of the event on the form provided by the City.
 - D. Ensure that each participant has signed the RELEASE AND WAIVER OF LIABILITY form.
 - E. Ensure that all participants have reviewed the rules and regulations of the Adopt-a-Street program prior to the collection event.
 - F. Provide the City with information about the group, photos, and notices of clean-up events to be posted on the City's web site, social media page(s), and cable television station.
 - G. Notify the City of any changes in the designation of a Liaison or changes to the Liaison's contact information.
12. All participants shall make use of all safety equipment and garments provided by the City and must wear other appropriate protective clothing such as long pants and thick soled boots or shoes.
13. Groups will require the participants to work in the assigned area with a minimal number of vehicles. Vehicles should be parked clear of the adopted street's roadway, including the shoulder. Groups are encouraged to coordinate with surrounding businesses, schools, churches, or property owners to utilize parking areas away from the street.
14. Only one side of an adopted street may be cleaned at any time. Participants must not be allowed to collect litter on both sides of the street simultaneously.
15. Participants must be at least 15 years old and adopting group must provide adult supervision by at least one adult for every five (5) participants under the age of 18.
16. Obtain supplies, materials, and safety garments to the extent that they are available from the City during regular business hours.
17. Collected litter must be placed in bags. Filled bags will be left on the street shoulder or an area to the side of the street to be collected by the City.
18. Filled bags must not be transported away from the collection site and must not be placed on private property. However, recycling is encouraged and recyclable items collected by participants may be removed from the collection area at the option of the adopting Group. Profits from the sale of recyclable material shall belong to the Group.
19. At least one participant must have a cell phone and will allow it to be used to call public safety personnel in case of emergency.
20. Participants will not pick up syringes, hypodermic needles, dead animals, broken glass, exceptionally large or heavy objects, or any other hazardous items. These kinds of material must be noted/flagged and the City notified for proper disposal.

21. Provide the City with a roster of individuals who participated in the collection and the number of hours worked during the collection within three (3) working days after the collection.
22. Groups must assure the City that all participants have signed the RELEASE AND WAIVER OF LIABILITY form.
23. The City will be provided a report of any injuries/incidents that occurred during the collection on the form provided by the City.
24. Materials and safety equipment provided by the City will be returned within three (3) working days.
25. Litter collections must take place during daylight hours. In the event of inclement weather, the collection is to immediately cease and cannot resume until weather conditions have returned to normal.

City Responsibilities

26. After completion of the first clean-up event, the City shall furnish and install "Adopt-a-Street" signs with the Group's name/acronym. One sign shall be placed at each end of the street for which the Group is responsible.
27. Provide coverage on the City website and cable television station for the Group.
28. Furnish the trash bags, safety garments and equipment, and a "Volunteer Litter Crew Ahead" warning sign for use during the clean-up.
29. Remove the filled trash bags from the collection area.
30. Assist the Group in cleanup if dangerous or heavy items have been located.

ADOPT-A-STREET APPLICATION

City of Tahlequah
Solid Waste Services
(918) 456-4332

Applicant Information:

Organization Name: _____

Liaison's Address: _____ City: _____ ZIP: _____

Liaison's Last Name: _____ Liaison's First Name: _____

Liaison's Address: _____ City: _____ ZIP: _____

Liaison's Home Phone: () _____ Liaison's Work Phone: () _____

Liaison's Alt. Phone () _____ Liaison's Email: _____

Street Section(s) to Adopt*:

Section 1 (describe): _____

Section 2 (describe): _____

Section 3 (describe): _____

Section 4 (describe): _____

Anticipated Number of People Participating in Each Cleanup: _____

* Sections to be adopted must be contiguous and must cumulatively equal at least one mile of street/road.

Alternate Street Sections to Adopt (in case of conflict)*:

Section 1 (describe): _____

Section 2 (describe): _____

Section 3 (describe): _____

Section 4 (describe): _____

Anticipated Number of People Participating in Each Cleanup: _____

* Sections to be adopted must be contiguous and must cumulatively equal at least one mile of street/road.

The undersigned Applicant does hereby acknowledge to have received a copy of, and agrees to comply with, all rules and procedures set forth in the Adopt-a-Street Program Rules and Regulations. Applicant further agrees that the City of Tahlequah, its officers and employees, shall not be responsible for any injury or loss incurred by persons or to personal property during the street cleanup periods, except as may arise from the sole willful act, omission or sole negligence of the City of Tahlequah, its officers or employees.

Signature of Applicant

Organization (if applicable)

Date

Revised 4-9-2012