

## **Program Guidelines**

- The City of Spring Hill encourages local businesses, civic organizations, watershed groups, church groups, academic institutions, scout groups, and others to adopt local streets to help keep our city clean.
- Typically, a team of two people can cover one mile of a lightly littered street in about one to two hours. We recommend that groups adopt at least one mile of a street. Please note that the number of volunteers needed will depend on the total length of the street adopted.
- The event Host must conduct a safety meeting prior to every cleanup to review the provided Safety Checklist. The Designated Representative may hold this meeting immediately before the cleanup; however, it must take place in a safe and appropriate location.
- The event Host Representative must visit the City of Spring Hill MS4 Stormwater Coordinator at least one week before the scheduled cleanup. At that time, MS4 staff will provide the designated representative with gloves and trash bags for every member of the adopting group's cleanup crew.
- The event Host is responsible for notifying the Director of Parks and Recreation if any participant in the adopting group has a condition that might require special safety precautions or provisions under the Americans with Disabilities Act (ADA).
- Participants shall not trespass on private property. Permission from the property owner must be secured before entering any private property.
- The event Host is responsible for notifying the Director of Parks and Recreation of the location of all collected litter for Public Works pickup.
- On the day of the project, the Designated Representative must ensure that all volunteers complete and sign the event sign-in sheet and safety liability release form at the event site. These documents will be collected and verified in person by the City Representative, who will ensure everything is in order and submit the required forms to the MS4 Stormwater Coordinator after the event.
- The City of Spring Hill reserves the right to deny or cancel any cleanup request

### **City of Spring Hill**

City of Spring Hill  
Kacye Williams, ,Director of Parks and Recreation  
4237 Port Royal Road  
Spring Hill, TN 37174

O: 931-487-0027, x 258  
M:615-489-0108  
kwilliams@springhilltn.org