

## **Town of Brookfield Park & Recreation Department Donation/Memorial Program**

The Park & Recreation Department recognizes the importance of working with donors to beautify and enhance the park system. A program has been established to allow individuals the opportunity to work with the Park and Recreation Department to donate trees and amenities (benches, picnic tables, etc.).

### **Guidelines**

- Except when otherwise noted, all donations are self-supported by the donor, including any subsequent repair and replacement costs. Complete funding for the donation must be processed before any materials are ordered and installed.
- The Park and Recreation Department reserves the right to remove or relocate donated/memorial amenities due to new construction, a hazardous environment, or damaged materials.
- The Park and Recreation Department will endeavor to maintain and protect donated amenities in accordance with the highest maintenance standards; however, it is possible that damages may occur due to natural causes, theft, or vandalism. To the extent possible, the Park and Recreation Department will make necessary repairs to the amenity. If the item is not repairable, the donor will be contacted and provided the right of first refusal with the opportunity to renew the donated item. If the original donor opts not to repair/ replace the damaged amenity, the Parks and Recreation Department may remove it, making the location available for new donations. Bench donations and dedications shall have a useful life of 15 years.
- The Park and Recreation Department will provide maintenance (pruning, mulch, etc.) for the life of a donated/memorial tree. Further, the Park and Recreation Department does not guarantee tree survivability. If a donated/memorial tree dies or is damaged within the first five (5) years of its planted life, the Park and Recreation Department will cover the cost to replace the tree one (1) time. After the initial replacement, the Park and Recreation Department will give the donor the option to replace the tree at cost to the donor.
- Recognition plaques and engraved bench slats are symbolic and do not entitle the donor to ownership of the tree and/or amenity. The Park and Recreation Department will replace any vandalized or damaged plaque one (1) time. Plaque dedications and bench slats shall have a useful life of 15 years. Any further replacement costs must be incurred by the donor.
- Memorial benches and trees are park amenities. Memorial items, such as photos, flowers, flags, banners or other items are not permitted on or around the bench or tree. Staff members will remove and discard any mementos and keepsakes left behind at these areas.