



San Diego Balboa Park Centennial 2015 Adopt-A-Plot Process

Plot: Official Balboa Park Garden, landscaped area within Park, entry to the Park, medians and rights of way.

Project Criteria: Thank you for your interest in submitting a proposal for review. Please be thorough in your application so that we are able to take all the information under consideration. For the initial application, technical drawings are not required. But please use the map provided to diagram the proposal in as much detail as possible.

- The proposed project should be consistent with surrounding area and themes.
- Appropriate plant materials should be proposed.
- The project should optimize water use.
- If permanent, the project needs to be sustainable by the Park Department's current level of staffing.
- The project should be funded.

Adoption Process: Please contact the Friends of Balboa Park to discuss Adopt-A-Plot at adoptaplot@friendsofbalboapark.org. Plot selection will be secured upon receipt of the participant's application, design plan, Adopt-A-Plot agreement and its approval by Park & Recreation.

Tools, Equipment and Supplies: May be provided by the Park and Recreation on an as needed basis. In most instances, existing irrigation systems are available

City of San Diego Park & Recreation Department Requirement

- **Individuals and Groups:** Approval and liability release waiver for all participants
- **Commercial:** Right of Entry Permit

All contractors must be licensed in the state of California. Prior to contractor's conducting landscape work on Park property, Contractor shall deliver to P&R a current certificate of insurance providing coverage for bodily injury and property damage with limits of at least One Million Dollars (\$1,000,000) per occurrence, subject to an annual aggregate of Two Million Dollars (\$2,000,000) Said insurance policy shall be primary and non-contributory. "The City of San Diego, its elected officials, officers, employees, representatives and agents" shall be named as additional insured in all policies.

Please read the following guidelines carefully and agree to adhere to them by signing in the space provided at the end of the document.

1. Park & Recreation (P&R) will identify the garden plot to be assigned and general planting plan.
2. A Park & Recreation contact will coordinate scheduling for any activity in the Park.
3. The plots will be assigned by the following criteria:
 - a. Approved landscape plan
 - b. Secured funding
 - c. Approved scope of work
 - d. Time and date that the plot agreement is received.
4. Each group or volunteer's responsibility is for the allotted plot(s). With respect to the plot, each volunteer must:
 - a. Support and participate with Park & Recreation for the management of the plot and keep them informed of any issues or concerns that may arise.
 - b. Have one point-of-contact person identified to communicate with Park & Recreation.
5. Maintenance of the plot will include, but not be limited to: deadheading, weeding, replanting, fertilizing, and maintaining a workspace clean and free of hazards. Organic methods are strongly encouraged. Use specific materials/methods listed below:
 - a. Fertilizer - use only organic, water soluble, granular or liquid.
 - b. Disease and Pest Control - monitor area and notify P&R of any issues or concerns. Chemicals are not to be used for pest control.
 - c. Mulch - can be supplied by the City: coordinate with P&R contact.
 - d. Water - will be provided and monitored by the City of San Diego.
 - e. Plants - introduce no invasive species.
 - f. Clean up - coordinate debris removal through P&R.
6. Any alterations, additions, or improvements to the plot must have prior written authorization by P&R.
7. Coordinate all maintenance efforts with the P&R point of contact.
8. Volunteers will record all on-site volunteer hours in a log form (Attachment A) to be emailed to the P&R contact.
9. Volunteers will keep areas free of litter, tobacco, and drugs. Pets are not allowed within the garden, except service dogs. Never compost dog or cat feces.
10. Volunteers will adhere to the guidelines as stated to garden their adopted plot. If guidelines are not followed, P&R will contact the volunteer with one grievance stating a specified time to comply. If the issue is not corrected within the specified time, the plot will be recommended for reassignment. P&R will make all final decisions.
11. P&R oversees the program.
12. If, for any reason, you cannot maintain your plot or have a grievance, inform P&R contact as soon as possible.

P&R may establish additional rules, regulations and standards for participating, working and volunteering in the landscape or gardens, or may on its own amend the provisions and guidelines of this Adopt-A-Plot agreement at any time. Each participant must abide with all rules, regulations, standards, provisions and guidelines. Adherence to these guidelines is required.

It is understood that P&R does not assume liability for the actions of the volunteer in the performance of maintenance within the Park. Each participant must sign a Release of Liability form.

I AGREE TO FOLLOW ALL GUIDELINES SET FORTH ABOVE.

Name (Please Print): _____

Signature: _____ Date: _____

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