



IndyGo Adopt-A-Stop Agreement

This Agreement, between Indianapolis Public Transportation Corporation, “IndyGo”, and “Adopter” (Name of individual, company, or organization responsible for Adopt-A-Stop program participation)

Adopter will perform weekly “maintenance” (detailed below) for the following stop:

Stop Number (found on route information sign): _____

Approximate Address: _____

Nearest recognizable landmark (usually a business):

No more than one single-sided sign stating that the bus stop has been “adopted” will be placed at any stop. Only signs provided by IndyGo are permitted at stops. No commercial, promotional, or political signs or religious symbols of any kind are allowed at stops.

“Maintenance” is defined as:

- Pick up litter, empty trashcan, and replace can liner weekly
- Clean shelter windows (if applicable) monthly
- Report maintenance issues, graffiti, or vandalism as incidents occur to feedback@indygo.net or 317.635.3344

IndyGo will provide and place, at no cost to Adopter, a text only sign. Signs requiring anything other than text, a company logo for example, will incur a \$100.00 fee due at the time of signing of Agreement. IndyGo may waive this fee for any not for profit organization with 501-C-3 status supplying a tax-exempt ID#.

Adopter shall not place its own sign at the stop. Please email artwork to bluellen@indygo.net with completed agreement.

I would like to upgrade my signage for \$100.

Checks should be made payable to:
Indianapolis Public Transportation Corporation
c/o: Bryan Luellen
1501 West Washington Street
Indianapolis, IN 46222

Termination / Term of Agreement

The stop(s) shall not become the property of the Adopter. If, in the judgment of IndyGo, it is found that Adopter is not meeting the terms and conditions of this Agreement, IndyGo's Adopt-A-Stop Program Coordinator may terminate this Agreement and remove all signage.

IndyGo reserves the right to change or cancel the location of Adopter's stop(s) for any reason. Adopter has the right to terminate this Agreement with 30 days notice in writing to IndyGo's Adopt-A-Stop Program Coordinator.

This Agreement shall be in effect when signed by both IndyGo and Adopter. Agreements signed prior to September 1st shall remain in effect until December 31 of the year signed, unless terminated earlier in accordance with the terms of this Agreement. Agreements signed after September 1st shall remain in effect until December 31 of the following year, unless terminated earlier in accordance with the terms of this Agreement. Renewal Agreements requesting signatures for re-adoption will be mailed in the fall of the year that the Agreement expires. Re-adoption is not guaranteed. **Any renewal Agreement not received by IndyGo by January 31 will be terminated, and the adopted signage will be removed from those stops.**

Adopter shall not perform any work in the stop(s) that it adopted under this Agreement upon expiration or termination of this Agreement. Any work performed in those stops after expiration or termination of this Agreement is unauthorized and is done at Adopter's own risk.

Adopter agrees that its volunteers and/or agents are not acting as agents or employees of Indianapolis Public Transportation Corporation, and also agrees to release Indianapolis Public Transportation Corporation from any liability arising hereunder.

Please fill in the **bolded areas** below and email, mail or fax this agreement to:

Indianapolis Public Transportation Corporation
1501 West Washington Street
Indianapolis, IN 46222
FAX - (317) 614-9317
bluellen@indygo.net

Organization Adopting Stop:

Adopt-A-Stop sign to read as (optional if artwork is supplied):

(due to size constraints, please keep it short, text will be in all caps for legibility)

Adopter Contact (Printed):

Adopter Contact (Signature):

Address and Zip Code:

Phone Number: _____ **Fax Number:** _____

Email Address: _____ **Date:** _____

ADOPT-A-STOP SAFETY GUIDELINES

- 1) Workers should work only during daylight hours.
- 2) Work should be scheduled during light traffic times
- 3) Workers should wear reflective or light colored clothing for increased visibility (orange safety vests are highly recommended).
- 4) Children under 15 years old shall be closely supervised by an adequate number of adults.
- 5) All workers and equipment shall be in the shelter or on the sidewalk. No lanes of traffic are to be blocked or diverted. Avoid standing or walking in curb lanes.
- 6) All Workers should be alert and use common sense at all times.