



City of Dayton Parks and Recreation Donation Policy

Standards

Purpose

The purpose of this policy is to establish guidelines, standards, and procedures for the installation and care of park and recreation donations whether cash or physical property. This relates to, but is not limited to:

Land	Shade structures
Park benches	Picnic shelters
Trees	Drinking fountains
Picnic tables	Interpretive Signage
Plaques	Flags
Bicycle racks	Sports equipment
Monuments/sculptures	Program Scholarships
Lighting	Cash

Flowers (annuals or perennials), shrubs, and bushes shall not be considered approved donations.

Quality

The city and the community have an interest in ensuring that donations are high quality as related to style, appearance, durability, and ease of maintenance.

Approval

All donations will be reviewed by city staff against this policy for compliance before forwarding the request to the Parks Commission for recommendation and the City Council for action. All donations must be approved by the City Council.

Cost

The donor shall cover the full cost (*vendor price plus 15% for staff time*) for the purchase and installation of the donation. Any additional costs incurred by the city will be reviewed by the Parks Commission prior to City Council action.

Ownership

Donations become the property of the City of Dayton.

Location

The placement location for the donation will be determined by where there is a need in the City Park system, or maybe agreed with the donor if there is a location of significance to the individual. Final approval of location will be by the Park Commission and the City Council.

Installation

The city will be the responsible party to install or oversee the installation of donations.

Maintenance

The city will maintain the approved donations only for the expected life cycle of the donations. **Volunteering for maintenance is encouraged and volunteers may maintain donations but need to be approved through the city.**

Replacement

The city will not be responsible for replacing any donation if it is stolen, vandalized, destroyed, or if it has exceeded its life cycle period.

Decorations

Donations may not be decorated with portraits, ornaments, flags, figurines, or other decorations.

Criteria for acceptance

Park Plan

Donations must follow the approved park plan. If a plan does not exist, the donor must propose the placement of the donations under these conditions:

1. Provides a legitimate benefit
2. Does not interfere with current or future use of the park facility, and
3. Does not require the relocation of other equipment or infrastructure to accommodate the donation.

Hardscape Donations

Installation

The installation of hardscape items such as, but not limited to, benches, signs, plaques, decks, planters and monuments may occur any time, weather permitting.

Landscaping Donations

Tree Selection:

Tree species will be made from an approved list of trees provided and appropriately selected for the proposed location. The size will be based on the city ordinance landscaping section. For trees not based on the ordinance, the tree size will be reviewed by the Parks Commission prior to City Council action.

Tree Care:

The city will be responsible for the care of the tree(s).

Flowers:

If bulbs or flowers are planted with a tree, they need to be planted in the mulch at the base of the tree. All bulbs and flowers must be approved before planting. The planting, watering, weeding, mulching, and care of the bulbs and flowers will be the sole responsibility of the person(s) planting the flowers. If not properly maintained, the city can remove the plantings at any time.

Donation Plaques

Material:

If a standalone plaque is desired as part of a donation, it must be bronze and purchased through the City of Dayton, using an approved vendor to ensure the highest quality, life, and durability. For plaques that are attached to a donation, the plaque must be supplied by the vendor supplying the donation and shall be approved by the city.

Content:

The city must approve all text and graphics on plaques associated with a donation.

Size:

The size of the memorial plaques shall be approved by city staff. Tree donation plaques will be a maximum 6 x 9 inches in size and mounted in concrete flush to the ground at the base of the tree donation.

Memorial Statues, Fountains, Plazas, Observation Decks, Gardens, etc.

To the extent that projects of this nature are consistent with park planning processes, they may be considered on a case-by-case basis. They need to be recommended by the Parks Commission. Final action will need to be approved by the City Council. Donors may contact the Parks Director to discuss their ideas.

All costs associated with the construction and installation of such memorials will be the responsibility of the donor. The expected life cycle of the type of donation will need to be agreed upon by the donor and the city.

Tax Deduction

Donations to the city are typically tax deductible. Please consult with your tax advisor.