



NEWBURY

**OFFICIAL
TOWN
SPONSOR
PROGRAM**

**APPLICATION &
HANDBOOK**

Town of Newbury, Official Town Sponsor Program, 25 High Road, Newbury, MA 01951
Tel: 978-465-0862 Fax: 978-465-3064 www.townofNewbury.org

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NEWBURY OFFICIAL TOWN SPONSOR PROGRAM

The Newbury Official Town Sponsor Program is designed to give individuals, groups and businesses the opportunity to partner with the Town in maintaining and enhancing highly visible and highly utilized locations within the Town.

Sites can be sponsored by donation, maintenance, planting opportunities or a combination of the above. Each potential Sponsor will have the opportunity to bid on a prominent location, with the location going to the highest bidder. Monetary bids will take precedence over maintenance and planting offers. A \$200 registration fee will be added to the bid regardless of whether it is a bid of time or money. The registration fee covers the cost of administering and monitoring the program and signage for the site. Registration fee will be returned to all non-winning bidders.

Program Requirements:

The Town of Newbury will work with the Sponsor of a specific site to determine the needs of the site and to develop a plan to meet those needs. Sponsorships of locations not listed, or of buildings, vehicles, etc., will be considered on a case by case basis for approval.

The main focus of the program is general maintenance and litter control. Sponsors donating time will be expected to perform bi-weekly maintenance of the sponsored site. Other activities such as plantings, repair projects, and installation of new equipment must be approved by the Town prior to any work being undertaken. Sponsor will be responsible for sufficiently watering plantings and will control weeds as necessary. Chemicals are not to be applied by the sponsor.

The Sponsor will sign an indemnity and hold harmless agreement, which is part of the Official Town Sponsor Application.

Sponsorship will generally be for a one year period starting July 1st and ending June 30th. Sponsor must request a renewal extension permit by January 30th of each year. Renewals will be allowed for one year; the following year the site will go back out for general bids.

If in the sole judgment of the Town, it is found that the Sponsor is not meeting the terms and conditions of the agreement, the Town may terminate the agreement and remove the sponsorship signs.

Approval of an Official Town Sponsor is at the discretion of the Town.

Procedure for becoming an Official Town Sponsor:

A representative of an interested group or individual should contact the Newbury Official Town Sponsor (NOTS) Administrator and request a sponsorship application and handbook.

The Sponsor should select a site from the attached list and two alternative sites in case they are out-bid for their first choice. If an alternate location is not acceptable, please mark that section of the application with “no alternate location”.

Applications will be accepted from January 1st to May 15th. You will be notified of your acceptance to the program by June 1st, with your sign posted on or about July 1st.

What you get for being an Official Town Sponsor:

- An 18" x 18" sign stating you are an Official Sponsor of the Town of Newbury.
- Sign is posted in the prominent location sponsored by you for a full year.
- Your group or organization posted on the Town web-site as an Official Sponsor of the Town of Newbury.
- Potential coverage by local newspapers.
- Satisfaction of helping keep the Town clean and beautifying prominent locations.
- Gratitude of the Town and the townspeople for helping shoulder some of the financial burdens of the Town by reducing maintenance costs.
- Sponsor presented with a certificate of recognition for donation and/or work completed at the end of the sponsored period.

Sponsor Responsibilities:

- Complete and submit Official Town Sponsor application.
- Maintain sponsored site as outlined by the Town if maintenance option is opted for on a bi-weekly basis(weather permitting).
- Submit monthly maintenance worksheet tracking volunteer hours and maintenance performed.
- Submit Planting / Advanced Task Form for approval prior to planting or completing an advanced task as required.
- Maintain and water all plantings on sponsored site if applicable.
- Notify the DPW (978-465-0112) of items or grounds in need of attention or repair, especially when a safety concern exists.
- Ensure youth participants are furnished with adequate adult supervision.

Town Responsibilities:

- Erect approved "Official Town Sponsor" signage with the Sponsor's name or acronym displayed in a visible location on the site.
- Remove filled trash bags from the premises and removing any large or hazardous items when notified.
- Follow up on necessary repairs as reported by the Sponsor.
- Provide all necessary forms.

NEWBURY TOWN SPONSOR APPLICATION

Name of Official Sponsor: _____

Contact Person – Name: _____

Address: _____

Phone #: _____ E-Mail: _____

Site to Sponsor – Name of Location: _____

Site # (From Page 6): _____ Sponsor Type (From Page 6): _____

If Type I or II Total Amount of Donation: _____

If you are outbid for a requested location what location should your bid be applied to?

