

**City of Central Point**  
**Park Memorial Donation Policy**  
**Approved by City Council January 26, 2023**

Purpose: The purpose of this policy is to establish consistent guidelines for the decision-making process related to the acceptance, placement and long-term maintenance of memorial donations in city-owned facilities, parks, natural areas and trail systems.

Background

Historically, the Central Point Parks Department has accepted donations without a formal written policy. Although the city has policies that outline the criteria and conditions for the naming of parks and facilities and the donation of real property, these policies do not apply to memorial donations within the city's park and open space system. Guidelines are needed for sustainable management of site-appropriate amenities to ensure that the integrity, natural and architectural features of parks, natural areas and facilities are preserved.

Donation Procedure

- As a first step, the donor will meet with Park Department staff to discuss the donation and then submit a completed Park Memorial Donation Agreement Form to the Parks Department for review.
- Park Department staff will review and determine the appropriateness of the proposal as measured by approval criteria below.
- The Park and Public Work Director's approval must be received prior to ordering and/or installation of the memorial may proceed.
- Park Department staff will notify the donor, in writing, within 20 business days of the review decision and will identifying any final conditions of approval.
- In the case of large scale memorial donations, Central Point Park and Recreation Commission and/or Central Point City Council review and approval will be required. A longer review period will be required and additional planning documents may also be required.

Memorial Tree, Table and Bench Donation Policies

It is the policy of the City of Central Point to accept donations for the purpose of planting trees and installing tables and benches within city parks to memorialize a departed family member or friends, or to commemorate a special occasion. All donations shall be in compliance with the following:

- Table and bench donations shall be self-supporting, e.g., all costs related to purchase and installation shall be at the expense of the donor(s), including repair or replacement if necessary.
- Cost for tree donations will be limited to the cost of the tree and, if requested, the memorial plaque which will include all elements needed for installation. The tree will be planted at the city's expense by Park Department staff under supervision of the City Arborist to ensure best opportunity for tree survival.
- Any tree that is mutually agreed upon by the donor, the city arborist, and Park Department staff is acceptable.

- Park Department staff will provide donor(s) with a list of approved tables and benches.
- Memorial trees, benches, and tables are permitted at any park site, provided that the location is mutually agreed upon by the donor, Park Department staff and meets the requirements of a specific park plan, if applicable.
- Memorial trees, benches, and tables are permitted to memorialize a departed family member or friend, or, at the discretion of the City, to commemorate a special event.
- A memorial plaque may be attached to benches and tables and located near donated trees if a donor chooses. Park Department staff will provide examples of approved memorial plaques in order to promote consistency in cost, size, type, and mounting. Plaque language must be approved by the City. Cost of the plaque and installation is the responsibility of the donor.
- A ceremony or gathering related to any donation is permitted, but must be arranged in advance with Park Department staff.
- The City guarantees donated trees that it plants for two years after planting date. If for any reason a tree does not survive through this period, the city will replace it at no cost to the donor.
- Park Department staff shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name who is being memorialized, tree location, and type of tree, etc.

#### Approval Criteria

All memorial proposals will be evaluated by Park Department staff according to the following criteria:

- Placement of enhancements in the Parks and Recreation system must be compatible with the existing City of Central Point Parks and Recreation Master Plan, individual park plans, and/or the City's Capital Improvement Program (CIP) requirements.
- Memorials shall not detract from or overpower the scenic or architectural values of the existing natural environment.
- All memorials will be constructed of materials that meet the design and maintenance considerations of the Park Department.
- The final decision as to location will be determined by the Parks Department staff and, if appropriate, the Central Point Parks Commission and the Central Point City Council.
- Approval of large scale donated memorials will be considered on a case-by-case basis, as they relate to park planning processes and the CIP process. Review by the Central Point Parks and Recreation Commission and/or City Council will be required.

#### Donation Conditions:

- The City does not guarantee permanency of any memorial. If a memorial must be relocated, Parks Department staff will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form.
- The City takes no responsibility to replace stolen, vandalized plaques.
- Memorial gifts to the City of Central Point are considered outright and unrestricted donations.

- Non-designated monetary memorial donations will be made to the Central Point Park and Recreation Foundation, a 501(c) 3 organization, will be used to help meet current needs of the Parks and Recreation Department.
- Installation of donations will be done October through March of each year.

## **CENTRAL POINT PARKS MEMORIAL DONATION AGREEMENT FORM**

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

Donor Organization (if applicable) \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Donation Description (who is it for?): \_\_\_\_\_

Preferred Park for Donation: \_\_\_\_\_

Proposed Location within Park: \_\_\_\_\_

Bench, Table, Tree, Other: \_\_\_\_\_

Desired Tree Species \_\_\_\_\_

Plaque: \_\_\_\_\_ YES \_\_\_\_\_ NO (Tree, benches, and tables may include plaque if desired)

Plaque Inscription:

\_\_\_ I have read and understand the donation policies: \_\_\_\_\_