



October 4, 2024



# City of Fairfax, Virginia

## PARKS AND RECREATION

---

10455 Armstrong Street • Room 123 • Fairfax, VA 22030-3630

P 703.385.7858 • F 703.246.6321 • [www.fairfaxva.gov](http://www.fairfaxva.gov)

Thank you for your interest in the Adopt-a-Spot program! We're excited to relaunch this initiative and would love for you to be a part of it.

The Adopt-a-Spot program allows you to choose a location—whether it's a park, a part of a park, or a trail—and commit to keeping it clean for a period of time. Simply select a spot from our list, make your commitment, and get started!

Attached, you'll find information about the program and a list of regulations to follow. If you have any questions or need to check the availability of a spot, please reach out to Aster Minehart, our Parks and Recreation Volunteer Coordinator. You can contact Aster at [AMinehart@fairfaxva.gov](mailto:AMinehart@fairfaxva.gov) or (703) 947-9227.

Once you've reviewed the regulations and are ready to get started, please fill out, sign, and return the enclosed Adopt-a-Spot Program Application. You can send it to Aster or deliver it to the Parks and Recreation office at Room 123, 10455 Armstrong Street, Fairfax, VA 22030.

We truly appreciate your interest and enthusiasm. Thank you for helping us keep our community beautiful!

Warm regards,

Stacey Sommerfield, Director  
Department of Parks and Recreation



# City of Fairfax, Virginia

## PARKS AND RECREATION

---

10455 Armstrong Street • Room 123 • Fairfax, VA 22030-3630

P 703.385.7858 • F 703.246.6321 • [www.fairfaxva.gov](http://www.fairfaxva.gov)

### ADOPT-A-SPOT PROGRAM REGULATIONS

The intent of the Adopt-a-Spot program is to engage citizens and businesses in maintaining the cleanliness of designated community areas through regular litter cleanup efforts. Below are the procedures and requirements for participating in the program:

#### Procedures

##### 1. Approval and Sponsorship:

- **Approval Required:** Groups and individuals must be approved by the City of Fairfax Department of Parks and Recreation, which will sponsor them in the program.
- **Spot Selection:** The spot to be adopted must be selected from a list provided by the department.

##### 2. Eligibility and Supervision:

- **Group Leader Age:** Group leaders must be at least 18 years old.
- **Supervision for Minors:** Group members under 15 years old must be supervised by an adult.

##### 3. Group Size and Notification:

- **Large Groups:** For groups larger than 8 people, notify the Volunteer Coordinator.

##### 4. Adoption Commitment:

- **Duration:** Spots must be adopted for a minimum of two years.
- **Cleanups:** At least four cleanups per year are required.

##### 5. Meetings and Record-Keeping:

- **Group Meetings:** Groups must meet at least twice annually to review safety and program guidelines. All members must attend at least one meeting per year.
- **Roster and Records:** Groups must maintain a roster of members and record meeting details.

##### 6. Individual Requirements:

- **Annual Review:** Individuals must meet with the Volunteer Coordinator at least once a year to review program guidelines.

##### 7. Recycling and Waste Management:

- **Recycling:** Participants are encouraged to separate recyclables from non-recyclables.
- **Hazardous Materials:** Hazardous materials must not be collected. Report such materials to the Department of Public Works or the Fire Department.



# City of Fairfax, Virginia

## PARKS AND RECREATION

---

10455 Armstrong Street • Room 123 • Fairfax, VA 22030-3630

P 703.385.7858 • F 703.246.6321 • [www.fairfaxva.gov](http://www.fairfaxva.gov)

### 8. Reporting:

- **Activity Reports:** File a detailed report after each cleanup. Forms will be provided and should be returned to the Volunteer Coordinator.

### 9. Pickup Scheduling:

- **Minimum Pickups:** Schedule at least four cleanups per year.
- **Notification:** Advise the Volunteer Coordinator in advance of scheduled dates to coordinate refuse collection.

### 10. Waivers:

- **Adult Participants:** Those 18 years or older must sign the Adopt-a-Spot Group Volunteer Waiver.
- **Minors:** Participants under 18 require a parent or guardian to sign the Adopt-A-Spot Under 18 Volunteer Waiver.
- **Liability:** Waivers outline participation terms and liability. By signing, participants agree to indemnify and hold harmless the City of Fairfax. The department may terminate agreements if safety concerns or non-compliance with cleanup requirements arise.



