



## Park Partner Program

DPR offers two Park Partners programs, the "Adopt-a-Park Program" and the "Friends of Program." Both partnership programs support the improvement, beautification, advocacy, fundraising and certain maintenance of DPR facilities.

1. Friends of Program – This program is for 501(c)(3) organizations looking to advocate, fundraise, maintain, and generally assist in the planning process for a park or recreation site. Interested organizations should have Articles of Incorporation and a bank account for their group.
2. Adopt-a-Park Program – This program is for individuals, corporate entities or community-based organizations interested in partnering with DPR to provide general clean-up and maintenance assistance for a park or recreation site.

The District of Columbia shall retain permanent ownership and control of the park and in no way confers or transfers ownership rights of DPR to individuals or organizations sponsoring projects.

### Responsibilities of a Park Partner:

- i. **Membership.** Park Partner agrees to provide opportunities for participation to all who request to join the Park Partner. Park Partner agrees to provide the names and contact information for each of its members to DPR upon written request and to maintain this information in an in-house database.
- ii. **Regular Public Meetings.** All annual meetings of Park Partner must be scheduled reasonably in advance and publicly announced. Park Partner agrees to give advance notice to DPR of when and where each public meeting is scheduled.
- iii. **Monthly Site Visit.** Park Partner agrees to visit the park site no less than once per month and submit a written quarterly report to DPR that includes the following information: [insert based on Partner and Park Improvement Plan].
- iv. **Improvements and Approvals.** During the term of this Agreement, Park Partner, and Park Partner's officers, members, agents, employees, contractors and volunteers shall improve and maintain the park site in the manner specified in the Park Improvement Plan previously discussed. Park Partner must submit all construction plans and designs to DPR. Park Partner understands and accepts that all changes and improvements to the park site pursuant to this Agreement or otherwise by private persons or organizations shall become the property of the District of Columbia government.
- v. **Training.** Park Partner agrees to take advantage of workshops, training, resources and events hosted by DPR, provided that DPR provides Park Partner reasonable advance notice.
- vi. **Standards.** Park Partner agrees to abide by DPR's Landscaping Design Standards and any other District or DPR regulations, rules and policies relating to parks and the subject matter hereof, as well as subsequent changes and additions made to such standards, regulations, rules and policies.
- vii. **Fundraising.** Park Partner may conduct fundraising activities to provide, or cause to be provided, improvements and services for the park site, in accordance with the provisions of this Agreement and the Park Improvement Plan.
- viii. **Maintenance of Corporate Existence.** In order to facilitate contributions to Park Partner, Park Partner agrees that it shall maintain its corporate existence under the laws of the District of Columbia as a not for profit corporation and shall maintain its tax-exempt status pursuant to Section 501(c)(3)

of the Internal Revenue Code of 1986, as amended, for the duration of this Agreement. The Federal Employer Identification Number of Park Partner is [insert number].

- ix. **Repository of Funds.** Park Partner agrees to diligently engage in fundraising for the purpose of park site improvements (where applicable) and to maintain all funds raised for Park Partner in dedicated bank accounts in Park Partner's name and to make disbursements solely for improvements and services for the park site, in accordance with this Agreement and the Park Improvement Plan. Park Partner will provide annual (or more frequently if requested) accounting to DPR of all funds collected by and for Park Partner for the park site. In the event of termination of this Agreement, all funds must still be allocated solely for the improvement and services for the park site. All transactions shall be immediately suspended and the Park Partner shall immediately remit the balance held in any account(s) to DPR. DPR and Park Partner shall reconcile all activity on the account(s) and the funds shall be deposited in the DPR Enterprise Fund with the appropriate restrictions thereon to insure that the funds will be available solely for improvements to the park site.
- x. **Community Outreach and Communication.** Park Partner will assist DPR in posting and distributing announcements and events through the Park Partner website; press advisories; list serves; and Park Partner electronic newsletter and email messages to all Park Partner members.
- xi. **Financial Responsibility.** The Park Partner and its officers, members, agents, employees, contractors and volunteers shall be authorized by the District to perform only those maintenance or coordination of improvement activities as specified in the Park Improvement Plan. At all times Park Partner shall retain full financial responsibility for monies owed under all contracts entered by the Park Partner. Should any person perform improvements and/or maintenance activities on behalf of the Park Partner which are not prior approved in keeping with the term of this Agreement, making applicable the available remedies at law or otherwise for break of contract or otherwise.
- xii. **Notice and/or Communication.** Unless otherwise specified, any notice or communication between Park Partner and DPR shall be provided as dictated in Section IV.

#### **Guidelines for Drafting a Maintenance Plan:**

It should state the park maintenance activities of the Park Partner.

Description of the tasks should include the following:

- What is going to be done?
- How often will the task be completed?
- When the task will be completed?

#### *Examples:*

- Weeding all garden beds twice a month from March to November
- Organizing monthly clean-ups to remove trash and debris
- Sweeping basketballs courts once a week
- Planting shrubs and landscaping around pool area and ensuring proper maintenance
- Watering all plants at the park once a week



## Park Partner Application

**Organization Name:**

**Address:**

**City:**

**State:**

**Zip Code:**

**Phone Number:**

**Contact Person:**

**Email Address:**

**Park/Recreation Center:**

**Type of Partnership Desired:**

Friends of       Adopt-a-Park

**I. Please describe the desired role of your organization in enhancing the park/recreation center.**

**II. Park Improvement/Maintenance Plan – Please describe your organization’s plan for beautifying, improving, and maintaining the park/recreation center.**

**III. Fundraising Plan (for Friends of Groups only)**

**IV. Letter from Advisory Neighborhood Commission:** Please attach a letter that states the group submitting the application has been designated as the official community representative for the park and/or recreation site in which they are submitting.

**V. Additional Documentation:**

- A. Copy of the organization’s Articles of Incorporation
- B. Federal Tax Identification Number: