



CITY OF PITTSBURGH

Department of Public Works

William Peduto, Mayor

Michael Gable, Director

BEAUTIFY OUR 'BURGH

APPLICATION PACKET

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Thank you for your interest in the Beautify Our 'Burgh program! Volunteer efforts to clean litter from our streets are so important that the City of Pittsburgh is pleased to support and recognize organizations such as yours for their efforts.

To participate in our Beautify Our Burgh program, your organization will adopt a street within the Pittsburgh city limits, completing litter clean-ups throughout the year. Using the forms within this packet, the City will provide supplies for litter clean-ups, promptly pick up all collected refuse from those clean-ups, and place a sign in the area honoring your organization for their contributions.

We encourage any group to enroll, such as schools, businesses, churches, community organizations, or a new collection of volunteers dedicated solely to cleaning up their neighborhood.

By signing and submitting the application, the primary contact for your organization agrees to:

- o Adopt a minimum one half (1/2) mile of City streets by completing a *minimum* of four (4) cleanups each year along the adopted streets for the next two years. By participating in Beautify Our 'Burgh, I am taking responsibility for the cleanliness of that zone. Clean-ups should be completed as necessary, with a *minimum* of four (4) cleanups occurring each year.
- o Assure that all volunteers are responsible individuals and that participating minors under the age of 18 are provided with adult supervision.
- o Assure that all volunteers are physically able to perform cleanup tasks.
- o Discuss safety precautions with volunteers using the Beautify Our 'Burgh Safety Guidelines (contained within packet). Volunteers should avoid contact with items that have the potential to be hazardous or cause injury, such as heavy objects or syringes, needles, used prophylactics, animal carcasses, etc.
- o Submit Report for **each** clean-up event, including whether or not trash pick-up is needed, to the Beautify Our 'Burgh Coordinator (contact information found on Report Form.)
- o Have volunteers sign-on for **each** clean-up using Hold Harmless and Release of Liability sign on sheets (contained within packet) and submit to City after completion of clean-up event.
- o Submit form for and pick up supplies before each clean-up event, and assure that all reusable and unused single-use supplies are **returned within three (3) business days** after **each** clean-up event to Beautify Our Burgh Coordinator
- o Notify Beautify Our 'Burgh Coordinator of any changes of clean-up event dates, primary contact, etc.

The City of Pittsburgh agrees to:

- o Loan supplies for cleanup operations. Supplies include (maximum) 100 garbage bags, 100 gloves, 5 "nifty nadders," 1 five gallon bucket, and 10 safety vests.
- o Install one Beautify Our 'Burgh sign in area of clean-ups recognizing the efforts of the group, organization, or business. Sign to be placed at location chosen by City of Pittsburgh after the completion of first clean up event. Sign will be removed if one (1) year passes without any activity reported from group.
- o Coordinate the removal and disposal of full bags of collected litter and/or compostable street debris and leaves from the project site at no cost to volunteers.



City of Pittsburgh
Department of Public Works
Beautify Our 'Burgh Application

Thank you for your interest in helping to keep our City clean!

This form is intended to be used for organizations interested in performing multiple volunteer clean-ups of an adopted City of Pittsburgh street or streets over the course of a year. If you are interested in providing other volunteer services for the City, please e-mail volunteer@pittsburghpa.gov or call 412-255-2699.

Organization: _____

Organization description: _____

Team Leader/Contact Person: _____

Note: The Team Leader/Contact Person must be on site for the duration of the Project. If this person is unavailable on the Project date, you must supply the name and phone number of an alternate contact to DPW prior to commencing volunteer activities.

Address: _____

Phone: _____ **E-Mail:** _____

Street(s) adopted: _____

List by exact location with intersecting streets. For example: Penn Ave between 10th St and 21st St

Tentative Dates of clean-ups: _____

Four (4) dates must be chosen for clean-up events, can be changed as needed; additional dates can be added as well

Signature

Date

<p>E-mail completed application form to volunteer@pittsburghpa.gov</p> <p>or</p> <p>Fax to 412-255-8981</p>	<p>or</p> <p>Mail to: <i>Beautify Our Burgh</i> Coordinator Department of Public Works 611 2nd Ave Pittsburgh, PA 15219</p>
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In recognition of your volunteering efforts to keeping your adopted streets litter free, the City of Pittsburgh will place one (1) sign in the area of operation displaying the name or logo of your organization. Please choose which option would work best:

LOGO – Please include an image file in the email or mailed physical copy along with application

NAME ONLY – Please write the name of the organization as it will appear on the signs

Maximum of 19 characters on each line. Character limit includes lower and/or up case letters, numbers, abbreviations, and spaces.





