THE CITY OF NEWARK ADOPT A MEDIAN PROGRAM IS PART OF AN EFFORT TO MAKE OUR ROADWAYS LITTER FREE AND BEAUTIFY OUR CITY. THE PROGRAM IS VOLUNTARY, DESIGNED FOR BUSINESSES, PROFIT AND NON-PROFIT ORGANIZATIONS AND IS OPEN TO GROUPS THAT DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR OR SEX. EACH GROUP ASSUMES RESPONSIBILITY FOR AN ASSIGNED SECTION OF A MEDIAN AND AGREES TO REMOVE LITTER AND TRASH A MINIMUM OF TWENTY FOUR TIMES A YEAR FOR A TWO YEAR PERIOD. ALSO, IF THE GROUP DESIRES, THE CITY MAY GRANT THE PERMISSION TO PERFORM LANDSCAPE MAINTENANCE AND PLANTING SERVICES. THE CITY OF NEWARK WILL WORK WITH THE ADOPTING GROUP TO SELECT THE SPECIFIC SECTION OF THE MEDIAN TO BE ADOPTED. THE DETERMINATION OF THE SECTION OF MEDIAN THAT IS ELIGIBLE ON THIS PROGRAM RESTS SOLELY WITHIN THE DISCRETION OF THE CITY OF NEWARK. SOME MEDIANS MAY NOT BE CONSIDERED FOR A NUMBER OF REASONS, INCLUDING BUT NOT LIMITED TO ISSUES SURROUNDING SAFETY CONCERNS. THE CITY OF NEWARK MAINTAINS SOLE DISCRETION IN DETERMINING WHETHER A GROUP SHALL BE SELECTED TO PARTICIPATE IN THIS PROGRAM.

<table>
<thead>
<tr>
<th>PLEASE PRINT ALL INFORMATION BELOW</th>
<th>DATE:</th>
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<tbody>
<tr>
<td>NAME OF GROUP</td>
<td></td>
</tr>
<tr>
<td>NAME TO APPEAR ON ROAD SIGN (30 letters/spaces maximum)</td>
<td></td>
</tr>
<tr>
<td>GROUP'S MAILING ADDRESS</td>
<td></td>
</tr>
<tr>
<td>GROUP'S PRESIDENT</td>
<td></td>
</tr>
<tr>
<td>GROUP'S ADOPT A MEDIAN CHAIRPERSON</td>
<td></td>
</tr>
<tr>
<td>GROUP'S TELEPHONE NUMBER (DAY)</td>
<td>(NIGHT)</td>
</tr>
<tr>
<td>APPROXIMATE NUMBER OF PEOPLE PARTICIPATING IN EACH CLEAN UP: ___</td>
<td></td>
</tr>
<tr>
<td>MEDIAN YOU ARE INTERESTED IN ADOPTING</td>
<td></td>
</tr>
<tr>
<td>MEDIAN</td>
<td>LOCATED-DESCRIPTION</td>
</tr>
<tr>
<td>1. _____________________________</td>
<td>______________________________</td>
</tr>
<tr>
<td>2. _____________________________</td>
<td>_____________________________</td>
</tr>
<tr>
<td>3. _____________________________</td>
<td>_____________________________</td>
</tr>
<tr>
<td>Group Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

MAIL THIS FORM TO:

CITY OF NEWARK  
DIVISION OF TRAFFIC AND SIGNALS  
JACK M. NATA  
MANAGER  
255 CENTRAL AVENUE  
NEWARK, NJ 07103
AGREEMENT OF TERMS AND CONDITIONS
ADOPT A MEDIAN
CITY OF NEWARK, NJ

THE CITY OF NEWARK, HEREINAFTER REFERRED TO AS “THE CITY” AND ______________________________ (GROUP NAME) (HEREINAFTER REFERRED TO AS THE “GROUP”), RECOGNIZE THE NEED AND THE DESIRABILITY OF MAINTAINING LITTER-FREE STREETS AND MEDIANS THROUGHOUT THE CITY OF NEWARK. TO THAT END, THE CITY AND THE GROUP ARE ENTERING INTO THIS AGREEMENT TO PERMIT THE GROUP TO PARTICIPATE IN THE CITY’S ADOPT A MEDIAN PROGRAM AND HELP TO CONTRIBUTE TOWARD THE CITY’S EFFORT OF ATTAINING LITTER-FREE STREETS AND MEDIANS.