Alternate Location 1 (Site # From Page 6): _____

Alternate Location 2 (Site # From Page 6): _____

If an alternate location is not acceptable mark the above “No alternate location”.

Sponsor Name or Logo to Appear on Signage (If logo please attach a copy of logo to your application): _____

Sponsor’s Authorized Representative Signature

Date

For office use only:

Approved / Denied Date: _____ Town Representative Signature: _____

Explanation for Denial: _____

Thank you for considering becoming an Official Town Sponsor. Please submit your application in one of the following ways – Fax: 978-465-3064 E-mail: Buildinspect@townofnewbury.org
Or mail to: Official Town Sponsor Program, 25 High Road, Newbury, MA 01951

Locations Available For Sponsor

<u>Site #</u>	<u>Name of Location</u>	<u>Sponsor Types Available</u>
1.	Upper Green	I, II, III, IV
2.	Lower Green	I, II, III, IV
3.	Town Hall	I, II, III, IV
4.	PI Center	I, II, III, IV
5.	Library Grounds	I, II, III, IV
6.	Library Playground	I, II, III
7.	Transfer Station	I, II, III, IV
8.	Yellow School	I
9.	Byfield Town Hall	I, II, III, IV
10.	Central Street Playing Field	I, II, III, IV
11.	Island in Front of Triton	I, II, III, IV
12.	Boat Ramp	I
13.	Intersection of Middle and Boston Roads	I, II, III, IV
14.	PI Bridge	I
15.	Woodbridge School	I
16.	Pearson Drive	I, II, III, IV
17.	Byfield Fire	I
18.	Knobb Hill	I
19.	Parker River Drive	I
20.	End of Larkin	I
21.	Behind Post Office	I
22.	Intersection of Marsh and Newbury Neck	I
23.	Island in front of 5 Middle Road	I
24.	Island at corner of High and Green	II, III, IV
25.	Island at the corner of High and Hay	I,II,III,IV
26.	Schoolhouse on Lower Green	I,II,III

00. Unlisted Location, Building, Vehicle, Etc.

Type I – Donation Only

Type II – Donation & Maintenance

Type III – Maintenance Only

Type IV – Planting Opportunity

Sponsorship of locations not listed, or of buildings, vehicles, etc., will be considered on a case by case basis for approval.

Safety Guidelines

The Contact Person named on the application shall be responsible for providing the Town with a Release of Liability form for each volunteer representing the Sponsor. If any such volunteer is a minor, a parent or legal guardian must sign the release of liability form. The Contact Person shall also be responsible for all volunteers receiving these safety guidelines.

General:

- All minors must have adequate adult supervision.
- Work shall only be done during daylight hours.
- Work with a partner whenever possible.
- No work will be done during potentially dangerous weather conditions.
- Leave full trash bags curbside and notify the DPW at 978-465-0112.
- Notify DPW of any large / heavy objects that need to be disposed of.
- Safety hazards should be immediately brought to the attention of the DPW.
- Be conscientious of environmentally sensitive areas.

Do's

- Do use sunblock or a hat.
- Do be prepared for stinging / biting insects.
- Do lift all objects with your legs and not your back.
- Do wear light or bright colored clothing, appropriate shoes, and sturdy work gloves.
- Do have a small first aid kit on site.
- Do be cautious of poisonous plants, such as poison ivy.
- Do use common sense.
- Do be cautious and respectful of any other site users.
- Do add any additional safety precautions you feel appropriate.

Don'ts

- Don't overexert yourself. Be sure to take breaks, drink liquids, and dress appropriately for the weather.
- Don't bring small children or pets along on projects.
- Don't leave children or pets locked in the car at work locations.
- Don't pick up dead animals, notify the DPW.
- Don't stomp on bags. Injuries may occur from broken glass or sharp objects.
- Don't obstruct Town departments from performing their work.
- Don't pick up materials you suspect might be hazardous, such as needles, or drug paraphernalia. Call your local police or fire department immediately and give the precise location of the material.

