

Park Stewardship Application

APPLICANT SECTION



Become an Adopt-A-Park Steward and take an active role in beautifying and activating your park!

PROGRAM SUMMARY

The Adopt-A-Park Stewardship Program is a park stewardship program, where community groups can apply to become stewards of their local park and take an active role in beautifying and activating the park for the upcoming year.

The Detroit Parks Coalition (DPC) in partnership with the City will help connect Stewards with resources, such as potential grants, sponsorships, trainings, limited supplies for clean ups and events, and other benefits provided by DPC.

Adopt-A-Park Stewards will be responsible for:

- Completing a minimum of 2 clean-ups per year. DPC will help provide cleaning supplies (gloves, bags), and post clean-up events on a public-facing calendar where additional volunteers may sign up. (**Please note:** the first clean-up must take place before May 1, 2024.)
- Programming a minimum of 2 events in the park per year (see programming section on pages 2-3 for more details). The City will assist with streamlining the event permitting process, and promotion.
- Informing the City if any of your Adopt-a-Park clean-ups or event dates shift.
- Assisting Parks & Rec Marketing with park announcements.
- Encouraging and fostering respect of the park and stewardship within the community.

Upon completion of a successful season, Stewards will also receive a signed certificate and reception event.

The Adopt-A-Park season runs from [February 10 to December 31, 2024](#).

This application is for community groups and organizations who wish to partner with the City of Detroit for city park stewardship. The information provided on this form will be used to evaluate the proposed park stewardship.

[APPLICATION DUE JANUARY 21, 2024](#). Applications will be accepted on a rolling basis past this date, but preference for event dates cannot be guaranteed. The City will give stewards priority in permitting their events and waive permit fees if the Adopt-a-Park application is submitted on time.

APPLICANT INFORMATION

Organization Name(s):	Primary Contact Name:
Address:	Phone:
Email:	Website:
Organization type:	Preferred contact method:
If you are new to the program please give a summary of relevant past park or stewardship work, and tell us why you want to be a park steward:	

PARK INFORMATION

Park Name:	Address:
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Park Clean-up Events

Park Stewards will be responsible for organizing at least 2 park clean-ups per year. The first clean-up must happen before May 1.

The City will coordinate with GSD Maintenance staff for the identified target dates. Clean-up events can be hosted by the Steward or any affiliated group that is coordinated by the Steward. Please provide the below details about planned park clean-up events.

Clean-up 1: TARGET DATE: _____ BACK-UP DATE: _____ EXPECTED # OF PARTICIPANTS: _____

Clean-up 2: TARGET DATE: _____ BACK-UP DATE: _____ EXPECTED # OF PARTICIPANTS: _____

Clean-up 3: TARGET DATE: _____ BACK-UP DATE: _____ EXPECTED # OF PARTICIPANTS: _____

Clean-up 4: TARGET DATE: _____ BACK-UP DATE: _____ EXPECTED # OF PARTICIPANTS: _____

To add more than 4 clean-up events please attach an additional page.

If you need assistance with supplies for park clean-ups, DPC can lend supplies from their Supplies Library to your organization with advance notice. Please contact Rob Streit (rob.streit@detroitmi.gov) to schedule a pickup from the library located at Historic Fort Wayne.

Will there be any elements that require additional permitting, including:

- Tents larger than 10'x10'
- Inflatables
- Vending (food or merchandise)
- Alcohol
- Amplified music

Do you want your clean-up events to be posted on a public calendar, making them available to outside volunteers?
Yes No

Additional comments:

Submitting and signing this form does NOT indicate that the above events are approved but are pending review.

PARK PROGRAMS & EVENTS

Park Stewards will be responsible for organizing at least 2 park programs or events per year. This includes providing either at least 2 one-time events or recurring programs in the park that are open to the public. Examples of events or programs include Zumba, yoga, fitness classes, movies in the park, jazz concerts, celebratory events, etc. Steward organizations' member meetings **do not** count towards this requirement unless they are open to the public and activate the park in some way (see above examples).

The City will coordinate with Rec Permitting staff for the identified target dates and to streamline the process. Please allow 2-3 weeks at minimum for processing the requested events. Future events and programs that are not submitted here can be submitted through the normal process at detroitmi.gov/recreation.

