



Updated May 11, 2016

PARK DONATION & MEMORIAL PROGRAM

The City of Lake Oswego 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:**

<http://www.ci.oswego.or.us/parksrec/donations-memorials-parks>

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 suggestion list (see page 2) of furnishings and associated costs when deciding upon donating a memorial in a park. All donations must be approved by the Parks Director and are accepted based on need.

Other furnishings

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

Plant Donations

Donations of plant material are allowed as long as the donation is purchased from a nursery and the City has a location and 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 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 Lake Oswego Foundation of the Arts 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 standards for bronze plaques for use on memorials that are determined by the specific park and bench. When ordering from the suggested 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.

SUGGESTED 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 list. Costs include the furnishing, 1 bronze memorial plaque, staff coordination, and installation.

Picnic Tables	\$1,500 each
Benches	\$2,500 each at Parks with Picnic Shelters
Benches	\$3,500 each at Premier Park facilities (Foothills, Millennium Plaza Parks)
Plaque Only	\$1,000 Mahogany Wood Slat Only (incl. refinishing of existing bench)

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 suggested 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 under Supporting Documents at:

<http://www.ci.oswego.or.us/parksrec/donations-memorials-parks>

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, handle the installation, and provide notification when installation is completed. For donations other than from the suggested amenity list, the donor and Department staff will discuss the necessary approvals and arrangements.

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



PARK DONATION & MEMORIAL PROGRAM

MEMORIAL PLAQUES—ALL BRONZE WITH BLACK BACKGROUND—ALL CAPS

Standard Plaque
3” high x 5” wide
All capitals, 1/4 inch tall
5 lines with 18 characters per line

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

*Note: Depending on the park location and bench style,
the plaque size, number of text lines, and characters per line are different.*

Foothills Park: Standard Plaque
New Benches Only

Millennium Plaza Park: 2.125” high x 5.875” wide
New Benches Only
4 lines with 18 characters per @ 20pt font
14 characters for name @ 28pt font

George Rogers Park & Rossman Park:*
New Bench with 4” x 6” Plaque
or Add 2” x 10” Plaque to Existing Mahogany Wood Slat Bench (If Approved)
2” high x 10” wide
2 lines with 24-30 characters per line

East and West Waluga Parks:
New Bench with 4” x 6” Plaque
or Add 2” x 10” Plaque to Existing Mahogany Wood Slat Bench (If Approved)
2” high x 10” wide
2 lines with 24-30 characters per line

Westlake Park:
New Benches Only
4” high x 6” wide
4 lines with 14 characters per line

Sample 4 x 6 Plaque



Sample 2” x 10” Plaque



*Blue metal benches located by the lower furnace lawn at George Rogers Park
are not part of the memorial program.*



Application For
PARK DONATION & MEMORIAL PROGRAM

- ✓ Please review the Program overview as outlined on pages 1-2 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 Lake Oswego*, or *Visa*, *MasterCard* or *American Express* are accepted.

APPLICANT INFORMATION

Name:	Date of Application:
Organization (if applicable):	
Mailing Address:	Home Phone #:
City, State, Zip:	Other Phone #:
	Email Address:

DONATION & MEMORIAL REQUESTS (Please check one)

<p align="center">DONATIONS</p> <p><input type="checkbox"/> I wish to make a donation</p> <p>_____ Cash Donation of \$ _____ (specify amount)</p> <p>_____ In Kind Donation (Please describe item or service to be donated below)</p> <p>_____</p> <p>_____</p> <p>Desired location for donation (name of park) _____</p>	<p align="center">MEMORIALS</p> <p><input type="checkbox"/> I wish to purchase a park amenity for a memorial (i.e. bench, picnic table, etc.) <i>Pending Approval</i></p> <p>_____ Bench (\$2,500 or \$3,500 each)</p> <p>_____ Picnic Table (\$1,500 each)</p> <p>_____ Plaque (\$1000) for Existing Mahogany Bench</p> <p>_____ Other (Please identify below; Cost to be determined)</p> <p>_____</p> <p>Desired placement for memorial (name of park):</p>
<p>Designation of Cash Donation (Please check one)</p> <p><input type="checkbox"/> For the following purpose (specify purpose)</p> <p>_____</p> <p><input type="checkbox"/> Unspecified (to be used at the City's discretion)</p>	<p>Memorial Recognition Plaque Refer to page 3 for specific plaque information. Enter your text here.</p>

I have read and agree to the City of Lake Oswego 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 _____

- 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>	<p>Date Accepted: _____</p> <p>Staff Initials: _____ <input type="checkbox"/> Entered Active</p> <p>Use POS Parks Memorial Donations</p> <p><input type="checkbox"/> Faxed to Parks Maintenance</p> <p>_____ Person Assigned to Project</p> <p>_____ Date Completed</p>
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