Service Agreement

(Completed after site awarded)

Date: _____

Name of Official Sponsor: _____

Site Awarded: _____

Type of Sponsor: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Duties / Scope of Work (if applicable): _____

Work Schedule: _____ Total Monthly Hours: _____

Terms and Conditions

1. This agreement is subject to the Town's right to terminate at its discretion.
2. This agreement shall be in full effect for one year starting July 1st following the Town awarding the site.
3. The Sponsor shall develop and follow a regular schedule of maintenance of the property as agreed upon by the Sponsor and the Town.
4. The Sponsor shall report any hazards to the appropriate Town Department.
5. The contact person shall submit a monthly report to the NOTS Adminsitrator for all hours maintaining the site.
6. Participants are allowed access to Town property by the Town, for the purpose of carrying out the terms of this agreement.
7. All volunteers shall sign the "Volunteers Acknowledgement and Release of Liability" prior to doing any volunteer work on Town property.

OFFICIAL TOWN SPONSOR

TOWN OF NEWBURY

**Town of Newbury
Volunteers Acknowledgement
And
Release of Liability**

I _____ hereby agree as follows:

1. I am a volunteer, donating my time, services and energies to the Town of Newbury.
2. I understand and acknowledge I will receive no salary, remuneration or other benefits from the Town of Newbury.
3. I hereby release the Town of Newbury, its officers, agents and employees, and all other persons and entities, whether specifically named here or not, from any and all liability, claims, causes of action, or actions, arising out of or occasioned by bodily injuries or property damage I may sustain in connection with my volunteer services for the Town of Newbury, whether caused by the fault of employees of the Town of Newbury, by a condition of public property, or by any other cause whatsoever, and I agree to indemnify and hold harmless the Town of Newbury from any such liability, claim, cause of action, or action.
4. I have carefully read this release and indemnity agreement, and I understand its contents. I acknowledge that the effect of this agreement is to waive any claims I might have, and to prevent me from recovering any damages whatsoever if I am injured while performing volunteer services for the Town of Newbury. I have signed this agreement by my own free act.

Volunteer's Signature

Date

Witnessed

Parent / Guardian's Signature
(If volunteer is under 18 years of age)

Maintenance / Hours Report Form

The Town Sponsor is required to report each month's total volunteered hours by the 10th day of the following month for each site Sponsored.

Mail this form to:
Town Sponsor Program
25 High Road
Newbury, MA 01951

Or fax to: (978) 465-3064

Sponsored Site: _____

Work Completed: _____

Date	# Volunteers Present	Total Hours Worked
Monthly Total:		

Signature of Sponsor Representative

Date

Planting / Advanced Task Form

Please complete and return this form by mail or fax if you or your group would like to perform an advanced task at your sponsored location. (Please return at least 4 WEEKS PRIOR to proposed task date.) Advanced Tasks are tasks that will require approval and/or supervision from the NOTS Administrator or DPW, as well as special training, equipment that is not regularly stocked by DPW, and debris removal. These tasks include: planting projects or plant removal, major weed removal or pruning, painting over graffiti, re-painting of park fixtures, walls or buildings and any other task not part of weekly maintenance.

Group Name: _____

Group Contact Person: _____

Day Phone: _____ Evening Phone: _____

Sponsored Site(s): _____

Proposed Task Date: _____ Alternate Task Date: _____

Please describe your proposed project: _____

Will you need:

DPW Instruction and Supervision: Yes / No / Not Sure

Special Tools or Equipment: Yes / No / Not Sure

Debris Pick-up? Yes / No / Not Sure

Additional Volunteers? Yes / No / Not Sure

Can you meet with NOTS Administrator or DPW ahead of time to discuss the details of this proposal? Yes / No / Not Sure

I understand that I may not perform this task until this form is approved by the NOTS Administrator or NOTS staff may deny this task at any time.

Volunteer Signature Date

For office use only:

Will sponsor need to meet with Town Staff prior to approval: Yes / No

Will this task require supervision: Yes / No

Supervision provided By:

Approved / Denied (Circle) Signature: _____ Date: _____

Explanation for Denial: _____

Town representative assigned to Project _____

Important Phone Numbers

NOTS Administrator
978-465-0862 x309

Town Hall Main Number
978-465-0862

DPW
978-465-0112

Police Department
978-462-4440

Newbury Fire
978-462-2282

Byfield Fire
978-465-7271

Animal Control
978-465-8555

Board of Health
978-465-0862 x316

Conservation
978-465-0862 x310

Code Enforcement
978-465-0862 x309