EVENT 1: TARGET DATE: _____ BACK-UP DATE: _____ EXPECTED # OF PARTICIPANTS: _____
DESCRIPTION OF EVENT:

IS THIS EVENT OPEN TO THE PUBLIC: YES NO

WILL EVENT INVOLVE ANY FEES / COST TO ATTENDEES:

(If fees are being collected at an event, the Stewards are required to use Recreation's CommunityPass program for registration. 70% of the proceeds go to the Steward, and 30% will go to Parks & Rec.)

Will there be any elements that require additional permitting, including:

- Tents larger than 10'x10'
- Inflatables
- Vending (food or merchandise)
- Alcohol

Amplified music

EVENT 2: TARGET DATE: _____ BACK-UP DATE: _____ EXPECTED # OF PARTICIPANTS: _____

DESCRIPTION OF EVENT:

IS THIS EVENT OPEN TO THE PUBLIC: YES NO

WILL EVENT INVOLVE ANY FEES / COST TO ATTENDEES:

Will there be any elements that require additional permitting, including:

Tents larger than 10'x10'

Inflatables

Vending (food or merchandise)

Alcohol

Amplified music

EVENT 3: TARGET DATE: _____ BACK-UP DATE: _____ EXPECTED # OF PARTICIPANTS: _____

DESCRIPTION OF EVENT:

IS THIS EVENT OPEN TO THE PUBLIC: YES NO

WILL EVENT INVOLVE ANY FEES / COST TO ATTENDEES:

Will there be any elements that require additional permitting, including:

Tents larger than 10'x10'

Inflatables

Vending (food or merchandise)

Alcohol

Amplified music

EVENT 4: TARGET DATE: _____ BACK-UP DATE: _____ EXPECTED # OF PARTICIPANTS: _____

DESCRIPTION OF EVENT:

IS THIS EVENT OPEN TO THE PUBLIC: YES NO

WILL EVENT INVOLVE ANY FEES / COST TO ATTENDEES:

_____ Will there be any elements that require additional permitting, including:

Tents larger than 10'x10'

Inflatables

Vending (food or merchandise)

Alcohol

Amplified music

To add more than 4 programs/events please attach an additional page.

Submitting and signing this form does NOT indicate that the above events are approved, but are pending review.

Please attach any supplemental documents

YOU HAVE NOW COMPLETED THIS PORTION OF THE APPLICATION.

AFTER CITY REVIEW, THE FORM WILL ROUTE BACK TO APPLICATION FOR ADOPT A PARK STEWARDSHIP APPLICANT SIGNATURE.

Park Stewardship Application

INTERNAL CITY SECTION



This section of the form is for internal City use only

This section is for internal review of applicants and proposed activities, pending a recommendation to proceed.

Park AIM Code	DPRD Prop #	Application #
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Administrative Input

Is there an existing Park Partnership / License / MOU agreement with this park? YES NO

Do the proposed activities require a maintenance agreement or MOU? YES NO

Do the proposed activities require additional approvals by Special Events Management? YES NO

Any previous experience with this applicant?

Describe:

During the review session, did all units review, discuss and agreed to this applicant?

- LDU
- PSPU
- Recreation
- DONS
- Grounds

Permitting / Events

Any conditions or comments:

Administrator Name:

Signature:

Date:

APPLICANT AGREEMENT

By submitting this request, the undersigned as follows:

- I/we have the authority to execute this Stewardship Application on behalf of myself and the organization named herein;
- I/we will abide by all rules and policies of the City of Detroit and the General Services Department's Parks and Recreation Division.
- I/we commit to upholding the proposed Park Stewardship.
- All of the information submitted in this Park Stewardship Application is true and accurate to the best of my/our knowledge;
- The purpose of this Authorization Form is to provide the Parks and Recreation Division with enough information about the donation(s) described herein needed for prior approval of the donation(s);
- I/We will defend, indemnify, save and hold harmless the City of Detroit, its officers, employees, and agents against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges, and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by, or asserted against myself/us and/or the City of Detroit by reason of or resulting from my/our use of the property, project, or improvements described in this Authorization Form.
- We acknowledge that all Park Stewardship agreements are subject to the prior approval by the City.
- I/We acknowledge the approved or denied terms of the review of this Park Stewardship Agreement:

Park Stewardship Agreement Conditions required for approval:

Stewardship Agreement Accepted by Applicant

Stewardship Agreement Denied by Applicant

Signature: _____ Print Name: _____

On behalf of Organization: _____ Date: _____

DIRECTOR AUTHORIZATION

Completed by the City of Detroit.

Park Steward Decision:

Conditions of Approval:

Director Name:

Signature:

Date:

