

COLUMBIA PUBLIC SCHOOLS

ADOPT-A-SPOT BEAUTIFICATION PROGRAM FOR GARDENS ON FACILITIES AND GROUNDS

The Columbia School District Board of Education recognizes your group or organization that would like to adopt gardens on district grounds. District facilities are designed to support learning, and the Board permit changes to facilities that interfere with that purpose or detract from the district's educational mission. The following guidelines apply to requests regarding the installation or maintaining garden areas on district grounds.

Program expectations

- Designated garden area must be kept weed free
- Make sure your area is planted with the appropriate species and number of plants.
- Water as needed.
- Remove/discard dead or seasonal plants as required to maintain acceptable appearance
- Grooming or pruning plants as required for maintaining an acceptable appearance.

Approval of Gardens

The Columbia School District shall be the authority as to the acceptability of the aesthetic appearance of the adopted garden site and shall have the final decision relative to the required maintenance of such areas.

Maintenance of Gardens

Any organization, individual, or group that adopts a garden area on district grounds will be responsible for the maintenance of the area. Plantings, mulch, or topsoil shall be at the expense of the organization or individual.

Should any organization or individual be negligent in their maintenance responsibility; notification of their negligence shall be accomplished in writing with clear deadlines for rectification. Should the responsible party(s) elect to withdraw from the agreement; the Columbia School District will remove the garden(s) at the party's expense.

Future maintenance of said area shall be the responsibility of the original organization and any changes of that responsibility shall be coordinated through the resident administration official (principal) and reported on to Facilities and Construction Services & Business Services for final approval.

Requirements for Working on CPS garden projects

- Background checks on volunteers/employees of contractors if working during school hours. These are to be performed at the expense of the district.
- Proof of liability insurance for all legally formed groups & profit contractors.
- Proof of workmen's comp insurance for all contractors
- Proof of auto liability for all vehicles used for dirt/delivery work
- Prior approval of all chemicals used on CPS property.
- All volunteers must register as an official volunteer with CPS Community Relations Dept.
- Minimum outline to include a lifecycle budget and design plan