



Donation of Memorials

RULES & REGULATIONS

Parks & Recreation Advisory Board > **APPROVED 01.22.2014**

Purpose: The purpose of this policy is to establish guidelines, standards, and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation and it is applicable to all City-owned Parks and Recreation land and facilities.

General: These donations may include, but are not limited to, park benches, bicycle racks, picnic tables, monuments, drinking fountains, and other types of park accessories, all of which become city property. Acceptable donations are always dependent upon the specific needs of the City of Winter Park, and an updated list of acceptable donation opportunities is maintained by the Parks and Recreation Department. The City desires to encourage donations while at the same time manage aesthetics and maintenance costs.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy.

Donations must high quality related to style, appearance, durability, and ease of maintenance and are in character with the particular park or facility as well as compliant with park standards.

Maintenance: Donated park elements, and/or their associated donation acknowledgements, become City property and will be maintained for the **expected life cycle of the donation**. Additional funding may be required of the donor dependent upon the type of donation.

Notification: It shall be the responsibility of the donor to provide the Parks and Recreation Department with a current address for purposes of notification regarding their donation. For the purposes of notification, the City will attempt to contact the donor, notifying the donor of changes related to the status of the donation (i.e. a need to remove, relocate, or substantially renovate).

Cost: The City has an interest in ensuring that the donor covers the full-cost of the purchase, installation, and maintenance during the expected life cycle of donated park elements.

PROCEDURE FOR MAKING A DONATION

Application: The donor must contact the Parks and Recreation Department to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail/e-mail, on the City website or in person at the Parks and Recreation Department. Completed applications, with photos of proposed donation, should be submitted to the Parks and Recreation Department for review and processing to the attention of the department director.

Criteria for Acceptance:

The donation must meet a true need of the facility or enhance aesthetics and not interfere with the intended current or future use of the facility. It should not require the relocation of other equipment or infrastructure to accommodate the donation. Proposals are subject to approval by the Parks and Recreation Department, Advisory Board, and, in certain circumstances, City Management and Commission.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgements/memorial plaques will be utilized with specific permission. Donation acknowledgements and memorial plaques, if approved by the City, are to be directly affixed to the donation. Donation acknowledgements/memorial plaques will be of a size and material to be approved by the department and that will require no maintenance. The Parks and Recreation Department will review for approval all text and materials for donation acknowledgements and memorial plaques. No memorial plaques will be installed for tree donations.

Location: Donated items may be sited in locations approved by the Parks and Recreation Department in accordance with park planning and consistent with park amenity standards.

Trees: The size and species of a donated tree (or trees) shall be limited to those determined by the City and will only be accepted for areas that have active irrigation systems in place.

Monuments: Other memorials, plaques, and upright monuments or monuments resembling those typically found in cemeteries may not be installed at a City park facility. Exceptions to this policy are monuments installed by the City commemorating the history and/or dedication of a park facility. This includes, but is not limited to stones, plaques, pillars, and gardens. Individuals interested in memorializing loved ones are encouraged to avail themselves, for example, of the opportunity to purchase a brick, or bricks, or to purchase a park bench naming plate. Information about this program can be obtained from the Parks and Recreation Department.

OTHER DONATIONS

There may be additional donations possible other than those expressly listed or contained within this policy such as sculptures and statues. The City may accept those donations subject to a review by the Parks and Recreation Commission. The City may,

at its discretion, bring any donation proposal to the Parks and Recreation Advisory Board for review and approval.

CONDITIONS

Installation: Installation of donated park elements, including the donor acknowledgement/memorial plaques, will be completed under the supervision of City personnel. The installation will be scheduled at a time and date as determined by the Parks and Recreation Department so as not to unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgements/memorial plaques, when they interfere with site safety, maintenance, or construction activities. In accordance with previously stated procedure in this policy, the City will attempt to contact each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain circumstances, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy. If no such location can be found, the information contained on the acknowledgement/memorial plaque may be, at the donor's request, transferred to a brick in the City's Brick Program.

MAINTENANCE AND REPAIR

The long-term care and maintenance of donated park elements is important to both the donor and the City.

Life Cycle Care Fund: The establishment of the Life Cycle Care Fund ensures that the City will care for the donation for the estimated life of the donation, or until such time the City determines that the memorial donation must be removed and /or relocated due to unforeseen circumstances. The establishment of a Life Cycle Care Fund applies to all donated park elements installed after the adoption of this policy.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain future donations for the duration of their expected life cycle. The cost of a donation should include the cost of purchase, installation, and the estimated cost of sufficient maintenance based upon the expected life cycle for a donated item. The City will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation and its associated maintenance cost. The City reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation or if the City has not been able to contact the original donor. The City also reserves the right to remove the donated item when it has exceeded its expected life cycle.

A MEMORIAL DONATION APPLICATION IS REQUIRED.