

*CITY OF SAN BRUNO  
COMMUNITY SERVICES DEPARTMENT*



# *ADOPT A PARK PROGRAM*



**Community Services Department**

251 City Park Way  
San Bruno, CA 94066  
Phone: (650) 616-7180  
[adoptapark@sanbruno.ca.gov](mailto:adoptapark@sanbruno.ca.gov)

## About Our Program

### What is Adopt A Park?

Adopt A Park is a City of San Bruno program that allows community volunteers to assist in the care and maintenance of City parks, playgrounds, and open space areas. Adopt A Park maximizes our community's resources with a focus on protecting our outdoor facilities.

### What facilities can be adopted?

Most of the City's parks, picnic areas, athletic fields, playgrounds, and open space areas can be adopted. In this packet, you will find a list and descriptions of San Bruno Parks and Facilities eligible for adoption.

### Who can Adopt A Park?

- Individuals
- Local businesses
- Schools
- Church groups
- Service clubs
- Youth groups
- Scouts

### What can volunteers do?

- Painting and Cleaning – benches, buildings, fences, etc
- Planting and maintenance of landscape areas
- Clean-up of City picnic areas and playgrounds
- Donate funds for purchase of supplies and maintenance of the above areas

### Program Guidelines

- To adopt a City facility, please contact the San Bruno Community Services Department at (650) 616-7180 or [adoptapark@sanbruno.ca.gov](mailto:adoptapark@sanbruno.ca.gov)
- An individual or group must apply to adopt a park in the City of San Bruno. The application is attached. All proposed work is subject to City staff approval. City staff will work with the group or individual to locate appropriate volunteer assignments or donation opportunities.
- Requests to adopt a specific park are processed on a first-come, first-serve basis. If more than one organization or individual simultaneously requests the same location, a lottery will be held to select which organization or individual will adopt that location. The Community Services Director will make the final determination as to whether a group can participate and make final assignments.
- A representative from the volunteer group must contact the Parks Division at 650- 616-7194, (Monday through Friday between the hours of 8:00 a.m. and 3:00 p.m.) at least 48 hours prior to any scheduled work, so arrangements can be made to pickup debris. City staff will provide training necessary for the type of work to be performed as well as removing any gathered trash or materials to be recycled.
- The volunteer organization may keep any proceeds derived from recycling materials cleared from the park during cleanup.
- Each volunteer is required to register as a City volunteer and sign a waiver before participating in the program. A parent or guardian's signature is required for children under the age of eighteen. When children participate, the volunteer organization must have emergency contact information accessible at the site. There must also be one adult supervisor for every five children.
- All participants are required to read the safety information and conduct themselves in a safe manner at all times while participating in the program. In addition, each participant is required to wear gloves while working in the volunteer organization's location.
- Tasks requiring power tools or equipment will not be allowed without specific written permission of the City's Community Services Director.

## Adopt A Park Safety Guidelines

### **Volunteer work in City Parks should be done in a manner following these safety guidelines:**

- Follow all of the City of San Bruno's Parks Use Rules and Regulations.
- Lift all objects with your legs, not with your back.
- Wear light or bright colored clothing, hard-soled shoes and if possible sturdy work gloves.
- Use sun block or wear a hat.
- Call Parks and Recreation Department staff at (650) 616-7180 immediately if you notice a safety hazard, such as broken equipment. If staff cannot be reached, call the San Bruno Police Department at (650) 616-7100.
- Tie bags after disposing of in containers.
- Work only during park hours and always with at least two people in the group.
- Make sure all the volunteers are following these safety precautions.
- Take breaks, drink liquids, and dress appropriately for the weather. Be careful to not overexert yourself.
- Do not bring small children on projects unless they can be closely supervised.
- Never pick up material that you suspect might be hazardous. Immediately contact the Police Department if you find drug paraphernalia such as needles. Immediately contact the Fire Department if you find bio-waste such as bloody objects.
- Only pick up litter close to the edge of any roadways if oncoming traffic is clearly visible. Remember to stay on the right-of-way facing traffic.

### **Individual Volunteers**

- Individuals interested in volunteering for the Adopt-a-Park program need to register with the Community Services Department at (650) 616-7180.
- Adopt-a-Park workdays will be established during the year with all volunteers working together with City staff.
- City staff will supply all necessary training and equipment.

### **Non-Profit Organizations**

- Non-profit organizations interested in adopting a park, picnic area, athletic field, or other City facility need to contact the Community Services Department at (650) 616-7180.
- After receiving training on specific tasks from City staff, organizations with insurance coverage and adult supervision will be allowed to establish their own schedules on approved projects.

### **Recognition of Volunteers and Donors**

Below are a few examples of recognition of volunteers and donors.

