

**RIVERVIEW PARK CAMPGROUND HOST  
TASK AND RESPONSIBILITIES AGREEMENT**

The City of Marshalltown, acting through the Parks and Recreation Department (“City”), and \_\_\_\_\_ Campground Host (“Host”) agree to the terms set forth in this Agreement, which governs the services the Host will perform at Riverview Park Campground.

1. The Host will perform the services listed on the “Task Agreement” part of this Agreement without compensation. The Task Agreement can be revised if agreed upon by all parties in writing. The Host will not perform any activity that the City has not previously approved and will not subcontract or hire others to do the work listed in this Agreement. The City may, at its discretion, perform or cause others to perform the services listed on the Task Agreement.
2. The Host agrees to abide by the safety and expectations guidelines accompanying this agreement.
3. The Host agrees that he/she will not discriminate against any person under this Agreement due to the person’s age, race, religion, creed, color, sex, national origin, ancestry or disability.
4. Host shall not be considered an employee of the City, except as defined in Iowa Code Section 670.2. According to Iowa Code Section 670.2, a person performing services for the City under this program will not be held personally liable for any claims based on something that he or she did or did not do as long as he or she is acting within the scope of his or her duties and performing the tasks approved by the Parks and Recreation Department. However, a person may be held liable for an act or omission that involves intentional misconduct or a knowing violation of the law.
5. Either party may end this Agreement at any time by sending written notice to the other party.

**CITY OF MARSHALLTOWN  
PARKS AND RECREATION DEPARTMENT**

\_\_\_\_\_  
**CAMPGROUND HOST**

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# **CITY OF MARSHALLTOWN PARKS AND RECREATION**

## **Being A Volunteer Campground Host**

### **SAFETY**

1. Safety is of utmost importance; for the Host, City and visitors.
2. Campground Host must submit a signed waiver to the Parks and Recreation Department prior to performing any duties associated with the Campground.
3. Campground Host must act with “due care” when carrying out responsibilities as a volunteer. This is the care an ordinarily prudent and reasonable person in a like position would exercise in similar circumstances.
4. Campground Host should report any vandalism or potential safety hazards to the Parks and Recreation Director at 754-5715. Hazards to report include, but are not limited to:
  - Faulty electrical boxes
  - Hanging limbs
  - Burned out lights
  - Bee or wasp nests unable to remove
5. Work associated with the Campground Host can be physically demanding. All participants should be in good physical condition.
6. Campground Host should be mentally alert and use good judgment.
7. Campground Host must be aware of the extreme conditions, under which they might be working, including heat, insects and sun.
8. Keep abreast of storm situations. May need to alert campers and open Community Building as a shelter if needed.

### **EXPECTATIONS OF HOSTS**

1. All hosts are expected to maintain clean, orderly campsites.
2. Only camping and recreational equipment may be in public view. All other equipment must be stored out of sight.
3. All plants or gardens must be grown in portable containers.
4. No additional storage containers or structures may be added without permission of Parks & Recreation.
5. Hosts are official representatives of the City of Marshalltown Parks and Recreation Department and therefore must:
  - Dress appropriately; wear identification.
  - Avoid offensive language and conduct.
  - Keep pets on leash and make sure rabies shots are current.
  - Adhere to all other rules that apply to the campground.

## **CAMPER REGISTRATION DUTIES**

1. Help direct campers to vacant sites.
2. Remind campers to register.
3. Keep track of campers and number of nights in park.
4. Direct non-registered park users to other areas in the park.

## **INTERACTING WITH VISITORS**

### **DO**

- Greet and assist visitors; answer questions about the park and community.
- Be polite and friendly.
- Be a good listener.
- Be a good neighbor and set a good example by obeying all park rules yourself.
- Be positive when explaining park rules and when violations are observed. If the violation continues, report violations to Parks and Recreation.
- Refer campers with complaints to Parks and Recreation.

### **DON'T**

- Don't try to enforce rules.
- Don't argue with or scold visitors.
- Don't be a busybody. Respect campers' privacy.
- Don't spread gossip; keep any problems with campground guests confidential.

