

## DONOR RECOGNITION OR DEDICATIONS

When a significant contribution makes possible an improvement and/or construction of a park facility, consideration will be given to donor recognition of dedications including memorializing a park facility in recognition of a person whom others wish to have remembered.

Individual donated items of landscaping or equipment are not eligible for donor recognition as memorials or dedications and this includes the placement of plaques, markers, etc.

If the facility is closed or damaged, the donor(s) at the discretion of the Park Board, has the option of replacing or repairing the facility or having their name or dedication removed with no further obligation on the part of the donor(s) or the City.

All repairs, replacements or maintenance on all donated objects are made with the approval of the City.

## Procedures for donor recognition:

All requests should be presented and approved by the Park Board and City Council prior to installation.

Plaques will only be placed upon request of the donor and approval of the Park Board and City Council.

Donated trees should have a minimum base diameter of 2 ½ inches. Any donation consisting of insufficient funds to meet the cost of a tree of minimum proportions, will be placed in an account and used along with other donations to purchase trees in the future.

All donor recognition and memorial plaques or signs will be erected by the City and will adhere to City standards for such.

### The Park Board shall:

1. Determine where benches or any other structures would be located.
2. Determine the types of benches, plaques, trees, etc. that will be allowed.
3. Reserve the right to reject contributions directed to purposes deemed to be inappropriate or unlawful.



## **Park Donation Policy**

### Levels of donations and recognition are as follows:

Tree Fund/General Fund	Up to \$499
Certificate of Appreciation	
Donor Tree	
Bench/Receptacles/Bike Rack	\$500-\$1999
Certificate of Appreciation	
Donor Plaque Allowed	
Shelter House/Small Bleachers	\$2000-\$4999
Certificate of Appreciation	
Donor Plaque Allowed	
Large Shelter House/Large Bleachers	\$5000 and up
Certificate of Appreciation	
Donor Plaque Allowed	
Possible Name Recognition Based on Amount	

A donation can be requested to be applied to a particular entity such as Youth Football fields, Soccer Fields, Jefferson Park, Cemetery, etc. The Park Board will dictate how that money is used.

**Policy for Donations and  
Naming of Public Property**

**POLICY FOR NAMING AND RENAMING OF CITY  
FACILITIES AND THE PLACEMENT OF  
MEMORIALS  
ON CITY PROPERTY**

The purpose of this policy is to provide guidelines and procedures for accepting and acknowledging donations of money, personal property and fixtures such as trees, benches, flower beds, shelters, etc. which are to be placed on City property and maintained by the City of Wellington.

The Park Board would determine where benches or any other structures would be located and determine the types of benches, plaques, trees, etc. that would be allowed.

The City is not responsible for any damage or replacement of any kind to any donated item.

Any property donated and accepted pursuant to this policy may later be relocated, altered or removed if the Board determines it is in the City's best interests to do so.

The policy below is at the discretion of the Park Board and could be changed as the Board deems necessary and will be reviewed periodically.

The following guidelines are provided to establish a policy for the naming and renaming of City owned parks and facilities, and the placement of memorials and/or recognition on said property.

**NAMING/RENAMING OF PUBLIC FACILITIES**

1. A written proposal must be filed with the City Clerk, including the proposed name of the property and outlining the reason for the suggested name. For individual or family names, the proposals must include:

- \* The person(s) dedication of time and effort to community causes or to the place to be named;
- \* Good works done for the community, state or nation without expectation of compensation or recognition;
- \* Financial or in-kind contributions that, without such contributions, the park, park space or facility would not likely exist at that time to be enjoyed by community residents.

2. Proposals for naming/renaming of parks will be forwarded to the Park Board and undergo a review period of not less than thirty (30) days but not more than ninety (90) days, during which time the Park Board will further investigate the request and determine its compliance with this policy.

3. Subsequent to the review period, Park Board members will make a recommendation to the City Council regarding the naming/renaming proposal.

4. The City Council will then approve or deny the naming request by a majority vote, and may deviate from procedure if appropriate.

5. Place names include naming a park, park space or facility after a family, individual or organization. Such name will, in concept, remain with the park, park space or facility in perpetuity.

*Revised February 2016*