

Rest Area Activities Program Application

Idaho Transportation Department



Please type or print all requested information.

Volunteer Group Information

| | |
|----------------------------------|-----------------|
| Group Name | |
| Tax Exempt Number | 501(c)-3 Status |
| Address | |
| Rest Area Activities Chairperson | |
| Daytime Phone | Email |
| Address | |

Rest Area Information

| | |
|---|---|
| Rest Area Name | |
| <input type="checkbox"/> East Bound <input type="checkbox"/> West Bound <input type="checkbox"/> North Bound <input type="checkbox"/> South Bound | |
| Dates Requested (1-3 continuous days) From - - To - - | Alternate Dates From - - To - - |
| Hours of Operation (daylight to dark minimum) From a.m. To p.m. | Number of Volunteers working at one time |
| Rest Area Activities Chairperson's Signature | Date |
| District Approval | Date |

Department Use Only

Rest Area Activities Program Agreement Terms and Conditions

Idaho Transportation Department



| | |
|---|----------------------------------|
| Volunteer Group Name | Rest Area |
| Activity Date(s) | Activity Times |
| From - - To - - | From a.m. To p.m. |

The Idaho Transportation Department (ITD) agrees to permit the volunteer group to dispense free refreshments at this Rest Area for the above stated period of time.

The volunteer group agrees to the following terms and conditions.

1. The volunteer group must be recognized as a 501(c)-3 nonprofit organization.
2. Group members shall be required to sign a release form before participating in any refreshment dispensing activities.
3. The volunteer group shall be responsible for prohibiting members from either possessing or consuming alcoholic beverages or illegal drugs during group activities.
4. Refreshment serving is to be conducted for improving the safety of the traveling public.
5. Refreshments will be limited to hot or cold, non-alcoholic, non-carbonated beverages, donuts and cookies. All services and refreshments offered must be free of charge.
6. Only one initial reservation is allowed each year. Additional applications may be made if no other organization has applied for designated days. ITD may restrict reservations to only one initial holiday weekend reservation each year. Additional applications may be made for non-holiday weekends.
7. A single agreement to dispense refreshments may be issued for up to three continuous days.
8. A copy of this agreement must be posted during group activities.
9. Agreements issued to a subgroup of a volunteer group will be considered to be issued to the parent group. The parent group is responsible and liable for any damages caused by the subgroup. Agreements are nontransferable.
10. A minimum of daylight to dark schedule each day of operation is required.
11. A responsible adult representative of the group, 21 years of age or older, shall be on the premises during all group activities.
12. Failure of a group to dispense refreshments or to notify the issuing office of ITD of a cancellation at least one week prior to the date of the agreement may result in suspension of eligibility for future agreements.
13. The volunteer group may have two (2) signs at the dispensing site showing the service and the group's name. For example, "Free refreshments, Compliments of (*Your Group Name*)". The maximum size of these signs shall be 18" x 24".
14. Signs will not be posted, or attachments of any kind be made, to any buildings, trimmings, or facilities. Volunteer groups will be responsible for any repair costs resulting from noncompliance.
15. When a Visitors Information Center is present, the public's requests for information and products will be referred to the Visitors Information Center. Volunteer group members will not remove materials from the Visitors Information Center.
16. One opaque container, with the word "Contributions" or "Donations" in letters no larger than 2" high will be allowed. All other solicitations of contributions and donations are forbidden. State law prohibits sales by item except for the vending of products by the Idaho Commission for the Blind and Visually Impaired (ICBI).
17. All supplies not in immediate use must be stored out of sight. No use of any building for storage will be allowed. Visible supplies must be kept and maintained in an orderly and neat manner.

18. Refreshment serving is to be carried out solely within the rest area as directed and approved by ITD personnel. Camping type vehicles such as pickup campers, travel trailers or motor homes will not be used for dispensing refreshments. The activity, including serving from a self-contained dispensing vehicle, must take place free from any ramp or surface used for the movement of pedestrians or vehicles and must not block or hinder access to restrooms or vending machines provided by ICBI.
19. Water will be obtained from outside building faucets or as directed by ITD personnel.
20. Electrical power may not be furnished by ITD. If power is furnished each 20 amp circuit (2200 watts) designated for use by the group shall be provided a ground fault interrupter. If power is lost, the "reset" button located next to the "test" button in the center of the receptacle shall be pressed. If electrical power is not restored, the on-duty Rest Area Caretaker will be advised, if available. If power is restored by pressing the "reset" button and the circuit continues to fail when put to use, an improper extension cord or faulty appliance may be the cause. No interior building outlets will be utilized. Not all buildings have exterior outlets. In this case, the group is responsible for furnishing an appropriate power source for their appliances.

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| Electrical Power <input type="checkbox"/> Is <input type="checkbox"/> Is Not Available At This Rest Area. |
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21. Volunteer groups will furnish their own supplies and cleaning equipment. Groups must remove debris from the rest area grounds and leave the restrooms neat and clean. All debris associated with the dispensing of refreshments is to be put into plastic bags. The bags shall be tied and placed in garbage containers or removed from the rest area grounds. If garbage containers are full, the plastic bags are to be placed behind the rest area building adjacent to the exterior wall next to the storage room doors.
22. Volunteer group members shall park their personal vehicles at the end of the automobile parking area and away from the restroom building. Camping in shelters, picnic, and grass areas is not allowed.
23. Except for guide dogs for the disabled, all dogs must be kept on a leash in the pet area.
24. "At grade" crossing of the interstate median is strictly prohibited. Participants shall use available interchanges.
25. Violation of provisions by groups may be cause for cancellation and denial of future reservations.