CONDITIONS GROUP AGREES TO:

BY SIGNING THIS AGREEMENT, THE GROUP AGREES TO COMPLY WITH THE FOLLOWING TERMS AND CONDITIONS:


2. THE GROUP SHALL CONDUCT A SAFETY MEETING PRIOR TO EACH ROADSIDE PICKUP. ALL PARTICIPANTS MUST ATTEND AND AGREE IN WRITING TO ASSUME THE RISKS INVOLVED IN THE WORK BY SIGNING THE RELEASE FORM.

3. THE GROUP AGREES TO NOTIFY THE CITY OF NEWARK, ATTN: JACK NATA, 255 CENTRAL AVENUE, NEWARK, NJ, 07103 TEL: (973) 733-6183, E-MAIL: NATAJ@CI.NEWARK.NJ.US. AT LEAST TWO (2) WORKING DAYS PRIOR TO THEIR PLANNED PICKUP OR PLANTING TIME.

4. THE GROUP AGREES THAT THE MINIMUM LENGTH OF ROADWAY TO BE ADOPTED IS TWO CITY BLOCKS.

5. THE GROUP AGREES TO ADOPT THEIR SECTION OF THE STREET OR MEDIAN FOR A MINIMUM OF TWO YEARS, WITH A RENEWAL OPTION WHEN AGREEABLE TO BOTH PARTIES.


7. THE GROUP SHALL MAINTAIN THE MEDIAN A MINIMUM OF TWO (2) TIMES A MONTH.

8. ALL PERSONS ENGAGED IN MEDIAN/STREET MAINTENANCE MUST WEAR APPROVED OSHA CONSTRUCTION VESTS.
9. STREET/MEDIAN MAINTENANCE MUST BE DONE BY A GROUP OF AT LEAST THREE PEOPLE. NO INDIVIDUALS FROM THE GROUP, BY THEMSELVES, MAY PICK UP TRASH.

10. STREET/MEDIAN MAINTENANCE AND/OR PLANTING ACTIVITIES MUST BE ACCOMPLISHED DURING THE DAYTIME PERIOD, ONE HOUR AFTER SUNRISE AND ONE HOUR BEFORE SUNSET.

11. STREET/MEDIAN MAINTENANCE AND/OR PLANTING WILL BE ACCOMPLISHED ON ONE SIDE OF THE ROADWAY AT A TIME.

12. THE GROUP WILL PLACE FILLED TRASH BAGS AT SPECIFIC LOCATIONS TO BE DESIGNATED BY THE CITY OF NEWARK. TRASH BAGS WILL BE REMOVED AND DISPOSED OF BY THE CITY OF NEWARK THE NEXT WORKING DAY.

13. THE GROUP HAS NO AUTHORITY TO STOP OR DIRECT TRAFFIC.

14. THE GROUP HAS NO AUTHORITY TO DO ANYTHING OTHER THAN LITTER PICKUP, WEEDING, MOWING, PLANTING, TRIMMING, SEEDING, SODDING AND TREE PRUNING.

15. USE OF CONTROLLED SUBSTANCES (INCLUDING ALCOHOLIC BEVERAGES) ARE STRICTLY PROHIBITED.

16. THE GROUP SHALL NOT TRESPASS OR INTERFERE WITH THE RIGHTS OF PRIVATE LANDOWNERS.

17. THE GROUP SHALL OBSERVE RECOMMENDED AREAS WHERE VEHICLES SHOULD NOT BE PARKED.

18. THE GROUP SHALL NOTIFY THE CITY OF NEWARK, OF ANY PUBLICITY EFFORTS BEFORE WORK COMMENCES.

19. THE GROUP SHALL NOTIFY THE CITY OF NEWARK, WITHIN 24 HOURS OF THE OCCURRENCE OF ANY INJURY TO ANY PERSON OR ACCIDENT, WHICH OCCURS DURING MAINTENANCE ACTIVITIES.

