

# ADOPT- A- HIGHWAY APPLICATION FORM

Date: \_\_\_\_\_

Adopting Group/Individual: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_

Requested Highway or Recreation Area (Location, Specific Portion):

\_\_\_\_\_  
\_\_\_\_\_

Second Choice:

\_\_\_\_\_  
\_\_\_\_\_

Expected Number of Participants: \_\_\_\_\_

**Return this form to Hampden Township  
230 S. Sporting Hill Rd., Mechanicsburg, PA 17050  
or  
call 761-0119 for more information**

**HAMPDEN TOWNSHIP  
ADOPT-A-HIGHWAY AGREEMENT**

THIS AGREEMENT, made this 1st day of March, 2011 between the Township of Hampden, hereinafter called the Township, and

\_\_\_\_\_

\_\_\_\_\_

with its address at \_\_\_\_\_

hereinafter called the APPLICANT.

**BACKGROUND:**

A. In order to rid Township streets and recreational areas of litter and to improve our environment, the Township has established an anti-litter program, known as "Adopt-a-Highway" (the Program), in which volunteer groups adopt a Township Street, Recreation Area, or portion thereof near their location, in order to pick up litter.

B. The APPLICANT desires to participate in the Adopt-a-Highway Program and the TOWNSHIP desires to provide certain materials and information to the APPLICANT.

NOW, THEREFORE, in consideration of the mutual benefits to be received by the TOWNSHIP and the APPLICANT from participation in the Program, the parties agree to the following:

1. The above recitals are incorporated into the body of this Agreement.
2. Subject to the conditions set forth below and in attached exhibits, the APPLICANT adopts a Township Street, Recreation Area or portion thereof as set forth in Exhibit A which is attached to and made a part of this AGREEMENT (the Site), for a minimum period of one year beginning on the date to be inserted on Page 1 subject to the TOWNSHIP'S rights of termination.
3. The TOWNSHIP will conduct an initial safety orientation meeting with authorized representative(s) of the APPLICANT and will provide safety materials, as later described, for use by the APPLICANT.
4. (A) The APPLICANT will conduct litter pickup at the Site as set forth in Exhibit A a minimum of two times per year, or more often if deemed necessary, subject to at least one week's notice to the Township's Public Works Department or Recreation Department as appropriate and the receipt of the Department's approval.

(B) The APPLICANT shall schedule one litter pickup in April and one in October.

All activities must be conducted between one hour after sunrise and one hour before sunset.

5. The APPLICANT shall conduct safety orientation meetings to review, at a minimum, safety, and other guideline materials supplied by the TOWNSHIP. Safety materials provided by the TOWNSHIP must be reviewed by every person who will participate in the litter pickup. No participant may be involved in the litter pickup unless s/he has attended at least one safety orientation meeting conducted by the APPLICANT and has executed a release, a copy of which is attached as Exhibit B and made a part of this Agreement. An authorized representative of the APPLICANT must present the safety information to any potential participant and shall provide the TOWNSHIP with a listing certifying the names of all individuals who received safety orientation. The APPLICANT shall submit the form to the TOWNSHIP and shall submit an amended form each time that there will be new participants in the litter pickup. Further, the APPLICANT shall conduct an on-site safety briefing prior to each pickup.

6. The APPLICANT agrees to comply with the Safety Conditions set forth in Exhibit C which is attached to and made a part of this Agreement.

7. Prior to each scheduled pickup, the TOWNSHIP will supply the APPLICANT with adequate numbers of safety vests and plastic trash bags.

8. If the APPLICANT cannot dispose of any or all filled trash bags, the TOWNSHIP, through the Township's Public Works Department or Recreation Department, will arrange to pick up the bags.

9. (A) The TOWNSHIP, at its cost, will provide, install and maintain two permanent signs noting the Program and the APPLICANT name at the beginning of the Site, one sign in each direction. Further, the TOWNSHIP will, at its cost, provide the APPLICANT with a "Litter Crew Ahead" sign for placement by the APPLICANT during litter pickups. Proper use and storage of the temporary "Litter Crew Ahead" signs will be the responsibility of the APPLICANT. The TOWNSHIP will replace the Adopt-A-Highway signs as necessary due to normal wear and tear. The APPLICANT shall be responsible for the replacement of the name plate sign except when made necessary due to normal wear and tear.

(B) There shall be no business logo or commercial advertising used or displayed by the APPLICANT.

10. The APPLICANT shall indemnify and save harmless the TOWNSHIP, its Commissioners and employees from and against all claims, suits, or actions for injury, death or property damage arising from the exercise of the obligations assumed by the APPLICANT under this Agreement.

11. (A) The TOWNSHIP shall have the right to terminate this Agreement at any time by providing written notice to the APPLICANT.

(B) After the initial one-year period, the APPLICANT shall have the right to terminate this Agreement upon sixty (60) days written notice to the TOWNSHIP.

12. In addition to its obligation in Paragraph 9, the APPLICANT shall, at no cost to the TOWNSHIP, be responsible for repair of, or compensation for, any damage to any real or personal property caused by APPLICANT or any of its participants.

