



**City of Winter Park**  
**Parks and Recreation Donation and Memorial Application**

721 W. New England Avenue, Winter Park, FL 32789

407-599-3357

<b>Donors Name:</b>					
<b>Address:</b>					
<b>City:</b>		<b>State:</b>		<b>Zip:</b>	
<b>Telephone:</b>		<b>Email:</b>			

<b>Donation Type:</b>		<b>Value:</b>	
<b>Description:</b>			
<b>Proposed Location:</b>			
<b>Acknowledgement Wording if Requested:</b>			
<b>Honoree Bio:</b>			
<b>Application Process:</b>	The Parks and Recreation Department reviews all requests on a monthly basis. Each potential donor may be required to present their proposal to the Parks and Recreation Advisory Board. There are specific guidelines for the acceptance of donations of park improvements or cash for park improvements. By signature below, applicant indicates acceptance of guidelines.		

<b>Applicant Signature:</b>		<b>Date:</b>	
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<b>For Office Use Only:</b>			
<b>Reviewed by:</b>		<b>Date:</b>	

<b>Advisory Board Notes:</b>			
<b>Other Notes:</b>			
<b>Approved/Denied by:</b>		<b>Installation Date</b>	

Please submit application **with photos** of proposed donated item to the attention of the Director of Parks and Recreation, John Holland, 721 West New England Avenue, Winter Park, FL 32789

Telephone: 407-599-3357

Email: [Jholland@cityofwinterpark.org](mailto:Jholland@cityofwinterpark.org)