- Acknowledgement in the Community Services Department's Recreation Activity Guide
- Acknowledgement in the City's FOCUS Newsletter
- Plaque of current Adopt A Park volunteers to be placed in City Hall

City staff and the volunteer(s) or donors will discuss these options prior to final placement

## Parks Use Regulations

The following are excerpts of the regulations governing use of the City of San Bruno's Parks. The full text of these Use Regulations can be found in Chapter 9 of the City's Municipal Code.

### **9.20.030 Fires and barbecues.**

No person shall light a fire or barbecue within any park or recreation area except on city installed or provided barbecue grills. No person responsible for a barbecue shall leave the fire unattended. When the user has finished with the fire, it shall be completely extinguished.

### **9.20.040 Prohibited acts.**

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- A. No person shall pick flowers, foliage or fruit, or in any way mutilate or injure any tree, shrub, plant, fern, grass turf, railing, seat, fence, structure or any other thing.
  - B. No person shall climb any tree, stone, fence, wall, building in any recreation area.
  - C. No person shall place rubbish in any park except in a receptacle designed for that purpose.
  - D. No person shall transport, dump, disturb or remove any rock, rubble, dirt, sand, fill or other similar material into or in any park or recreation area.
  - E. No person shall remove, damage or destroy any object of interest or value in any park.
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### **9.20.045 General noise regulation.**

It shall be unlawful for any person to willfully make any loud noise which disturbs the peace or quiet of any park, open space or recreation area or which causes discomfort or annoyance to any reasonable person of normal sensitiveness residing in the area, or using the park facilities.

### **9.20.050 Concessions.**

No person shall engage in the business of soliciting, selling or peddling of any liquids or edibles for human consumption, distribute circulars, or hawk, peddle or vend any goods, wares or merchandise of any kind in any recreation area, except by specific permit.

### **9.20.060 Cameras.**

Still and motion picture cameras may be freely used for general purposes in any recreation area. Filming of motion pictures requiring the use of artificial or special settings or special equipment, or involving the performance of a professional cast, first requires a permit.

### **9.20.070 Hours.**

The City parks shall be closed every evening from 10:00pm to 5:00am.

### **9.20.080 No drinking alcoholic beverages in designated locations.**

Unless authorized by permit from the Community Services Department or where the consumption of alcohol is specifically authorized by the City, no person shall drink any alcoholic beverage in any City park or recreation area.

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## San Bruno Park & Facility Descriptions

### Small Parks/Tot Lots

#### **Catalpa Tot Lot**

**Catalpa near Rollingwood Drive - .5 Acre**

This neighborhood tot lot offers a play area as well as a basketball court.

#### **Fleetwood Tot Lot**

**Fleetwood near Rollingwood Drive - .5 Acre**

Fleetwood Tot Lot offers benches, a play area, and a basketball court.

#### **Herman Tot Lot**

**Diamond and Herman Streets - .25 Acres**

This small neighborhood park is home to a play area.

#### **Lomita Park**

**500 San Anselmo Avenue - .25 Acres**

This small neighborhood park is home to a picnic and play area, perfect for a family outing.

#### **Ponderosa Park**

**Pacific Heights @ Seacliff Way - .25 Acres**

Hidden in the hills above Pacifica, this park features benches, a water faucet, grass area, and a play area.

#### **Posy Park**

**San Mateo Avenue & Huntington Avenue - .5 Acres**

Located adjacent to the new train station, this park features trees, benches, and a water fountain. This is the perfect relaxation spot after shopping and before hopping on the train.

#### **7<sup>th</sup> Avenue Park**

**7<sup>th</sup> Avenue at Angus Avenue - .5 Acres**

This small neighborhood park features benches and a play area.

#### **7<sup>th</sup> & Walnut Park**

**7<sup>th</sup> Avenue at Walnut Avenue - 1 Acre**

This small neighborhood park features benches, a basketball court, and a play area.

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### Medium Parks

#### **Bayshore Circle Park**

**North Baysore Circle – 1.0 Acre**

This neighborhood park features a basketball court and play area.

#### **Lions Park**

**End of 1<sup>st</sup> Avenue – 3 Acres**

Located next to Lions Field, this park features a play structure, grass area, and the adjacent ball field. This park is a perfect place for children to play and eat while baseball games are played.

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### Large Parks

#### **Buckeye Park**

**Rosewood near Madison Avenue – 7.0 Acres**

Nestled in the hillside of San Bruno, Buckeye Park offers a beautiful setting for a picnic or just a lazy day in the park.

tables, BBQ pits, restroom facilities, and a fully enclosed dog exercise area located at the eastern end of the park.