20. THE GROUP AND ITS MEMBERS ARE TO BE CONSIDERED AS VOLUNTEERS AND NOT AS OFFICERS, EMPLOYEES, OR AGENTS TO THE CITY OF NEWARK. ANY INJURIES, CLAIMS, LIABILITIES, SUIT DAMAGES, OR COSTS ARISING FROM GROUP OR GROUP MEMBERS’ ACTIVITIES RELATING TO THIS PERMIT SHALL BE THE SOLE RESPONSIBILITY OF THE GROUP OR ITS INDIVIDUAL MEMBERS.

21. THE GROUP AGREES TO INDEMNIFY AND HOLD HARMLESS THE CITY OF NEWARK FROM ANY INJURY, COST, SUIT DAMAGES, LIABILITY OR AWARD ARISING FROM THE ISSUANCE OR EXERCISE OF THIS PROGRAM, OR BECAUSE OF ANY ADVERSE EFFECT UPON ANY PERSON OR PROPERTY ATTRIBUTED TO THE WORKS OF THE GROUP.

22. PARTICIPANTS IN THE GROUP AGREE TO OBEY AND ABIDE BY ALL LAWS AND REGULATIONS RELATING TO SAFETY AND SUCH TERMS AND CONDITIONS AS MAY BE REQUIRED BY THE CITY FOR SPECIAL CONDITIONS THAT MAY EXIST ON A PARTICULAR ADOPTED SECTION.

23. THE GROUP SHALL NOT WORK BEYOND ITS SECTION LIMITS.
24. THE GROUP SHALL NOT PICK UP LITTER ON BRIDGES, IN TUNNELS, ON OVERPASSES OR AROUND OTHER STRUCTURES THAT WOULD POSE A DANGER.

25. THE GROUP SHALL WORK ONLY DURING DAYLIGHT HOURS AND IN GOOD WEATHER.

26. BOTH TRAFFIC SAFETY SIGNS SHALL BE DISPLAYED PROPERLY DURING LITTER PICKUP. GROUPS SHALL WORK ON ONLY ONE SIDE OF THE ROAD AT A TIME.

27. WHEN THE GROUP ENCOUNTERS CLOSED CONTAINERS OR ITEMS OF SUSPECTED TO BE HAZARDOUS, THESE ITEMS SHALL NOT BE TOUCHED. ITEMS OF SERIOUS CONCERN SHOULD BE NOTED ON THE GROUP’S CLEANUP REPORT. THE GROUP SHALL IMMEDIATELY CONTACT THE CITY OF NEWARK TO REPORT ANY SUSPECTED HAZARDOUS MATERIALS.


29. WITHIN 24 HOURS OF A COLLECTION, THE GROUP SHALL MAIL A CLEANUP REPORT (POSTCARDS) TO THE CITY.

30. THE GROUP SHALL MAKE ARRANGEMENTS FOR OFF ROAD PARKING OR SHUTTLE BUS TYPE OF TRAVEL TO THE WORKSITE. ALL VEHICLES AT THE PICKUP SITE SHALL BE PARKED AT THE NEAREST CROSS STREET, IF POSSIBLE, OR AT LEAST 3 FEET FROM THE PAVEMENT WHEN PARKING ON THE HIGHWAY.

