

# **DONATION PLAQUE POLICY**

Parks and Recreation Department

**September 2022**

The Parks and Recreation Department permits the installation of a donated plaque with trees and benches provided it meets policy criteria.

The Department/Park Division must approve plaque material, size and wording before the donor orders the plaque. The Department will not be responsible for vandalism and/or repair and replacement of donated plaques. If a plaque is vandalized or damaged to the extent that it is a maintenance concern or possesses a liability to the public, the Parks and Recreation Department will, at its discretion, remove it and notify the donor of the action.

## **Plaques for Park Benches and Trees (subject to change)**

1. Plaques must be made of a corrosive resistant metal including bronze, aluminum or similar durable material and of a color that will harmonize with the site furnishing and must include compatible hardware for surface mounting in concrete.
2. The exposed surface of the plaque must not exceed eighteen (18) square inches (3" x 6"). Plaques that exceed the size limit will not be installed on site.
3. The Parks and Recreation Department/Park Division will install plaques once they are received from the donor. The Department will notify the donor once the installation is complete.