



APPLICATION - PARK DONATION & MEMORIAL PROGRAM

- ✓ Please review the Program overview as outlined on pages 2-3 of this packet
- ✓ Please print or type legibly and fill out form completely.
- ✓ Application will be reviewed by the Parks & Recreation Department —allow 30 days
- ✓ If approved, make check payable to *City of Burien*, or *Visa & Mastercard accepted*

APPLICANT INFORMATION

Name:	Date of Application:
Organization (if applicable):	
Mailing Address:	Home Phone: ()
City, State, Zip:	Other Phone: ()
E-mail Address:	

DONATION & MEMORIAL REQUESTS (Please check one)

<p style="text-align: center;">DONATIONS</p> <p><input type="checkbox"/> I wish to make a donation</p> <p style="margin-left: 20px;">___ Cash Donation of \$ _____ (specify amount)</p> <p style="margin-left: 20px;">___ In-Kind Donation</p> <p>Please describe item or service to be donated below:</p> <p>_____</p> <p>_____</p> <p>Desired location for donation (name of park):</p> <p>_____</p>	<p style="text-align: center;">MEMORIALS</p> <p><input type="checkbox"/> I wish to purchase a park amenity for a memorial (i.e. bench, picnic table, etc.)</p> <p style="margin-left: 20px;">___ Bench (\$1,500 each)</p> <p style="margin-left: 20px;">___ Picnic Table (\$2,000 each)</p> <p style="margin-left: 20px;">___ Litter Receptacle (\$1,000 each)</p> <p style="margin-left: 20px;">___ Other (Please identify below; Cost TBD)</p> <p>_____</p> <p>Desired placement of memorial (name of park):</p> <p>_____</p>
<p>Designation of Cash Donation (Please check one)</p> <p><input type="checkbox"/> For the following purpose (specify purpose)</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> Unspecified (to be used at the City's discretion)</p> <p>_____</p> <p>_____</p>	<p>Memorial Recognition Plaque (4" tall x 6" wide; for memorials only)</p> <p>Please specify text to include on memorial plaque:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

I have read and agree to the City of Burien Park Donation & Memorial Program overview (pages 1-2 of this packet.) I understand the City will make every effort to repair damaged donations and memorials. However, the City is not responsible for replacing items, including plaques, due to excessive damage or loss. The City will make every effort to contact the donor to inform them of the loss. Donors may replace the items and/or plaques at their own expense.

Print Name of Donor	Signature of Donor
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- FOR OFFICE USE ONLY -

<p>APPLICATION: <input type="checkbox"/> <u>Approved</u> <input type="checkbox"/> <u>Denied</u></p> <p>Authorized Signature: _____</p>	<p>AMOUNT ENTERED: \$ _____</p> <p><input type="checkbox"/> Receipt to donor</p>
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September 2012

PARK DONATION & MEMORIAL PROGRAM

The City of Burien Donation & Memorial Program provides opportunities for citizens and organizations to make donations and establish memorials to enhance the City's park system. The following information is an overview of the program. The entire policy may be viewed at the City's website: www.burienwa.gov/DocumentView.aspx?DID=1546

GENERAL

Donations are accepted for the purpose of enhancing City parks and park pathways, and will not be accepted in areas where human activity is discouraged to protect habitat and sensitive lands.

WHAT CAN BE DONATED?

The City will accept cash donations and in-kind donations as long as they help meet a specific park need and meet certain criteria.

Cash Donations

Donors may donate cash for a specific purpose as long as it meets a specific park need. Unspecified cash donations may be used to build, repair or upgrade existing or new facilities at the City's discretion.

Structures and Site Furnishings

The City offers donors a list of pre-approved furnishings and associated costs when deciding upon donating a memorial in a park.

Other furnishings

Other furnishings or structures outside of the pre-approved list will be reviewed on a case-by-case basis (i.e. fountains, plazas, and landscapes).

Plant Donations

A donation of plant material is allowed as long as the donation is purchased from a nursery and the City is able to plant the material at the time of accepting the donation.