31. THE GROUP MAY KEEP ANY RECYCLE MATERIALS.

32. THE GROUP SHALL MAINTAIN ANY EXISTING IRRIGATION SYSTEM, WHICH WILL INCLUDE TURNING SYSTEM ON IN THE SPRING, WINTERIZING AND TURNING SYSTEM OFF IN THE LATE FALL, AND REPLACING AND/OR REPAIRING ANY DAMAGED PARTS CAUSED BY THE GROUP DURING IT’S ROUTINE MAINTENANCE ACTIVITIES. ANY DAMAGE TO THE IRRIGATION SYSTEM SHALL BE IMMEDIATELY REPORTED TO THE CITY OF NEWARK AND IT SHALL BE NOTED IN THE GROUP’S ACTIVITY REPORT.
CITY OF NEWARK AGREES TO:

1. ERECT AN IDENTIFICATION SIGN AT EACH END OF THE ADOPTED SECTION WITH THE GROUP’S NAME OR ACRONYM DISPLAYED. MAXIMUM NUMBERS OF LETTERS/SPACES IS 30.

2. REPLACE SIGNS IN THE EVENT THAT THE SIGNS ARE DAMAGED DUE TO VANDALISM OR THEFT AT NO COST TO THE GROUP.

3. PROVIDE TRAFFIC CONTROL AND SAFETY LITERATURE.

4. REMOVE THE FILLED TRASH BAGS THE FIRST WORKDAY AFTER THEY ARE LEFT FOR PICKUP.

5. PROVIDE PRESS INFORMATION UPON REQUEST FROM THE MEDIA.

6. ASSIST THE GROUP IN PLANNING INITIAL INFORMATION AND SAFETY MEETING.

WARNING

BY SIGNING THIS AGREEMENT, THE GROUP ACKNOWLEDGES THE POTENTIALLY HAZARDOUS NATURE OF THE WORK THAT THEY ARE PERFORMING AND ASSUMES ANY AND ALL RISKS ASSOCIATED WITH SUCH WORK, INCLUDING BUT NOT LIMITED TO, THE HAZARDS ASSOCIATED WITH VEHICULAR TRAFFIC AND POTENTIALLY HAZARDOUS MATERIALS THAT MAY BE FOUND ON THE MEDIAN/STREET AND/OR RIGHT OF WAY.

NAME OF GROUP

(Print Name)_____________________________

(Authorized Signature)_____________________________  (Title)   _____________________

Subscribed and sworn before me

This ____________day of __________________, 20

__________________________________________________

__________________________________________________

Title

My commission expires ____________________
WITNESSED AND APPROVED BY:

___________________________________
JULIEN X. NEALS
Business Administrator

____________________________________
ROBERT P. MARASCO
City Clerk
(Corporate Seal & Date)

AS TO FORM AND LEGALITY

___________________________________
ANNA P. PEREIRA
Corporation Counsel
ADOPT – A – MEDIAN ACTIVITY REPORT

<table>
<thead>
<tr>
<th>Participant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Cleanup: ____________</td>
</tr>
<tr>
<td>Group Name:</td>
</tr>
<tr>
<td>Contact Person:</td>
</tr>
<tr>
<td>Phone Number:</td>
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<table>
<thead>
<tr>
<th>Location</th>
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<tbody>
<tr>
<td>Location of Roadway:</td>
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</table>

<table>
<thead>
<tr>
<th>Activity (circle below) or (fill in where needed)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Did you Clean the Entire Length of Your MEDIAN____ L.F. YES NO</td>
</tr>
<tr>
<td>How many People Participated In the Cleanup?</td>
</tr>
</tbody>
</table>

(Attach list of names and ages for all Participants between the ages of 11 and 18)

<table>
<thead>
<tr>
<th>How many Hours did The cleanup Last?</th>
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<table>
<thead>
<tr>
<th>Number of Bags Collected:</th>
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<table>
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<tr>
<th>How did You Dispose The trash?</th>
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<tbody>
<tr>
<td>Question</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>What was the General Condition Of the Median before The cleanup?</td>
</tr>
<tr>
<td>Please Report suspected Hazardous Materials, large Items or Dead Animals for The City of Newark Dept. of Neighborhood Services To retrieve:</td>
</tr>
</tbody>
</table>

Note: Any suspected dangerous and/or hazardous conditions shall be immediately reported to the City of Newark.