#### **City Park**

**Crystal Springs at Oak Avenue – 31 Acres**

The largest of the San Bruno Parks, City Park is home to a seasonal swimming pool, 3 athletic fields, 13 reservable picnic areas, 4 tennis courts, 3 play areas, and the Veterans Memorial Recreation Center.

#### **Forest Lane Park**

**Forest Lane at Green Avenue – 4 Acres**

This park features a grassy area, basketball court, play area and picnic tables.

#### **Grundy Park**

**Cherry Avenue & Oak Avenue - 4.0 Acres**

Named after San Bruno's first Mayor, Grundy Park features a large open lawn area, two play areas, one reservable picnic site, and a restroom.

#### **Commodore Park & Commodore Dog Park**

**Commodore Avenue and Cherry Avenue - 4.0 Acres**

As one of the City's larger parks, Commodore features play areas, a baseball diamond (Greenberg Field), picnic

#### **Pacific Heights Park**

**Longview Drive and Goodwin Drive – 5 Acres**

Pacifica Heights features benches, play area, a baseball diamond, a basketball court, and a walking trail.

## **Athletic Fields & Courts**

### **Crestmoor Fields**

#### **End of Courtland Drive**

This non lighted field is used by the local soccer organizations for practice and games as well as for a practice location for the Pony Baseball league.

### **Greenberg Field**

#### **Commodore Avenue and Cherry Avenue**

This non lighted field, named after a long time Park and Recreation Commissioner and baseball league volunteer, hosts baseball and softball games for the youth Farm Leagues, Junior Giants, and Girls softball. When not reserved for scheduled activities, the public can rent the field for birthday parties or family pickup games.

### **Monte Verde Field**

#### **Oakmont at Evergreen Drs. – 5 Acres**

This large open grass area perfect for soccer. It is used by the local youth soccer organizations for practices and games.

### **Pacific Heights Field**

#### **Longview Drive and Goodwin Drive**

This non lighted field is home to the youth baseball and softball organizations. The field is sized to allow for play for sports leagues with players up to the age of 14 years old.

### **San Bruno Park Diamond #2**

#### **Crystal Springs at Oak Avenue**

This is one of three lighted fields at San Bruno City Park. It is home to San Bruno Youth Baseball League and the San Bruno Girls Softball League. The City of San Bruno also holds many events on the field including the adult softball games, youth flag football games, and the youth triathlon.

### **San Bruno Park Diamond #3**

#### **Crystal Springs at Oak Avenue**

This is one of three lighted fields at San Bruno City Park. It is home to San Bruno Youth Baseball League and the San Bruno Girls Softball League. The City of San Bruno also holds events on the field including Concerts in the Park and Operation Clean Sweep.

### **San Bruno Tennis Courts**

#### **Crystal Springs at Oak Avenue**

These unlighted tennis courts hosts the recreational tennis classes. The courts are open and free to the community on a first come first served basis. The courts can be reserved by individuals or leagues for a fee.

## Frequently Asked Questions

### **Who administers the Adopt a Park Program?**

The City of San Bruno Community Services Department administers the Adopt a Park program. All projects will be subject to approval by the Department. In some cases, approval by the Park and Recreation Commission or City Council may be necessary.

### **What if the park or facility I want to adopt is already adopted?**

Parks and Facilities are offered on a first come, first served basis. If the site you want is already adopted, you can be placed on the site waiting list. When the existing adopter gives up the site, it is offered to the first group or individual on the waiting list.

### **How much does it cost to adopt a park?**

Cost to adopt a park varies on the size of the park and the scope of work the individual or group plans. Most supplies needed for adoptions must be purchased by the adopter. Some equipment may be available such as litter removal pickers and trash bags. City staff will approve purchase of supplies such as paint color and landscape material. There is no approved budget for the Adopt a Park program so City resources are limited.

### **Who provides Adopt a Park quality assurance?**

All work performed by the adopting group will be subject to Community Services Department staff inspection. Staff will assure work is done to the City standards and sign off prior to the completion of the project.

### **How long does the adoption period last?**

Length of the adoption is at the discretion of the City and the adopting individual or group. The City can cancel the agreement at any time. There is no penalty for the adopter to cancel the agreement. However, if the adopter chooses to terminate the agreement, the location will be made available to others interested in adoption.



