

Park Bench Donation Program

City of Wilmington Parks and Recreation Department
Guidelines and Application

GENERAL GUIDELINES

This policy covers park furnishings only.

Your donation becomes public property and part of the park for everyone's enjoyment. Park staff does their best to maintain all the features of our parks in good condition, and make repairs as needed, but donated furniture items cannot be given priority treatment. If circumstances arise that require a donated item to be relocated or removed, the Parks and Recreation Department will make an earnest effort to contact the donor and advise them of the relocation or removal. The Parks and Recreation Department has the final authority over decisions regarding relocation or removal.

APPLICATION AND LOCATION SELECTION

- The Director requests that you complete the Park Furniture Donation Application, which will capture the information needed to order and install your donation. You will need to provide payment for the donation, which covers the purchase, installation and maintenance of your donation. All installation will be performed by staff. Staff will provide a receipt for your payment and a charitable receipt will be mailed to you.
- Parks staff will work with you to determine donation availability, type and location. You will be invited to attend an on-site meeting with a Parks staff member to verify the location of the furniture donation. The Parks and Recreation Department will have the final determination as to the location.
- A donation term will last 15 years. Within this time, the Parks and Recreation Department will replace a donation and/or plaque once if deemed necessary by the Department
- After 15 years, the donor will have the option to renew for an additional 10 years for a maintenance fee of \$500.00. At the end of this term of 15 years, or 25 if renewed, the donation will be available for renewal for the cost of a new donation with the first right of refusal given to the original donor. Every attempt will be made to contact the original donor, and it is the responsibility of the donor to ensure the Parks Department has up to date contact information. If the original donor opts not to renew, the donated asset and plaque may be removed or rededicated at any time
- At the donor's request, the plaque will be returned at the end of the 15- or 25-year term. Also, where reasonably practicable, the donated item will be returned to the donor

To discuss donation opportunities, please contact the Parks and Recreation Department at 910.341-7855 or email Fiona.Costello@wilmingtonnc.gov

DONATION GUIDELINES

1. Decide in which park or section of greenway you would like to donate a particular furnishing and complete the application form and fax or email the completed application to the attention of Fiona Costello, Parks and Recreation, email – fiona.costello@wilmingtonnc.gov Alternatively, the forms could be completed in person at the Parks and Recreation Department. Please call 910-341-7855 to set up an appointment time.
2. You will be contacted to coordinate the on-site meeting with a Parks staff member to determine location of bench or table
3. Once the location has been decided, you will be asked to provide payment.

DONATION AMOUNTS

- Bench \$1,500
- Renewal fee \$ 500.00 (at the end of the 15-year term, for an additional 10 years)

The donation amount includes the term of park furniture, plaque, installation, maintenance and repair for a period of 15 or 25 years, if renewed. Park furniture donations are tax deductible, and an official receipt will be issued to the donor by the City.

INSTALLATION & LOCATION CHOICES

- Installations are seasonal and are done as weather and ground conditions permit. There may be a waiting list for locations in some parks or trail sections.
- Occasionally there may be a need to relocate the donation if there are frequent repairs need or if the park area is undergoing new development. If this is the case, the Parks and Recreation Department undertakes the relocation and covers all the costs. Every attempt will be made to notify the original donor. The donor must keep up to date contact information the Department, so notification is possible

The city understands that the furniture item may have sentimental value; however, it is not to be considered a memorial or shrine. For that reason, the city prohibits the placement of flowers, wreaths, pictures, etc. at the site or adding fixtures to the donated item.

DONOR PLAQUE WORDING GUIDELINES

Wording is limited to the following selections:

1. In memory of "John Doe" - Love, (Donor(s) name (s))
2. "John Doe" Sharing your Love of Parks [Donor(s) name (s)]
3. "John Doe" Sharing your Love of Nature (Donor(s) name (s))

Plaque Size:

The custom bronze plaques are 7' wide x 3" high with a three- or four-line layout with a maximum of 32 characters per line (including spaces).

Park Bench Donation Program Guidelines

If you have any questions, please call 910-341-7855. Applications are reviewed for appropriateness and are subject to approval. Please print legibly.

1. Applicant Information

Name	
Phone	
Cell	
Email	

Address

Address	
Apt#/Bldg #	
City	
Postal Code	

2. Donation Information: Bench _____

3. Donation Amount: (Please see DONATIONS AMOUNTS section of the policy) _____

4. Location Information: (You will be contacted by staff to coordinate an on-site meeting)

5. Plaque Information: (Refer to the DONOR PLAQUE GUIDELINES in the policy for assistance)

6. Payment: Please make your check payable to the City of Wilmington Credit and debit are also accepted.

7. Application Submission: Please deliver your application in person or by mail to:

City of Wilmington Parks and Recreation
 929 N Front St
 Wilmington, NC 28401

8. I have read, fully understand, and agree to abide by the Park Furniture Donation Program Policy.

My signature below indicates that I have read this document in its entirety, and I agree to the guidelines as set forth within the policy.

Signature of Donor _____

Date _____