



# Forsyth County Parks & Recreation

## Special Project Proposal Form

Individuals or community groups (i.e. clubs, schools, scouts) wishing to do a special project at a park for a service commitment (or for their leisure) will need to submit a proposal.

### Contact Information

Name of person responsible for project/group: \_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Age: \_\_\_\_\_  Female  Male

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Cell number: \_\_\_\_\_

Email: \_\_\_\_\_

### If under age 18, please provide:

Parent/guardian Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### For scout projects, please provide:

Scout Leader Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Troup #: \_\_\_\_\_

### Proposed Project Information

All proposals must include the following information. Please type and attach to this form.

1. Name of project
2. Location preference
3. Project description
4. Steps to completion
5. Project timeframe/schedule
6. Project budget (include where the funding will come from)
7. Resources needed for project and who is providing them
8. Benefits of project for park users



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### Important Information

- FCPRD does not fund special projects proposed through this process. The applicant is required to provide funding for the entire project (via personal funds, sponsorships, donations, etc.)
- Applicants may be asked to provide additional details or plans.
- Projects may not begin until official written approval has been provided to the applicant.
- FCPRD assumes full ownership of items placed as part of a special project. All items will be maintained by staff according to park operation standards.
- Special project items will remain in place for the duration of the structure's lifespan. At the end of this period, FCPRD may, at its own discretion remove the item. FCPRD will contact the special project contact regarding replacement costs.
- Once in place, special project items shall not be altered, moved or removed without prior approval.
- Special maintenance requests for special project items will not be granted unless there is a safety concern or damage.
- If a special project item is vandalized or damaged, FCPRD will make every effort to repair the item within the limits of its available funding. If the item cannot be repaired or replaced and if the item is a hazard or is unsightly, FCPRD may remove the item.
- Any special project item which is installed without the approval of FCPRD may be removed at the expense of the party who installed the item.
- FCPRD reserves the right to relocate the item for safety, environmental, or land management reasons. If this occurs, the donor will be notified by FCPF of the new location of the item.
- FCPRD has final approval of all special projects and items placed in parks including signage and wording on signage.
- If this is a group project, each person will need to complete a waiver prior to volunteering on County property.

### Waiver

I, the undersigned, assume all risks and hazards incidental to participation, including transportation to and from these volunteer activities and do hereby, for myself, my child, my heir, executors, and administrators, waive, release, absolve, indemnify and agree to hold harmless the Forsyth County Government, Forsyth County Parks and Recreation Department and its representatives, sponsors, affiliated associations, organizers, officers, officials and participants for any and all damages suffered by myself or my child in connection with this volunteer activity. Also, I agree that I will abide by all the rules and policies set by Forsyth County Parks & Recreation.

I, the undersigned, give permission to the Forsyth County Parks and Recreation Department to take photographs during program/activities and use those photographs in advertising or promoting Parks and Recreation programs and activities.

I the undersigned, give permission to the Forsyth County Parks and Recreation Department to obtain and authorize medical care for said minor child at any hospital, emergency medical center, or any other health facility; by any medical doctor, osteopath, nurse, surgeon or any other medical practitioner. The undersigned further agrees to be responsible for the expenses of any medical care needed by the minor child, and hold the staff authorizing the medical care harmless from any damages suffered by the minor child or the undersigned as a result of the medical treatment authorized.

I, the undersigned, understand that I am not an employee of Forsyth County Parks & Recreation and I am not eligible to receive benefits including workman's compensation.

Print Applicant Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR VOLUNTEERS UNDER THE AGE OF 18

Print Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Return form to Forsyth County Parks & Recreation

In person: Fowler Park main office, 4110 Carolene Way, Cumming

By email: [parkweb@forsythco.com](mailto:parkweb@forsythco.com)

### For Staff Only:

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Forwarded to: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Approved by division staff to proceed with project. Contact person will be \_\_\_\_\_

\_\_\_\_ Approved by division but requires approval of Parks & Recreation Board

\_\_\_\_ Not approved

\_\_\_\_ Approved by Parks & Recreation Board (as required)