# Adopt A Park Agreement

Name of Individual or Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Organization's Contact: \_\_\_\_\_ Day Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

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Adopt-A-Park Location Requested: \_\_\_\_\_

Type of Adoption:

- Litter Removal
- Vegetation Control
- Flower or Tree Planting
- Graffiti Removal
- Painting or Cleaning
- Other \_\_\_\_\_

Scope of Project \_\_\_\_\_  
\_\_\_\_\_

Proposed Work Schedule \_\_\_\_\_

## Term and Conditions

**Term:** Subject to the City of San Bruno's right to terminate, this agreement shall be in full effect for one year beginning \_\_\_\_\_

**Conditions:**

- A) The above named individual(s) or organization shall develop and follow a regular schedule of maintenance of the Adopt A Park Location as agreed upon by the City of San Bruno's Community Services Department and report any hazards to the City staff.
- B) The contact person shall report all hours volunteered to the Adopt-A-Park Coordinator.
- C) Each individual volunteer working in a City Park must sign the City of San Bruno's Adopt-A-Park Volunteer Application.
- D) The above named individual(s) or organization is allowed access to the City property location shown above for the purpose of carrying out the terms of this agreement.
- E) The City of San Bruno reserves the right to terminate this agreement at any time.
- F) The City of San Bruno reserves the right to refuse or deny projects that may not meet the needs of the Community Services Department.

I have read the above information and hereby agree to accept the above Term and Conditions

\_\_\_\_\_  
Adopt-A-Park Participant Signature

\_\_\_\_\_  
Community Services Director

\_\_\_\_\_  
Adopt-A-Park Participant – Printed Name

\_\_\_\_\_  
Date



# Adopt A Park Volunteer Application

## General Release and Waiver for Volunteers

Before you can volunteer to work on City property, you are required to read the following information and then sign the Release and Waiver. The Release and Waiver imposes obligations on you and limits your legal rights, so you must understand it fully before you sign. If you have any questions, please ask us before you sign.

**Please Return to:**

Community Services Department  
567 El Camino Real  
San Bruno, CA 94066

**Safety** -- In order to clean up our City, we may be using equipment, such as litter-grabbers, plastic bags, latex gloves, and other equipment. Mishandling or misusing these items could cause you injury, and it is possible that you may have an allergy to latex that could cause a severe reaction. You may also be working in streets where cars are moving, cleaning gutters, stepping on and off curbs, etc. You will be given common-sense instructions before heading out, but ultimately responsibility for safety is yours.

**Personal Injury** -- if you are injured while volunteering for the City, Workers Compensation will cover you as authorized by California Labor Code Sec. 3363.5 and San Bruno Municipal Code Sec. 5.16.140. Workers Compensation is 'no fault'. This means you will receive benefits no matter who was at fault for the accident. These benefits include medical care, temporary disability benefits, and permanent disability benefits, if necessary. The City pays for this coverage; there is no cost to you as a volunteer, however, because you are covered by Workers Compensation, should you be injured, State law does not allow you to sue the City for your injury. You also agree to release the City of San Bruno and all its employees and officers, and you waive all claims against them for personal injury (including death) incurred as a result of the negligence of any employee, agent, or servant of the City of San Bruno during your involvement with the Adopt A Park program.

**Personal Property Damage** --The environment in which we will work may damage your personal property, especially your clothing. If your property is damaged, you agree to hold the City harmless. This means you will not file any claims against the City for any personal property damage related to your volunteer work for Adopt A Park, even if the damage is caused by the negligence of a City employee. We strongly urge you to use common sense and care.

**Injury to Third Persons and Their Property** -- In addition to your own safety and that of other volunteers, we want you to take every step possible to protect the safety of other residents and visitors to our City. You must take every reasonable precaution to prevent injury to others and to prevent damage to their property. If such injury or damage does occur, you agree to indemnify the City. This means that, if the injured party sues the City, you will reimburse the City for any money paid out to the injured party.

**The attached form must be signed prior to beginning any volunteer work on City property. If the volunteer is under 18 years old, that child's parent or guardian must fill out the form. Volunteers under the age of 18, must be supervised by a parent, guardian, or responsible adult.**

# Adopt A Park Volunteer Application



## General Release and Waiver

I have read the information sheet and the background to the Volunteer's Release and Waiver and each paragraph contained therein. I understand all the provisions in the Release and Waiver. I understand that I am eligible for Worker's Compensation benefits, but I will not under any circumstances receive any other type of compensation.

I further understand that accidents and injuries can arise out of the event. Knowing the risks, nevertheless, I hereby agree to assume those risks and to release and to hold harmless all of the persons or agencies mentioned below who, through negligence or carelessness, might otherwise be liable to me or my heirs or assigns for damages.

I hereby release the City of San Bruno and all its employees and officers and waive all claims against them for personal injury (including death) and/or property damage, including such injury and/or damage incurred as a result of the negligence of any employee, agent, servant, or volunteer of the City of San Bruno. It is further understood and agreed that this waiver, release and assumption of risk is to be binding on my heirs and assigns.

I also hereby agree to indemnify the City of San Bruno against any claims made by third parties against the City due to my intentional or negligent acts.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Daytime phone number

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature of Parent or Guardian (If volunteer is less than 18 years old)

\_\_\_\_\_  
Date