# City of Fairfax, Virginia

## PARKS AND RECREATION

10455 Armstrong Street • Room 123 • Fairfax, VA 22030-3630

P 703.385.7858 • F 703.246.6321 • [www.fairfaxva.gov](http://www.fairfaxva.gov)

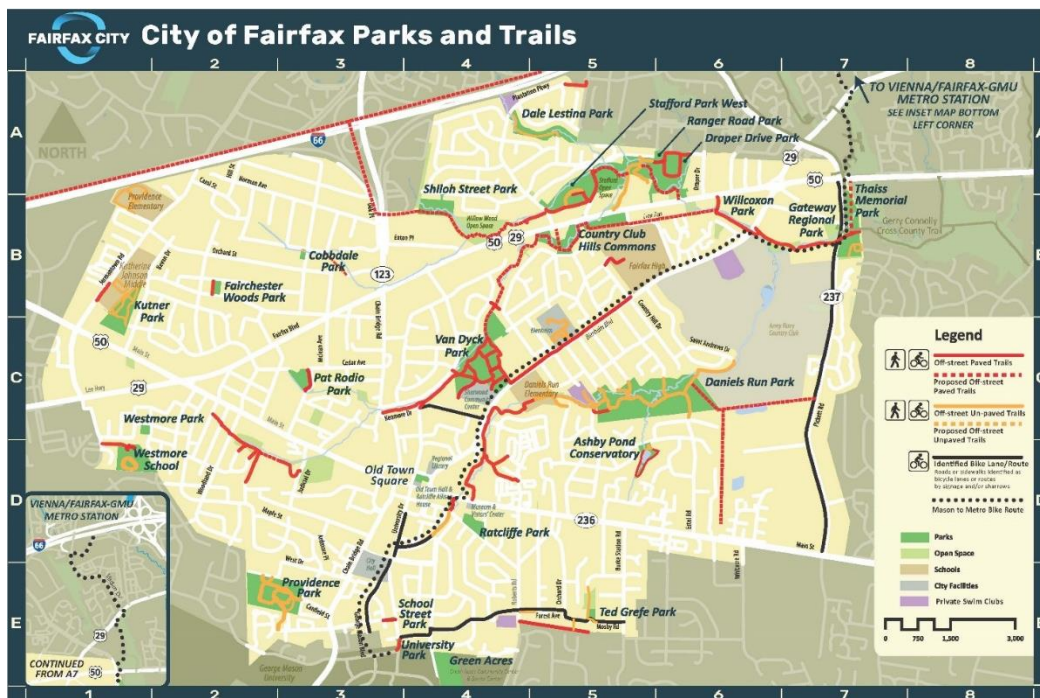
### Parks and Recreation Responsibilities

#### DEPARTMENT OF PARKS AND RECREATION

1. The Department of Parks and Recreation will assist in the installation of Adopt-a-Spot signs, as well as in the disposal of trash and recyclable material from the adopted spot.

#### VOLUNTEER COORDINATOR RESPONSIBILITIES

1. **Spot Identification:** In conjunction with the Department of Parks and Recreation, identify potential adoption spots within the city.
2. **Supplies Distribution:** Provide and assist in distributing trash bags, latex gloves, and trash pickers (in a 5-gallon bucket) to individuals or groups for cleanups.
3. **Activity Monitoring:** Regularly monitor adopted areas and activities to ensure compliance with safety and program guidelines.
4. **Program Promotion:** Collaborate with the City of Fairfax Communications & Marketing Office to publicize the Adopt-A-Spot program through local media.





# City of Fairfax, Virginia

PARKS AND RECREATION

10455 Armstrong Street • Room 123 • Fairfax, VA 22030-3630

P 703.385.7858 • F 703.246.6321 • [www.fairfaxva.gov](http://www.fairfaxva.gov)

