



City of Appleton

Parks, Recreation and Facilities Management Department

Adopt-A-Bed Rules and Guidelines

On behalf of the City of Appleton's Park, Recreation and Facilities Management Department, we would like to thank you for your interest in the Adopt-A-Bed Program. It is due to the hard work and dedication of volunteers who plant and maintain the beds that it is possible for the existence of the beautiful planting beds within the City. If you are interested in adopting a bed please confirm with us no later than April 13th. An adopting group or individual will commit to a period of one calendar year. An adopting group or individual from the previous year will be given preference if they confirm for the current year by April 13th, all other adoptions will be on a first-come first-serve basis. All volunteers are asked to abide by the following rules and guidelines. Contact our Grounds Manager at 920-832-3920 to sign up for this program.

Rules

- All groups must provide a single contact person for communication with the City.
- All volunteers are required to sign a liability waiver prior to initiating any work in City gardens. Any group whose volunteers are under 18 years of age must have an adult contact for their group.
- Check with Grounds Manager on dates for planting and mulching.
- No modification or movement of any pathway, hardscape, bench, arbor or trellis.
- Changes to bed size will not be made without prior approval by park staff.
- No tree or shrub pruning. Request for pruning can be made to park staff, and will be performed at the staff's discretion.
- Differentiation shall be maintained among plants; plants shall not overrun each other or other beds.
- No bare soil shall be left exposed. The entire bed must be planted or mulched.
- Plants should be allowed to remain as late into the fall as possible providing they still look attractive.
- No illegal or invasive plants shall be allowed.
- Beds shall be weeded weekly.
- Pesticides or fertilizers shall not be used without prior approval by park staff.
- No plants or cuttings shall be removed from the site without prior approval from park staff.
- If arrangements have been made to use City tools, all tools must stay on site and be cleaned and put away after use.
- Volunteers shall not use any powered tools or equipment on City property.
- All Park Rules apply to all beds.
- If a bed becomes unsightly one warning will be given. If corrections are not made within the allotted time the bed may be reassigned.

Guidelines

- The primary goal is to create attractive beds that are aesthetically pleasing as early as possible in the spring and continue late into the fall.
- Native birds and insects should be considered when planning beds.
- Beds that have a theme or are educational are encouraged.

- Plant height, width, color, texture, light requirements and zone rating should always be considered when planning a new bed.
- Watering is done at the adopter's discretion, but never to the point of run-off.
- Mulch and an area for composting garden waste will be provided.
- Tools, buckets and hoses should not be left unattended.
- The City may amend or add additional rules, regulations or standards to the Adopt-A-Bed Agreement at any time, and each participant in the program must abide with such rules, regulations and standards. Failure to abide to the rules and guidelines may result in the reassignment of the bed to another group.