

GUIDE *to* GIFTS

ANN ARBOR PARKS AND RECREATION



The City of Ann Arbor gratefully accepts gifts and donations from individuals, businesses and community organizations for its park system. The Ann Arbor park system has a wide variety of play areas, resting spots, active recreational opportunities and camps that would benefit from the provision of additional amenities. The City will entertain suggestions and welcome creative ideas for donations.

If you are interested in donating a gift, please fill out the included form and submit to Parks and Recreation Customer Service at parcs@a2gov.org or mail to Parks and Recreation, 2781 Packard Road, Ann Arbor, MI 48108. Thank you for considering donating to the City of Ann Arbor Parks and Recreation System.

Approval of Gifts & Donations

After receipt of the donation application form, Parks and Recreation staff will contact the potential donor. Gifts must be consistent with the mission, policies and goals of the Parks and Recreation system, and not be limited by any special restrictions, impose budgetary obligations, or increased maintenance responsibilities. Please note that not all parks have a need for a particular amenity, and staff may suggest alternative locations or gift ideas with the donor. The City retains the right to decline gifts deemed unsuitable.

Recognition of Gifts

Plaques or signs at the gift site are recognized for a gift of \$5,000 or greater with a permanency limited to 10 years from the date of installation. The donor is responsible for the purchase and fabrication of the plaque. Language must be approved by Parks and Recreation staff prior to fabrication. The initial purchase as well as the replacement of a plaque if it is stolen or damaged is the responsibility of the donor.

Installation and Maintenance

The City will make every effort to install gifts in a timely manner, however, due to lead times for

ordering materials, staff availability, and planting season limitations, the City cannot guarantee installing gifts by a required date.

If a donation is damaged (with the exception of plaques) within the 10 year period, the City will repair or replace the item. If the donation needs to be removed for any reason within this 10 year period, the City will attempt to contact the donor using the information provided on the attached application form to discuss an alternate location for reinstallation at the City's cost. After a period of 10 years, the City may remove the donated item at its discretion because of change of park use, damage, or excessive wear.

Trees may be planted in a park for a donation of \$2,000. The site is selected in conjunction with staff. No onsite recognition for individual trees is offered.

Donors must commit to water and mulch the tree for the first two years until it is well established. If the tree is properly cared for by the donor, but does not survive due to pests, weather, soils, or failure to adapt during the first year after planting, it will be covered by nursery warranty and will be replaced. After the first year, replacement costs are the sole responsibility of the donor.

All gifts and donations received become property of the City of Ann Arbor.

As of September 1, 2013 all proposed gifts located in parks are subject to these guidelines.

ANN ARBOR PARKS AND RECREATION DONATION APPLICATION

Before filling out this application, please read the Guide for Gifts for Ann Arbor Parks and Recreation that is part of this form. Upon completion, please mail to Parks and Recreation Customer Service, Cobblestone Farm, 2781 Packard Road, Ann Arbor, MI, 48108 or email to parks@a2gov.org



APPLICANT INFORMATION

Name _____ Date _____

Alternate Name and contact information _____

Telephone Number including area code _____

Address _____
Street address City State Zip Code

Email Address _____

Proposed donation (i.e. tree, bench, play equipment) _____

If proposing a tree, what type of tree would you like to donate? _____

Proposed Park Location _____
Please be as specific as possible, including photo if possible.

If you wish to place a memorial plaque on the donation, please fill in below what you would like to be written on the plaque:
(no plaques are permitted for tree planting)

I, _____, understand that gifts to the City of Ann Arbor are considered outright and unrestricted donations. I further understand that if the gift or memorial placed under this application is damaged intentionally or unintentionally (by vandalism, weather, or any other event), or needs to be removed for any other reason after the 10 year period of the date of installation, that the donor agrees that the City may remove the donated item at its discretion. The donor is responsible for updating contact information to make sure that the City has accurate information.

Signed and agreed to on this _____ day of _____, 20_____

Signature _____

Printed Name _____

FOR OFFICE USE ONLY:

Accepted by _____ Date _____

Cost \$ _____ Paid \$ _____ Date _____

Plaque language reviewed and approved by staff _____ Date _____

Installation date (to be completed by staff) _____