## Adoption Sites

Ashy Pond Conservatory – closed for adoption until further notice	Ratcliffe Park – Friends of Ratcliffe Park
Autumn Woods Open Space – open for adoption	Rebel Run – open for adoption
Belle’s Bird Sanctuary Park and/or Barthol Garden– open for adoption	Sager Trail – Mackenzie’s Tunes and Tonics
Cobbdale Park – Cobbdale Civic Association	School Street Park – Women’s Club of Fairfax
Country Hill Commons – Country Hill Commons Civic Association	Shiloh Street Natural Area – open for adoption
Dale Lestina Park – City of Fairfax Democratic Committee	Shiloh Street Park – Clean Fairfax
Daniels Run Park – open for adoption	Stafford Park – open for adoption
Draper Drive Park – open for adoption	Stafford Park West – open for adoption
Fairchester Woods Park – open for adoption	Ted Grefe Park – Girl Scout Troop 55006
Kenmore Drive Trail – open for adoption	Thaiss Memorial Park – open for adoption
Kutner Park portion 1 – Stacy Hall & Rachel McQuillen	University Park – Lucy Loves
Kutner Park portion 2 – open for adoption	
Kitty Pozer Historic Garden – open for adoption	Van Dyck Park portion 1 – BSA Troops 1887 & 1888 Van Dyck Park portion 2 – open for adoption Van Dyck Park – University Blvd – open for adoption
Old Town Square – Old Town Fairfax Business Association	Westmore Park – open for adoption
Pat Rodio Park – open for adoption	Westmore School Site & Dog Park – open for adoption
Providence Park Part A – Pavilion/Tennis Court Side– open for adoption	Wilcoxon Park – open for adoption
Providence Park Part B – Soccer Field/Cross Country Trail Side – open for adoption	
Ranger Road Park – open for adoption	Willow Wood Open Space – open for adoption



# City of Fairfax, Virginia

PARKS AND RECREATION

10455 Armstrong Street • Room 123 • Fairfax, VA 22030-3630

P 703.385.7858 • F 703.246.6321 • [www.fairfaxva.gov](http://www.fairfaxva.gov)

## Adopt-A-Spot Program Application

Name (Point of Contact):			
Business Name (Will be posted):			
Address:			
Phone:		Email:	
Park/Trail of Volunteer Interest (see back of form):			
<b>I (we) have read and agree to abide by the Adopt-A-Spot Regulations.</b>			
<b>I (we) agree to adopt this spot for a minimum of two years.</b> A sign will be posted at the adopted spot within 1 year after adoption, as long as the Adopt-A-Spot Regulations are being followed.			
<b>All persons</b> who assist with clean-up <b>must sign an Individual Volunteer Waiver</b> provided by the City of Fairfax. <b>Use of personnel tools must be cleared by the Volunteer Coordinator.</b>			
I (we) agree to conduct at least one cleanup for our adopted area during each of the following periods: <b>January to March, April to June, July to September, and October to December.</b> We will coordinate with the City of Fairfax Department of Parks and Recreation's Volunteer Coordinator to determine the specific dates for these cleanups. The City of Fairfax will supply gloves, trash pickers, and trash bags for our cleanups. We are responsible for picking up these items from Parks and Recreation staff and returning them after use.			

\_\_\_\_\_  
Signature of Participate

\_\_\_\_\_  
Date

Said work will be performed under and in accordance with the terms attached hereto and incorporated herein by reference. Applicants with whom agreements are signed shall at all times indemnify and save harmless the City of Fairfax, Department of Parks and Recreation, all employees, agents and officers, from responsibility, damage, or liability arising from the exercise of the privileges granted under this agreement. This agreement may be terminated by the City of Fairfax Department of Parks and Recreation at any time the applicants do not comply with this agreement or at any time the applicant's work effort is considered



# City of Fairfax, Virginia

PARKS AND RECREATION

10455 Armstrong Street • Room 123 • Fairfax, VA 22030-3630

P 703.385.7858 • F 703.246.6321 • [www.fairfaxva.gov](http://www.fairfaxva.gov)

unsafe. The department reserves the right to revise or discontinue this program at any time.

## Adopt-A-Spot Group Volunteer Waiver

Name of Participant:	Email:	Phone:
Address:	Signature:	
Name of Participant:	Email:	Phone:
Address:	Signature:	
Name of Participant:	Email:	Phone:
Address:	Signature:	
Name of Participant:	Email:	Phone:
Address:	Signature:	
Name of Participant:	Email:	Phone:
Address:	Signature:	
Name of Participant:	Email:	Phone:
Address:	Signature:	
Name of Participant:	Email:	Phone:
Address:	Signature:	

I am aware that maintenance and landscaping duties are activities which may, by their nature, pose risks of injury to me. I understand and acknowledge that these risks exist.

With this waiver, I expressly assume the risk of engaging in this activity on behalf of myself and any minor child of mine that I allow to participate.

With the knowledge of the foregoing, and as an inducement for the City to allow me access to City owned property, and to the maximum extent permitted by law, I hereby agree voluntarily, and after considering the risks, to waive or release any and all rights that I or my heirs may have to make a claim against the City or its elected officials, employees and staff, arising from any damages, injury, or death which I might sustain as the result of my participation in the volunteer activities offered by the City.