13. Any notice to or communication with the TOWNSHIP by the APPLICANT shall be with the Township Manager, as appropriate. Any notice to or communication with the APPLICANT shall be to the authorized signatory of this Agreement at the address above shown.

14. The APPLICANT, by entering into this Agreement, certifies that it does not represent an elected official or candidate for public office.

15. The APPLICANT has been provided with TOWNSHIP criteria for eligibility to participate in the Program and by signing this Agreement, certifies that it meets all such criteria. These criteria are attached as Exhibit D and made a part of this Agreement.

16. The TOWNSHIP encourages the litter pickup team to separate and recycle appropriate materials.

17. This Agreement constitutes the entire understanding between the parties.

IN WITNESS WHEREOF, the parties have executed this Agreement, effective on the date written above.

ATTEST:

TOWNSHIP OF HAMPDEN

\_\_\_\_\_  
Township Manager

\_\_\_\_\_  
President of the Board

(SEAL)

ATTEST:

\_\_\_\_\_  
Applicant

\_\_\_\_\_

\_\_\_\_\_  
Title

(SEAL)

**EXHIBIT A**

HIGHWAY WITHOUT INTERCHANGE

Name \_\_\_\_\_

Included:

Excluded:

HIGHWAY WITH INTERCHANGE

Name \_\_\_\_\_

Included:

Excluded:

RECREATION AREA

Name \_\_\_\_\_

**EXHIBIT B**

**RELEASE**

I understand that participation in the Adopt-a-Highway Program litter pickup involves standing and walking near a Township highway and that there are certain risks involved with such participation. I hereby agree not to sue or make any claim against Hampden Township, its employees, Commissioners and/or agents and also hereby release Hampden Township, its employees, Commissioners and/or agents from any and all claims, liability, personal injury, death, property damage and/or property loss of any kind or nature in any way relating to my participation in the Adopt-a-Highway Program. I have also reviewed the Adopt-a-Highway safety materials as a prerequisite to participation in the Adopt-a-Highway Program.

\_\_\_\_\_ \*

\* If signatory is less than 18 years of age, this must also be signed by parent or guardian.

\_\_\_\_\_  
Parent/Guardian

## EXHIBIT C

### SAFETY RECOMMENDATIONS

Participants should:

Know emergency procedures such as the location of the nearest emergency facility and how to quickly summon the Police or an ambulance.

Provide their own First-Aid Kit and include kit with other supplies during litter pickups.

Avoid overexertion and heat problems by drinking water and taking breaks.

Carpool to the litter pickup site.

Wear the recommended attire: long sleeves, blue jeans or long pants, leather shoes or boots and gloves.

Be careful of contact with poison plants, bees, wasps, hornets, fire ants and snakes. The recommended attire will usually prevent irritations from most plants.

Pay special attention to the handling of broken glass. Participants must be careful not to step or kneel on broken glass.

Be aware of visibility problems.

Be prepared for any unexpected behavior of motorists.

Park vehicles a safe distance from the traveled roadway.

Attempt to walk facing oncoming traffic.

Do not stand or jump on guide rail, drainage pipes or concrete walls.

## **SAFETY REQUIREMENTS**

Participants shall:

Pick up one side at a time when cleaning a multi-lane highway with a median. Vehicles shall remain on the same side of the highway as the participants.

Never cross over or pickup trash on the traveled pavement.

Upon arriving at the work site, immediately display "Litter Crew Ahead" safety sign in advance of pickup site.

Not possess or drink alcoholic beverages.

Use Township-provided safety training materials.

Conduct at least one safety orientation meeting during the year.

Provide appropriate and adequate adult supervision when youth groups are involved in litter pickups, i.e., one adult per eight participants between the ages of 10 and 17.

Avoid peak traffic hours and extreme inclement weather conditions.

Stay clear of all construction areas.

Conduct pre-pickup safety talks.

Avoid all horseplay or demonstrations of any nature on the right-of-way.

Wear the safety vest provided by the Township.

Avoid hazardous materials such as old car batteries, any unidentified, questionable items and animal carcasses.

Be aware of all known allergies of volunteers before participation.

**EXHIBIT D**  
**ADOPT-A-HIGHWAY CONDITION**

1. Hampden Township community organizations, such as civic, social or school groups, will be eligible to adopt a highway as will individuals eighteen (18) years of age or older. Corporations, partnerships and sole proprietorships who wish to sponsor groups may do so; however, there will be no business logo or commercial advertising used or displayed by a group or any of its participants.

2. The Township will not enter into an agreement with any elected official or candidate for public office.

3. The Groups will be required to adopt a highway or portion thereof, or interchange area for at least one year from the effective date of the Agreement. The Agreement may be assigned to another group or business subject to prior written approval by the Township.

4. The minimum age for participation is ten years of age. Groups with members between the ages of ten and seventeen must be supervised by adults eighteen years of age or older in the ratio of one adult per eight participants between ages 10 and 17 whenever there is a litter pickup.