Comments: 

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NOTE: THE ADOPT A STREET/MEDIAN ACTIVITY REPORT SHALL BE COMPLETED UPON THE COMPLETION OF THE CLEAN UP. PLEASE MAIL THIS FORM TO: 255 CENTRAL AVENUE, NEWARK, NJ 07103 OR FAX IT AT (973) 733-8880 – ATTN: JACK NATA
## ADOPT-A-STREET OR MEDIAN PLAN AND SCHEDULE

<table>
<thead>
<tr>
<th></th>
<th>Traffic Control</th>
<th>Litter Pick-up</th>
<th>Tree Pruning</th>
<th>Tree Planting</th>
<th>Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
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<td>Saturday</td>
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<tr>
<td>Sunday</td>
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<td>✅</td>
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The group shall seek guidance from the City of Newark on how to accomplish best a realistic plan and schedule. Upon approval from the City, the group shall commence work within two weeks. Periodic inspection will be performed by the City of Newark to ensure work is being accomplished as per agreement.
FREQUENTLY ASKED QUESTIONS

ADOPT-A- MEDIAN PROGRAM

Q: What is the Adopt-A-Median Program?
A: It is a program of litter awareness where volunteers agree to adopt a section of a STREET OR MEDIAN for a period of two years and conduct litter removal activities on that section, and/or landscape maintenance.

Q: Who can participate?
A: Any group, business, organization, family, even individuals, can qualify to Adopt-A-STREET OR MEDIAN.

Q: How often do you have to pick up litter?
A: Two times per month litter pickups are required but groups can choose to do it as often as they wish.

Q: What equipment is needed?
A: Safety vest, work gloves, trash bags, Lawn mowers, landscape equipment etc…. The group shall provide the equipment at its own expense.

Q: Who disposes of the trash?
A: The Group leaves the bagged trash on the adopted section of the STREET OR MEDIAN. A crew from the City of Newark will pick up the bagged trash.

Q: Does the Group have to recycle?
A: Groups are encouraged to recycle, if they wish. Recyclables are to be taken away by the Group.

Q: Does the City of Newark provide insurance for the Group?
A: No.

Q: Can a Group adopt a median on a county or local street?
A: A group can adopt a local street but not a county street.

Q: Does the program cost anything?
A: No. There is no cost to participate.

Q: How does one sign up?
A: Simply fill out and submit the application.

Q: Who supplies the Adopt-A-Median recognition signs?
A: The City of Newark will erect two Adopt-A-STREET/MEDIAN signs on each adopted section of the STREET OR MEDIAN, recognizing the Adopting Group.

Q: What do Groups do with the trash items they cannot pick up (tires, animal carcasses, etc.)?
A: Notify the program coordinator who will then notify the appropriate crew from the City of Newark to remove these items. Tires should be placed within a collected trash bags.

Q: What is an Adopt-A-Median Activity Report?
A: It is a pre-printed form that must be completed by the group leader after each litter pickup activity. It can also be used to report unusual occurrences or suggestions for the program.

Q: What is required to execute an Adopt-A-Median agreement?
A: The agreement must contain the appropriate notarized signature.

Thanks for your interest in The City of Newark Adopt-A-STREET OR MEDIAN program!!!
HOLD HARMLESS AGREEMENT

In connection with the City of Newark’s Adopt a Median program, we agree to defend, indemnify and hold harmless the City of Newark, its agents, servants and administrators from and against any and all claims or actions at law, whether for personal injury, property damage or liability, including any cost of defense incurred by the City of Newark, which arise from our actions, those of our agents or employees in the execution of the work and/or duties to be performed during our participation in the Adopt a Median program.

________________________________________________________________________
ORGANIZATION NAME

________________________________________________________________________
NAME/TITLE DATE