City of Pittsburgh
Department of Public Works
Beautify Our 'Burgh Clean-Up Event
Safety Guidelines

1. I/Organization understand that the City's Departments of Public Works or Parks and Recreation personnel may be working in the park or trail at given times and may need to provide direction and/or coordination to me/us with regard to City projects.
2. Projects may only take place during daylight hours.
3. Children under the age of 18 must have parents/guardians signatures on the Participant Agreement as indicated prior to participating in the Project. Adult supervision is required for anyone under the age of 18.
4. All volunteers should be instructed on safety precautions by a team leader. Topics should include but are not limited to: safe and unsafe areas for pick up, types of litter to pick up or avoid, appropriate work wear, to never reach for litter outside of direct eyesight, etc.
5. Volunteers must be instructed to pick up litter or weeds only. Do not move, pick up or drag sofas or other large/heavy objects. Do not attempt to collect hazardous materials such as syringes or car batteries.
6. No alcoholic beverages are permitted before or during clean-up activities. Anyone under the influence of alcohol or narcotics should not participate in volunteer Project activities.

By signing Hold Harmless & Release of Liability, participants agree to follow these Safety Guidelines.

Hold Harmless & Release of Liability

For and in consideration of the City allowing me/my/our child to participate in volunteer work on City property, I/we hereby agree to the following terms and conditions regarding my and/or my/our child's participation:

I/we understand that because the City is a governmental entity, the state legislature has granted it broad protections from liability under the Political Subdivision Tort Claims Act (the "PSTCA"). If I or my/our child is in an accident while involved in this Project, the City may be protected from many types of liability because of the PSTCA and will rely on those defenses in any action you might bring as well as any other defenses available to it. The City will not assume responsibility for injuries to me or my/our child or to any personal equipment that I and/or my/our child use during volunteer work on the Project. I/we further acknowledge that all volunteers are expected to use their own dental/medical insurance in the event of any injuries. I/we hereby **COVENANT NOT TO SUE AND TO HOLD HARMLESS AND RELEASE** the City of Pittsburgh, its officers, agents, or employees (hereinafter referred to as the "Releasees") and hold the Releasees harmless from any and all liability, claims, demands, actions and causes of action whatsoever arising out of my and/or my/our child's participation in Project activities and/or activities at the Site, including any act or omission or me/my/our child or other Project participants. **This RELEASE clause is intended to remain valid in perpetuity and shall include all possible claims of negligence that could be asserted against the Releasees by me/us.**

SIGN ON SHEET(S) Please attach as many sheets as are needed. Team Leaders/Contact Person **must** email or fax a copy of the signatures below for Hold Harmless & Release of Liability to volunteer@pittsburghpa.gov or (412) 255-8981 after the conclusion of clean-up event. Department of Public Works will not be able to schedule pick up of collected refuse until submission of Report & Sign on sheet(s)

REPORT

Name of Volunteer /Organization: _____

Team Leader Name (if applicable): _____

Location of Project: _____

Date of Project: _____

of volunteers _____ # of hours worked _____ # of litter bags filled _____

Location of collected refuse for DPW pick up _____

To be completed by Team Leader/Contact Person

All volunteer participants must sign below as indication that they have read and fully understood the Safety Guidelines and Hold Harmless & Release of Liability and intend to be bound by it.

Name: _____ Signature: _____ Phone: _____

**City of Pittsburgh, Department of Public Works
Requisition for Beautify Our 'Burgh Supplies**

Clean-Up Event Date	Pick Up Date & Time	Special Instructions: To schedule appointments to pick up and drop off of equipment, email this form to volunteer@pittsburghpa.gov or call 412-255-2699 Please return all equipment and unused items to the Public Works Administration 611 2 ND Ave, Pittsburgh PA 15214
Organization	Contact Information	

QUANITY REQUESTED	MAX QUANTITY ALLOWED	UNIT OF MEASURE	QUANTITY RETURNED	ITEM DESCRIPTION
	Maximum 100	Each		Trash Bags
	Maximum 50	Pair		Disposable Gloves
	Maximum 10	Each		Safety Vests
	Maximum 5	Each		Nifty Nabber
	Maximum 1	Each		5 Gallon Bucket

	Print: Received By
Return Checked By / Date	Sign: Received By