I further agree to indemnify and hold harmless all of the foregoing from any claims which I might make or which may be made on my behalf by others or which I might be made against me by others arising from my activities with the club.

\_\_\_\_\_  
Signature of Group Leader

\_\_\_\_\_  
Date





# City of Fairfax, Virginia

PARKS AND RECREATION

10455 Armstrong Street • Room 123 • Fairfax, VA 22030-3630

P 703.385.7858 • F 703.246.6321 • [www.fairfaxva.gov](http://www.fairfaxva.gov)

## Adopt-A-Spot

### Under 18 Volunteer Waiver

Name of Participant:			
Name of Parent or Guardian:			
Address:			
Phone:		Email:	
Name of Business Associated With:			

I am aware that maintenance and landscaping duties are activities which may, by their nature, pose risks of injury to me. I understand and acknowledge that these risks exist.

With this waiver, I expressly assume the risk of engaging in this activity on behalf of myself and any minor child of mine that I allow to participate.

With the knowledge of the foregoing, and as an inducement for the City to allow me access to City owned property, and to the maximum extent permitted by law, I hereby agree voluntarily, and after considering the risks, to waive or release any and all rights that I or my heirs may have to make a claim against the City or its elected officials, employees and staff, arising from any damages, injury, or death which I might sustain as the result of my participation in the volunteer activities offered by the City.

I further agree to indemnify and hold harmless all of the foregoing from any claims which I might make or which may be made on my behalf by others or which I might be made against me by others arising from my activities with the club.

\_\_\_\_\_  
Signature of Participant's Parent or Guardian

\_\_\_\_\_  
Date



# City of Fairfax, Virginia

PARKS AND RECREATION

10455 Armstrong Street • Room 123 • Fairfax, VA 22030-3630

P 703.385.7858 • F 703.246.6321 • [www.fairfaxva.gov](http://www.fairfaxva.gov)

## CITY OF FAIRFAX ADOPT-A-SPOT ACTIVITY REPORT FORM

**Please complete this form after each cleanup and return it to  
City of Fairfax Adopt-A-Spot Program  
10455 Armstrong St  
Room 123  
Fairfax, VA 22030  
or email to [ParksRec@FairfaxVA.gov](mailto:ParksRec@FairfaxVA.gov)**

---

Adopting Person/Group

---

Adopted Spot

---

Cleanup Date

No. of Persons

No. of Hours

No. of Bags

Recyclable Material Collected:

	# Bags	Pounds* (*if known)	Recycled	
			Yes	No
Aluminum	_____	_____	_____	_____
Glass	_____	_____	_____	_____
Paper	_____	_____	_____	_____
Plastic	_____	_____	_____	_____
Other	_____	_____	_____	_____
<b>TOTALS</b>	_____	_____	_____	_____

Comments: \_\_\_\_\_

---

Signature

---

Date



# City of Fairfax, Virginia

## PARKS AND RECREATION

---

10455 Armstrong Street • Room 123 • Fairfax, VA 22030-3630

P 703.385.7858 • F 703.246.6321 • [www.fairfaxva.gov](http://www.fairfaxva.gov)

### Adopt-a-Spot Safety Tips

#### 1. Dress Appropriately:

- Wear long sleeves, long pants, and consider a hat for protection.
- Opt for hard-sole, closed-toe shoes for safety.
- We'll provide latex gloves, but work gloves are recommended for added protection.

#### 2. Stay Hydrated:

- Bring a water bottle and drink frequently to avoid dehydration.

#### 3. Work During Daylight:

- Ensure you work only during daylight hours for safety.

#### 4. Weather Awareness:

- Be prepared for potentially poor weather conditions and dress accordingly.

#### 5. Supervision:

- Ensure that group members under 15 years of age have adult supervision at all times.

#### 6. Tool Safety:

- Use tools respectfully and carefully.
- Power tools are not allowed.

#### 7. Substance Safety:

- Do not participate in cleanups under the influence of alcohol or drugs.

#### 8. Site Safety:

- Avoid picking up litter on construction sites.
- Do not handle hazardous materials. If you encounter any, contact the Volunteer Coordinator or, if unavailable, the City of Fairfax Fire Department.

#### 9. Traffic Awareness:

- Be cautious and mindful when working in areas with heavy traffic.