**CAMPGROUND HOST**

**INDIVIDUAL WAIVER AND RELEASE FORM**

I verify that, to the best of my knowledge, my physical condition and fitness are adequate for me to safely participate as Campground Host and that no physician or any other qualified individual has advised me against participating as Campground Host.

I understand that I am participating in this program on a purely voluntary basis and I agree to take safety precautions to protect myself from injury.

I understand that I will not be held personally liable for a claim based on something that I did or did not do as long as I am acting within the scope of my duties and performing the tasks approved by the Parks and Recreation Department. I also understand that I may be held liable for an act or omission that involves intentional misconduct or a knowing violation of the law.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**If you have any doubts about your physical capability for participating as Campground Host, you should discuss this with your physician.**

**CAMPGROUND HOST  
TASK AND RESPONSIBILITIES AGREEMENT**

**FACILITY TASKS**

\_\_\_\_\_ has agreed to participate as the  
(Host name)  
Marshalltown Parks and Recreation Department's Campground Host at Riverview Park Campground.

The Campground Host agrees to perform the following services, as a volunteer, as listed below:

<b>TASK</b>	<b>FREQUENCY</b>	<b>AREA</b>
Check/refill toilet paper & soap	2 times per day Su-M-T-W-Th-F-S	Shower house
Sweep floor/hose down	1 time per day Su-M-T-W-Th-F-S	Shower house
Remove cobwebs, ceilings/corners	2 times weekly Su-M-T-W-Th-F-S	Shower house
Clean out sinks and toilets	1 time per day Su-M-T-W-Th-F-S	Shower house
Pick up litter; report excessive litter problems	As needed	Entire campground
Water/weed flowerbed	Occasionally/as needed	Flagpole flowerbed
Keep bulletin board information up-to-date	As needed or directed	Registration board
Report signs of damage	As needed	Shower house/shelters/tables/posts/signs
Monitor fire rings, remove garbage, report need to clean out	As needed	Entire campground
Watch for wasp nests or other insects & destroy	As needed	Entire campground
Monitor severe weather, alert campers, open shelter	As needed	
Help with directing campers during special events	As needed	
Keep registration envelope box filled	As needed	
Sell Firewood	Occasionally/as needed	
Campground Receipt Box	1 or more times per week	
Hose down sidewalks and bench by shower	As needed	
Keep little Library stocked	As needed	
Power Wash Shelters	As needed	
Make reservations for shelters	As needed	
Change bathroom door lock codes	often/as needed	
Patrol campground	several times day/night	

## Notes/Tips

- Bathroom codes are for campers and their guests. Changing it more frequently/randomly helps to keep facilities clean and easier to maintain.
- Use only Clorox clean up with bleach in showers
- Helpful to have campers pay within the first hour to ensure payment
- Overflow parking for excess cars are at the end of the dead end.
- Make spreadsheet of campers for payment/time in & time out
- Watch for illegal activity, keep non emergency police number- 641-754-5725 and call emergency police number 911 when needed
- Community Building, if rentals are too loud, give 1 warning, if no change, call police.
- Check on tents to see if they are using electricity when they paid for non-electric. This happens quite often. Especially after dark. Tent campers can change their mind and add \$5 for electricity.
- All sites are A & B; make sure no camper is blocking sites even for loading/unloading
- Make sure all lights at the shelters are on at night. This prevents mischievous activities after hours.
- No one is allowed to dumpster dive or bother guests for cans & bottles
- Remind campers to put receipt in visible spot in window or tent
- Remind guests no feeding of animals
- Monitor that guests are abiding by courtesy hours
- Pets are becoming an issue, monitor that guests are abiding by the rules. Pets must be on leash, using tie downs, not on campground trees. No barking dogs.
- Always keep dumpster lids shut
- Order supplies from Brad through Email ([bweuve@ci.marshalltown.ia.us](mailto:bweuve@ci.marshalltown.ia.us))
- Mow and trim around camp host site regularly
- Collect camp registration out of box as much as possible and lock up in bank bag
- Deposit money envelopes on Monday to the Parks & Recreation office