



SUBJECT: Park Donation Guidelines & Regulations

POLICY NO:

ADOPTED BY COUNCIL: January 14, 2020

EFFECTIVE DATE: January 14, 2020

SUPERSEDES: N/A

**BACKGROUND:**

This policy provides the opportunity for residents and park users to donate and contribute in commemoration of an event or person while supporting Town of Altavista parks in a meaningful way. In order to allow for a coordinated and consistent program, guidelines and policies have been established which are based on best practices of similar policies, the needs and capabilities of the Town of Altavista Parks & Recreation (Public Works Department), and the desire of citizens for commemoration and recognition opportunities.

**GENERAL:**

- The Town of Altavista Parks guidelines allow for several different types of donation opportunities. We encourage citizens to contact the Town Manager to discuss ideas and locations, however, final items and locations will be dependent on the needs of the department and the planning processes that are or may be underway. Donations may be tax deductible, please consult your tax advisor. The donation must cover the cost of the item; unless it is a larger project that is approved by the Town.
- Donations and commemorations will be accepted in the following categories:
  - Park bench, shelter, playground equipment or other park amenities
  - Trees or other plantings
  - General donations (undesignated) to meet the current needs of the department as determined by the Department Head.
  - From time to time, the department may be accepting donations for a specific project to benefit the department. A list of opportunities for project-specific donations will be maintained and provided to those who express interest.
- While contributions may be acknowledged by a plaque, the plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated item(s). All donated items become property of the Town of Altavista and will be maintained according to the Town and Department policies and priorities.
- The department make all final decisions, including, but not limited to, availability of location, style and type of donated items and plaques.
- Due to unpredictability of weather and staffing demands, we cannot guarantee specific installation dates.
- Complete payment must be processed before any materials are ordered and installed.



- The Town retains the right to relocate a donated item and associated plaque(s) at any time. If relocation is necessary, the Town will attempt to contact the donor with an update on the new location.
- These policies and guidelines do not supersede the regulations or ordinances of any Town of Altavista regulating authority.

#### Term:

- The commemoration term will be for a 10-year period and will begin on \_\_\_\_\_ and end on \_\_\_\_\_ (renewal date). Within this time, the Department will replace the plaque, at no cost to the donor, one time if it is damaged or stolen. The cost of any subsequent replacement plaques will be the financial responsibility of the donor and must be coordinated through the Department. It is solely the donor's responsibility to contact the Department within 30 days prior to the renewal date to make arrangements for renewal if desired. If the commemoration is not renewed, donor understands that the item and any associated plaques may be rededicated by another donor, or may be removed or relocated at the sole discretion of the Department.

#### Park bench, shelter, playground equipment or other park amenities:

- All park benches, shelters, playground equipment or other park amenities will be purchased or constructed by the Town of Altavista to meet the design and maintenance considerations of the town and the intended location.
- A new bench may only be installed in a new location with approval of the Town or the donor may select a bench from existing undedicated park benches. Plaque location (bench-mounted or ground-mounted) will be determined by the Town.

#### Trees or Other Plantings

- The Town welcomes specific species requests or suggestions but final determination and approval of tree species and plantings, including all specifications, will be made by the Town based on a landscape design and needs, maintenance considerations and intended location.
- While commemorations and donations are accepted throughout the year, plantings will be made on a seasonal basis based on best practices to allow trees and plantings the best chance for survival and optimal health.
- The Town will provide a one year warranty on donated trees. If the tree dies within one year from the time it is planted, the Town will make every effort to replace the tree with a tree of the same size and species. The warranty does not cover damage and/or destruction due to acts of God (e.g. fire, lightning, high winds, hurricanes, tornadoes, or unstable soil due to heavy rains).

#### Commemoration Plaques

- A maximum of two (2) lines of text and thirty (30) characters per line is permitted on an amenity-mounted plaque and three (3) lines of text and thirty (30) characters per line is permitted on the ground-mounted plaque. All language used on recognition plaques is subject to Town approval.
- The commemoration plaque is not intended to serve as a memorial marker – birth and/or death dates are not permitted. Messages should be simple statements commemorating the event or



person, whether alive or deceased. No logos or advertising of any kind will be permitted; as well as language which could be offensive to the public, or language which would not maintain the town's desire for neutrality on politics and religious issues.

- During the term period, the Town will replace a plaque, at no cost to the donor, one time if it is damaged or stolen. The cost of any subsequent replacement plaques will be the financial responsibility of the donor and must be coordinated through the Town.
- Plaque design and location (mounted on the amenity or ground-mounted) will be determined by the Town but under no circumstances will a plaque be mounted directly onto a tree.