If, in the sole judgment of ITD personnel, the group is not meeting the provisions of this agreement, ITD may terminate the agreement. This agreement may be modified in scope or altered in any other manner at the sole discretion of ITD personnel. ITD reserves the right to modify or cancel the Rest Area Activities Program at any time and for any reason at the sole discretion of ITD.

The volunteer group acknowledges and agrees that if any actions by the group relative to the performance of this agreement are determined to be contrary to any legislative restrictions or any restrictions on the use of appropriated funds for political activities, or ITD policy, rules, or procedures, ITD shall have the right to take any and all necessary remedial actions, including, but not limited to the removal of the volunteer group from the rest area.

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| Rest Area Activities Chairperson Signature | Date |
| ITD District Engineer Signature | Date |

If ITD personnel are needed during group activities please call one of the following:

- On-Duty Rest Area Caretaker
- Rest Area Foreman (208)
- Maintenance Foreman (208)
- Other ITD personnel (208)

Volunteer Release Of Liability
Adopt-A-Highway, Volunteer Services, or Rest Area Activities Programs
(For Participants Under Age 18)



All participants under the age of eighteen (18) must have this Release form signed by their parent or guardian.

Signed Release Forms must be returned to the Idaho Transportation Department prior to participation in the Adopt-A-Highway, Volunteer Services or Rest Area Activities Programs.

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| Volunteer Organization | Date |
|------------------------|------|

I do hereby release and discharge the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from all claims, demands, and causes of action of every kind whatsoever for any damages and/or injuries that may result from my participation in the Adopt-A-Highway Program and/or other volunteer activities occurring on or near state highway rights-of-way, on state property, or in state buildings.

I further agree to hold harmless the state of Idaho, the Idaho Transportation Board, the Idaho Transportation Department, and their officers, agents, and employees from liability for any damages or injuries resulting from any negligence or willful wrongdoing on my part during my participation in said volunteer activities occurring on or near the state highway rights-of-way, on state property, or in state buildings.

As a prerequisite to participation in the Adopt-a-Highway or Volunteer Services Programs, I have reviewed ITD's roadside safety training materials: *Guidelines for Litter Pickup/Traffic Control Plan for Volunteer Group Litter Pickup*; *Safety Tips*; and *Bag It, Move It, or Leave It?* (Does not apply to Rest Area Activities or Artifact Curation Programs.)

| | |
|-----------------------------|-------------------|
| Minor's Name (please print) | Minor's Signature |
| Minor's Address | |

I certify that I am the above minor's legal parent or guardian and hereby grant permission for him/her to participate in the Adopt-A-Highway, Volunteer Services, or Rest Area Activities Programs. I further agree to abide by the stipulations set forth in the above paragraphs.

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| Parent's or Guardian's Name (please print) | Parent's or Guardian's Signature |
| Parent's or Guardian's Address (if different from minor) | |

District 1 Adopt-A-Highway Contact Information

| Foreman No. | Foreman Area | Foreman /Leadman | Phone # | Cell # | Fax # |
|----------------------|--------------------------------|-------------------------|----------|----------|----------|
| 120 | Bonnets Ferry | George Shutes | 267-3531 | 661-9028 | 267-6002 |
| | | Ron Carpenter | 267-3531 | No cell | 267-2486 |
| 160 | Coeur d'Alene N & W | Marc Johnson | 772-1250 | 699-2350 | 772-1203 |
| | | Vacant | 772-1250 | No cell | 772-1203 |
| 170 | Coeur d'Alene S & E | Dave Palmer | 772-1267 | 661-9018 | 772-1203 |
| | | Vacant | 772-1267 | No cell | 772-1203 |
| 130 | Clark Fork | Shannon Thornton | 266-1417 | 699-2353 | No fax |
| | | Mike Chapman | 266-1417 | 597-6248 | No fax |
| 170 | Harrison | Dave Palmer | 245-1516 | 661-9018 | 772-1203 |
| | | Rod Taylor | 245-1516 | No cell | 772-1203 |
| 140 | Mullan | Dave Autio | 744-1276 | 699-2354 | 744-1402 |
| | | Gary Sjogren | 744-1276 | No cell | 744-1402 |
| 140 | Osburn | Dave Autio | 556-2711 | 699-2354 | 556-6304 |
| | | Bruce Van Broeke | 556-2711 | No cell | 556-6304 |
| 150 | Plummer | Dave Oakes | 686-1523 | 568-0060 | 686-2513 |
| | | Mark Smith | 686-1523 | No cell | 686-2513 |
| 130 | Priest River | Shannon Thornton | 448-1215 | 699-2353 | No fax |
| | | Monte Russell | 448-1215 | No cell | No fax |
| 130 | Sandpoint | Shannon Thornton | 263-3412 | 699-2353 | 263-6731 |
| | | Dave Bohrn | 263-3412 | 699-6196 | 263-6731 |
| 150 | Santa | Dave Oakes | 245-3201 | 568-0060 | 245-9731 |
| | | Ralph Wernecke | 245-3201 | No cell | 245-9731 |
| 160 | Spirit Lake | Marc Johnson | 623-4491 | 699-2350 | 623-4491 |
| | | Lynn Oliver | 623-4491 | No cell | 623-4491 |
| 150 | St. Maries | Dave Oakes | 245-2021 | 586-0060 | 245-1701 |
| | | Larry Willey | 245-2021 | No cell | 245-1701 |
| Coeur d'Alene | A-A-H Coordinator | Diane DuBos | 772-1297 | No cell | 772-8039 |