ADOPT-A-PARKLET PROGRAM

Phone: (918) 431-1655

RULES AND REGULATIONS

Tahlequah Main Street Association, Inc. (TMSA)
PARKLET ADOPTION PROCEDURE

*A **parklet** is a sidewalk extension that provides more space and amenities for people using the street. Usually parklets are installed on parking lanes and use several parking spaces. Parklets typically extend out from the sidewalk at the level of the sidewalk to the width of the adjacent parking space.*

1. Civic organizations, businesses, families, or individuals may request any on the pre-defined list of areas be designated for maintenance by their members or affiliates.

2. Applications for a designation must be submitted to the TMSA office between the hours of 9:00 A.M. and 5:00 P.M., Monday through Friday, holidays excepted or by mail. Mail to: TMSA, 123 E Delaware St., Tahlequah, OK 74464. Applications will not be accepted without a valid signature.

3. All requesting parties must sign the Adopt-a-Parklet Agreement and all information requested within the agreement must be provided.

4. TMSA may temporarily suspend this agreement due to construction in the assigned area. After the construction is complete the Group will be notified and the agreement restored.

Group/Organization, Family, Business, or Individual Responsibilities

5. Adoptee(s) will conduct cleanup activities in a safe manner and comply with any conditions as may be required by TMSA for the safety of participants.

6. Adoptee(s) will adopt one or multiple "parklet(s)" on the pre-defined list of eligible areas.

7. Adoptees will adopt a "parklet" for a period of two (2) years unless a shorter period is agreed upon, in writing, on the original application for adoption.

8. Adoption of any "parklet" requires:

   A. That the "parklet" be kept free of litter.
   B. That damage beyond remediation by routine maintenance is immediately reported to TMSA.
   C. That the list of duties associated with each "parklet" in the pre-defined list be performed regularly and with sufficient frequency as to prevent deterioration of the aesthetics and functionality of the "parklet."

9. The Adoptee(s) will designate a contact person (hereinafter called "Liaison") on the on the application for adoption of a parklet. The Liaison will be responsible for:

   A. Notifying TMSA of the precise location of any bags of collected material and/or of heavy or dangerous items found during litter collection.
   B. Ensure that all participants have reviewed the rules and regulations of the Adopt-A-Parklet program.
   C. Provide the TMSA with information about your organization, and photos to be posted on the TMSA's website, and social media page(s).
   D. Notify TMSA of any changes in the designation of a Liaison or changes to the Liaison's contact information.
   E. It is recommended that you use plants from the "Recommended Plants List". A request to revise the "Recommended Plants List" can be presented to the TMSA Board of Directors for consideration.
   F. No artificial plants shall be allowed.

10. Adoptee(s) will require the participants to work in the assigned area and with minimal interference with the intended use of the "parklet."

11. Participants must be at least 15 years old and adopting group must provide adult supervision by at least one adult for every five (5) participants under the age of 18.

12. Obtain safety garments to the extent that they are available from TMSA during regular business hours.

13. Participants will not pick up syringes, hypodermic needles, dead animals, broken glass, exceptionally large or heavy objects, or any other hazardous items. These kinds of material must be noted/flagged and TMSA notified for proper disposal.

14. Provide TMSA with a detailed plan for any proposed changes or improvements to the "parklet(s)" landscaping, utility, configuration, visual appearance, or function.

15. Safety equipment provided by TMSA will be returned within three (3) working days.

TMSA Responsibilities

16. Provide coverage on the TMSA website Adoptee(s).

17. Provide placard to be displayed in the parklet identifying the adoptee.

18. Assist the Adoptee(s) in cleanup if dangerous or heavy items have been located.

Recommended Plant List

Angelonias- upright/all colors
Bougainvillea- all colors
Begonias- ok, leave varieties only
Cuphea- bat face
Dipladenias- red riding hood, all colors
Evolvulus- blue daze
Hamelia Patens- lime sizzler
Lantana's- bandana, newgold, etc., all colors
Mexican moss- all colors
Marigolds- large heads, all colors
Mandevillas- alice du pont etc., all colors
Portulaca- mexican moss- all colors
Purslane- mexican trailing moss
Petunias- wave series, etc., all colors
Scaevola's- all colors
Sweet potato vines- compact, all colors
Vinca/Periwinkle- heatwave, all colors
Tropical Hibiscus- all colors
Gaillardia- arizona sun
Perilla- magilla
Full sun coleus- all colors
Rudbeckia- cherokee sunset
Liriopes- all varieties
Setcreasea- purple heart
Pennisetum- dwf. hameln grass
Potato vines- all colors
Calamagrostis- feather reed grass- karl foerster
Marigolds- all varieties
Annual vincas- all varieties
Petunias- all varieties
Yucca- color guard
Zinnias zahara- all colors

ADOPT-A-PARKLET APPLICATION

Return to:
Tahlequah Main Street Association, Inc.
123 E Delaware St.
Tahlequah, OK 74464
(918) 431-1655

Applicant Information:

Organization Name: _____

Address: _____ City: _____ ZIP: _____

Liaison's First Name:_____

Liaison's Last Name:_____

Liaison's Address: _____City: _____ ZIP: _____

Liaison's Mobile Phone: (   )_____ Work Phone: (   )_____

Liaison's Email: _____

Parklet number being requested: _____
(see online map, http://www.tahlequahmainstreet.com/adopt-a-parklet)

Name on placard:
_____

The undersigned Applicant does hereby acknowledge to have received a copy of, and agrees to comply with, all rules and procedures set forth in the Adopt-a-Parklet Program Rules and Regulations. Applicant further agrees that TMSA, the City of Tahlequah, their officers and employees, shall not be responsible for any injury or loss incurred by persons or to personal property.

_____   _____
Signature of Applicant   TMSA

_____
Date

Revised 7-18-2018