Plant donations must further the existing design theme established in the park and there must be a need exists for additional plants.

Note: Plants occasionally must be relocated or conditions may lead to their demise. Therefore, donors must realize that plants may be relocated and that the City may not replace plant material that does not survive.

Artwork

Donations of art, or cash donations to purchase or commission art must be pre-approved by the City's Public Art Committee with the location approved by the Parks & Recreation Department.

CRITERIA FOR ACCEPTING DONATIONS

Donations must be compatible with and meet a specific park facility or amenity need identified in the approved master plan for the park. In areas not covered by master plans, compatibility with existing facilities and local conditions shall be considered as long as the donation meets a specific park need.

The age, general condition, and anticipated maintenance requirements of a donation will be taken into consideration before accepting donations.

All donations received become the property of the City.



MEMORIAL & DONOR RECOGNITION PLAQUES

The Parks & Recreation Department has selected a standardized size and type of plaque for use on all memorials and donations. The size measures 4" tall x 6" wide (see page 3). The plaque is an acrylic material that looks like bronze (due to metal theft, actual bronze is not used). When ordering from the pre-determined list of amenities, donors will receive one plaque as part of this purchase. For all other donations, donors will pay a charge of \$250 per plaque.

Plaques may be placed on any donated item, with the exception of landscaping materials, for the purposes of recognizing the donor/donor organization, or memorializing an individual or group of individuals. Plaques may not be used to recognize or memorialize pets.

Donors will be asked to provide the text for their plaque at the time of application.

PRE-DETERMINED AMENITY LIST & COSTS

Donors interested in placing memorials in parks are asked to select the park in which the memorial is to be placed and the type of furnishing they wish to select from the following pre-approved list. Costs include the furnishing, 1 bronze memorial plaque, staff coordination, and installation.

Picnic Tables	\$2,000 each (add \$1,000 if a concrete pad is necessary)
Benches	\$1,500 each (add \$1,000 if a concrete pad is necessary)
Litter Receptacle	\$1,000 each (add \$750 if a concrete pad is necessary)

Donors will discuss their desired location with Department staff at the time of application. Please note that not all parks have a need for a particular amenity. If a donor identifies a donation for a specific park and the park has no need for additional amenities, the donor may choose to contribute funds towards an existing park amenity.

All costs associated with a donation are to be covered by the donor. The City may, on a case by case basis, establish an appropriate administrative fee of no greater than 15% of the value of the donation to coordinate the project for projects that fall outside of the pre-determined amenity list. For projects of large value and/or complication, a reasonable administrative fee will be negotiated with the donor.

DAMAGES

The City makes every effort to repair damaged donations and memorials. However, occasionally items or damaged beyond repair. In these cases, the City is not responsible for replacing items, including plaques, and will make every effort to contact the donor to inform them of the loss. The donor may replace the item and/or plaque at their own expense.

HOW TO APPLY

Pick up a Donation and Memorial Program packet at the Parks & Recreation Department office or download one from: www.burienwa.gov/DocumentView.aspx?DID=2117

Fill out and submit to the Parks & Recreation Department for review and approval. Someone from the Department will contact you to review the details of your application and confirm arrangements. Following confirmation, you are responsible for making payment in full to the City before the City initiates any order or purchases.

Once payment is received, Parks & Recreation Department staff will order the selected amenity and plaque, and handle all installation. For donations other than from the pre-approved amenity list, the donor and Department staff will discuss the necessary arrangements.

THANK YOU FOR YOUR INTEREST IN DONATING TO BURIEN'S PARK SYSTEM!



PARK DONATION & MEMORIAL PROGRAM

MEMORIAL PLAQUE

For benches and picnic tables

Measures 4 inches tall x 6 inches wide

Upper and/or lower case letters, approx. ¼" tall

A sample of a small plaque. The plaque is rectangular with a dark brown background and a gold border. The text is in a bold, yellow, serif font, arranged in five lines:

**THIS IS A SAMPLE
OF WHAT A SMALL
PLAQUE WOULD
LOOK LIKE IN YOUR
FONT**