

**TOWN OF LEESBURG
DEPARTMENT OF PARKS AND RECREATION**

Adopt-A-Spot Application

TO: Department of Parks and Recreation
ATTN: Assistant Director for Parks
50 Ida Lee Drive, NW, Leesburg, VA 20176

Date _____

In order to enhance the environment and the appearance of our community we, the undersigned, request permission to Adopt-A-Spot for a period of one calendar year.

I. Information

Company/Organization Name (if applicable) _____

Contact/Resident Name _____

Title _____ Phone No. _____

E-mail _____ Fax No. _____

Address _____

City _____ State _____ Zip _____

Last Year Program Participant? Yes No

Request for Same Spot? Yes No

Spot Preferred _____

Exact Name to be on Adopt-a-Spot Sign _____

II. Regulations

- A. Applicant(s) agrees to maintain assigned area for the next year.
- B. Applicant(s) agrees to provide sketch of proposed plantings for review and approval.
- C. Applicant(s) agrees to contact Town's traffic engineer prior to working in road right-of-way.
- D. Applicant(s) agrees to wear reflective vests and utilize traffic cones to be provided by the Town when working in right-of-way.
- E. Applicant(s) agrees to park only in approved areas.
- F. Applicant(s) agrees to restore area to original condition at the termination of assigned area.

III. Terms

- A. Said work will be performed under, and in accordance with the terms incorporated herein by reference.
- B. Applicant(s) with whom agreement(s) is signed shall at all times indemnify and save harmless the Town of Leesburg and its employees from responsibility, damage, or liability arising from the exercise of the privileges granted under this agreement.
- C. Applicant(s) agrees to comply with regulations regarding this program.

Signature of Applicant's Representative

Date

IV. Authorization

The undersigned is the government official or representative who has the legal authority to hereby give permission for the property location named to be involved in, and designated in the Adopt-A-Spot program, as administered by the Town of Leesburg.

Signature _____

Date _____

Name _____

Title _____

Spot _____

V. Additional Requirements (please use second sheet of paper for additional information)