

## COMMEMORATION AND DONATION PROGRAM APPLICATION

Honor someone special and share your special memories by adopting and/or donating a park bench, shelter, playground equipment, tree or other amenity. This program offers a truly meaningful way for citizens to connect to their favorite city parks, celebrate milestones, and honor loved ones. If you have any questions regarding the program, please call the City Parks Manager at (757) 382-1358. All applications are reviewed for appropriateness and subject to approval. Please type or print legibly.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Group Name (if any): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Donation Type:**

New Park Bench

Existing Park Bench

Park Shelter

Playground Equipment

Tree

Other: \_\_\_\_\_

**Desired Location (Park Name):** \_\_\_\_\_  
 (If you have a specific existing bench in mind, please include a photo and description)

**Donation Amount:** \_\_\_\_\_  
 (See Program Overview for Pricing)

**Payment:** Please make your check payable to **Chesapeake Treasurer** and mail to, or drop off at: Commemoration and Donation Program, c/o Parks Manager, City of Chesapeake Department of Parks, Recreation and Tourism, 1224 Progressive Drive, Chesapeake, VA 23320. For credit card payment, please contact the City Parks Manager at (757) 382-1358.

**Proposed text for plaque: (Maximum 30 characters per line, 2 lines. 3<sup>rd</sup> line for ground-mounted plaque only)**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

I have read the Overview and Policies provided by the City of Chesapeake and agree to all terms.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_







Department of Parks, Recreation and Tourism  
 1224 Progressive Drive  
 Chesapeake, VA 23320  
 Email: [ContactPRT@cityofchesapeake.net](mailto:ContactPRT@cityofchesapeake.net)

Fax: (757) 277-9365

For more information please call:  
 Parks Manager  
 (757) 382-1358

Dept. Use Only	Completed:	Initials:	Date:
Overview/Policy:	<input type="checkbox"/>	_____	_____
Application:	<input type="checkbox"/>	_____	_____
Review/Approval:	<input type="checkbox"/>	_____	_____
Payment Received:	<input type="checkbox"/>	_____	_____
Project Completion:	<input type="checkbox"/>	_____	_____



## COMMEMORATION AND DONATION PROGRAM POLICY

### A. Purpose:

1. This program is designed to enable residents and park users to donate and contribute in commemoration of an event or person while supporting City of Chesapeake parks in a meaningful way. In order to allow for a coordinated and consistent program, we have established the following guidelines and policies which are based on best practices of similar policies nationwide, the needs and capabilities of the City of Chesapeake Parks, Recreation and Tourism Department, and the desire of citizens for commemoration and recognition opportunities.

### B. General:

1. The City of Chesapeake Parks, Recreation and Tourism guidelines allow for several different types of donation opportunities. We encourage citizens to contact the Parks Manager and the Department to discuss ideas and locations, however, final items and locations will be dependent on the needs of the department and the planning processes already underway. Donations may be tax deductible, please consult your tax advisor.
2. Donations and commemorations will be accepted in the following categories:
  - ◇ Park bench, shelter, playground equipment or other park amenities
  - ◇ Trees or other plantings
3. While contributions may be acknowledged by a plaque, the plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated items. All donated items become the property of the City of Chesapeake Parks, Recreation and Tourism Department and will be maintained according to the City and Department policies and priorities.
4. The department makes all final decisions including, but not limited to, availability of location, style and type of donated items and plaques.
5. Due to the unpredictability of weather and staffing demands, we cannot guarantee specific installation dates.
6. Complete payment must be processed before any materials are ordered and installed.
7. The Department retains the right to relocate a donated item and associated plaque(s) at any time. If relocation is necessary, the Department will attempt to contact the donor with an update on the new location.
8. These policies and guidelines do not supersede the regulations or ordinances of any City of Chesapeake regulating authority.

### C. Term:

1. The commemoration term will be for a 10-year period and will begin on \_\_\_\_\_ and end on \_\_\_\_\_ (renewal date). Within this time, the Department will replace a plaque, at no cost to the donor, one time if it is damaged or stolen. The cost of any subsequent replacement plaques will be the financial responsibility of the donor and must be coordinated through the Department. It is solely the donor's responsibility to contact the Department within 30 days prior to the renewal date to make arrangements for renewal if desired. If the commemoration is not renewed, donor understands that the items and any associated plaques may be rededicated by another donor, or may be removed or relocated at the sole discretion of the Department.

## COMMEMORATION AND DONATION PROGRAM POLICY

### **D. Park bench, shelter, playground equipment or other park amenities:**

1. All park benches, shelters, playground equipment or other park amenities will be purchased or constructed by the Chesapeake Parks, Recreation and Tourism Department to meet the design and maintenance considerations of the department and the intended location.
2. A new bench may only be installed in a new location with the approval of the Department or the donor may select a bench from existing undedicated park benches. Plaque location (bench-mounted or ground-mounted) will be determined by the Department.

### **E. Trees or Other Plantings:**

1. The Department welcomes specific species requests or suggestions but final determination and approval of tree species and plantings, including all specifications, will be made by the Department based on landscape design and needs, maintenance considerations and the intended location.
2. While commemorations and donations are accepted throughout the year, plantings will be made on a seasonal basis based on best practices to allow trees and plantings the best chance for survival and optimal health.
3. The Department will provide a one year warranty on donated trees. If the tree dies within one year from the time it is planted, the Department will make every effort to replace the tree with a tree of the same size and species. The warranty does not cover damage and/or destruction due to acts of God (e.g. fire, lightning, high winds, hurricanes, tornadoes, or unstable soil due to heavy rains).

### **F. Commemoration Plaques:**

1. A maximum of 2 lines of text and 30 characters per line is permitted on an amenity-mounted plaque and 3 lines of text and 30 characters per line is permitted on the ground-mounted plaque. All language used on recognition plaques is subject to Department approval.
2. The commemoration plaque is not intended to serve as a memorial marker — birth and/or death dates are not permitted. Messages should be simple statements commemorating the event or person, whether alive or deceased. No logos or advertising of any kind will be permitted; as well as language which could be offensive to the public, or language which would not maintain the city's desire for neutrality on political and religious issues.
3. During the term period, the Department will replace a plaque, at no cost to the donor, one time if it is damaged or stolen. The cost of any subsequent replacement plaques will be the financial responsibility of the donor and must be coordinated through the Department.
4. Plaque design and location (mounted on the amenity or ground-mounted) will be determined by the Department but under no circumstances will a plaque be mounted directly onto a tree.

**My signature below indicates that I have read this document in it's entirety and I fully understand, and agree to abide by the Commemoration and Donation Program policies.**

**Printed Name of Donor:** \_\_\_\_\_

**Signature of Donor:** \_\_\_\_\_

**Date:** \_\_\_\_\_