

Repair: Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

Cost: The Town 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. The Town also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other Town park facilities. Consequently, the Town may assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated park elements.

PROCEDURE FOR MAKING A DONATION

The Town's Parks and Recreation Commission will manage all donations located on Town park property, with the assistance of the Parks Maintenance Operations staff.

Application: Applications are available through the mail or in person at the Town's Public Works counter located at 99 Station Lane, Atherton, Ca. 94027. For a donation to be considered, the donor will complete the application form (see Appendix B). Completed applications and payment will be made to Public Works for review, processing and acceptance by the Parks and Recreation Commission..

CRITERIA FOR ACCEPTANCE

Park Site Plan: To accept donation of a park element for a specific park facility, a park site plan must exist showing the available locations for park elements (see Appendix C). If no plan exists, then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the Town may accept the donation under certain conditions. Under this circumstance, the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use of the facility. In the opinion of the Town and/or Park and Recreation Commission, a facility may be determined to be fully developed and the opportunity for donations would not be available.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgements/memorial plaques will be utilized only in the cases of donations of benches, picnic tables, and []. Donation acknowledgements and memorial plaques, as approved by the parks and Recreation Commission, are to be directly affixed to the donation and are to be purchased through the Town. Donation acknowledgements/memorial plaques will be of a standard size (2.5 inches by 6 inches) and material established by the Town of Atherton. The Parks and Recreation Commission will approve all text for donation acknowledgements/memorial plaques. Acknowledgements and/or memorials may be limited to a maximum of three lines, and donors may choose from the following three acknowledgement/memorial options: "Donated by _____," "In memory of _____," or "Dedicated to _____."

No memorial plaques will be installed for tree donations.

The Town is under no obligation to notify donors or their families when a donated element needs to be taken out of service due to damage, life expectancy or park needs.

PARK BENCHES, BICYCLE RACKS, PICNIC TABLES, AND DRINKING FOUNTAINS

Park benches, bicycle racks, picnic tables, drinking fountains, and playground components may be sited in locations approved by the Parks and Recreation Commission in accordance with an available site plan (see Appendix C). Items donated become Town property at the time of purchase.

TREES

The size and specie of a donated tree (or trees) shall be limited to those determined by the Town. Trees will only be accepted for areas that have active irrigation systems in place unless the cost for addition of such facility is included in the donation.

MONUMENTS

Other memorials, plaques, and upright monuments or monuments resembling those typically found in cemeteries may not be installed at a Town park facility. Exceptions to this policy are monuments installed by the Town commemorating the history and/or dedication of a park facility.

OTHER DONATIONS

There may be additional donations possible other than those expressly listed or contained within this policy. The Town may accept other donations subject to a review and approval by the Parks and Recreation Commission and approval by City Council. The Town will bring any donation proposal to the Parks and Recreation Commission for review and approval.

CONDITIONS

Installation: The installation will be scheduled at a time and date as determined by the Public Works 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 Town reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgements/memorial plaques for any reason.

ATTACHMENTS

Appendix A: Approved List of Donation Needs/Memorial and Donation Fee Schedule

Appendix B: Memorial and Donation Application

Appendix C: Park Site Plan

Adopted and approved by the Town of Atherton Parks and Recreation Commission on January.



**TOWN OF ATHERTON
PARK & RECREATION COMMISSION
Memorial and Donation Application**

Town of Atherton
91 Ashfield Road
Atherton, Ca. 94027
(650) 752-0500
Fax : (650) 688-6528

Appendix B

(TO BE COMPLETED BY APPLICANT, PLEASE PRINT LEGIBLY)

APPLICANT INFORMATION

Name of Donor		
Address of Donor		
Home Phone	Work Phone	Fax
Email Address		

DONATION INFORMATION:

Description of Donation
Location of Donation
Wording on Memorial Acknowledgement
Type of Donation
Total Cost of Donation, Includes purchase, tax, shipping and installation

I HAVE READ AND AGREED TO THE TERMS OF THE MEMORIAL AND DONATION POLICY

Requested by	Date
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(TO BE COMPLETED BY TOWN STAFF)

Reviewed by	Date
Parks Superintendent	
Park & Recreation Commission Approval	Date

Appendix A

APPROVED LIST OF DONATION NEEDS/MEMORIAL AND DONATION FEE SCHEDULE				
DONATION TYPE	ELEMENT INSTALLATION COST *	PROJECTED ANNUAL MAINTENANCE COST	PROJECTED LIFESPAN	EXTENDED COST
Park Bench Recycled plastic planks or natural wood	\$1,450.00	\$50.00	25 Years	\$2,700.00
Picnic Table Recycled plastic planks	\$1,950.00	\$50.00	25 Years	\$3,200.00
Drinking Fountain ADA	**	**	**	**
Tree (Native only)	**	**	**	**
Bike Rack	**	**	**	**
Play Equipment (recycled)	**	**	1-5	**

*** Includes shipping, handling, plaque, installation and extra boards.**

**** Price will be provided upon request, pending size and location.**

A 50% deposit of the total amount due must be paid at the time of the order, with the remainder due prior to installation.