



Missoula City Parks & Recreation Partners in Parks

Dedication and Donation Policy

Purpose:

The City of Missoula respects the desires of individuals to commemorate special events or lives of loved ones. In addition, we recognize the desire of other community members who visit public places to not be burdened by obstructions and un-aesthetically pleasing sites. Therefore, The City of Missoula Parks and Recreation Department provides the opportunity for members of the community to make dedications and donations within the park system under certain guidelines and criteria.

The purpose of this policy is to establish certain guidelines, standards, and procedures for receiving and considering proposals of donations and dedications to be placed in City managed parks, trails and open spaces. These guidelines were developed based on research of the best practices of similar agencies, the needs and resource capabilities of the City of Missoula, and the desire of citizens to make monetary donations in remembrance of loved ones or occasions through specific lasting dedications.

***NOTE: For Fort Missoula Regional Park see www.AtTheFort.org or call 721-PARK.**

Scope:

The City of Missoula donation guidelines allow for the opportunity of dedications. Citizens are encouraged to contact Missoula Parks and Recreation to discuss ideas for location of gifts or dedications. However, final locations will be based on the needs of the department and already adopted Plans.

Dedications are accepted in the following categories:

- Trees (existing or new)
- Park/Trail Bench (existing or new)

Donations are accepted for numerous park amenities. Please call 721-PARK to participate in Partners in Parks Program and discuss donation options. Examples are:

- Fort Missoula L.E.A.F Program
- Interpretive signs
- Drinking fountains
- Mutt Mitt Stations
- Bicycle Racks
- Playgrounds
- Shelters
- Sports Facility Amenities
- Rock Benches/Seating
- Picnic tables

Authority for Accepting Dedications and Donations:

A thoughtful review process is provided to encourage gifts and donations that:

- a. Cover the total cost of the project
- b. Is sensitive to all park users
- c. Is sensitive to the design standards required for public spaces
- d. Is sensitive to long term cost of maintenance and distribution of maintenance resources
- e. Provides park improvements to park deficient neighborhoods

It is the authority of the director and/or staff of Missoula Parks and Recreation to review and accept applications for donations. Director and/or staff will provide suggestions of donation types and locations. Some requests may require approval of the City Parks & Recreation Board.

Guidelines for Existing Donations and Dedications:

- I. Definition of an Existing Donation or Dedication:** For the purpose of this policy, existing donations are those donations installed prior to the adoption of this policy.
- II. Appearance and Aesthetics:** Decoration, ornamentation, and adornment of donated elements can interfere with routine maintenance and the appearance of the donated item if not cared for on a regular basis and installed properly. Nothing shall be hung or tied to trees. Because landscaping installed in and around picnic tables and benches can be trampled, landscaping is not permitted around site furniture.
- III. Warranty:** Trees and benches carry a 5-year warranty from Missoula Parks and Recreation. After 5 years, replacement is at the cost of the original requestor.

Procedure for Making Tree or Bench Dedications:

The City's Parks and Recreation Department will manage all dedications located on city park property.

Ordering Process:

1. Donor will contact Missoula Parks and Recreation to discuss available dedication locations.
2. When dedication location is determined, donor will submit application form and payment.
3. Upon receipt of payment, Parks staff will order/purchase dedication with commemorative plaque. If dedication is existing, plaque will be ordered.
4. Once dedication is installed /planted, Parks staff will contact the donor.

Making Donations/Partners in Parks:

For information on how to make donations call 721-PARK or visit <http://www.ci.missoula.mt.us/1118/Partners-In-Parks>.

Criteria for Acceptance (Dedications and Donations)

Park Improvements Plan: To accept donations of a park element for a specific park facility, a park plan must exist showing the available locations for park elements. If no plan exists, then a donation may be made to another facility. If a plan exists, but does not identify a particular park element proposed for donation, the City may accept the donation under certain conditions. Under this circumstance the donation must:

- a. Meet a true need of the site.
- b. Not interfere with the intended current or future use of the site.
- c. Must not require the relocation of other equipment or infrastructure to accommodate the donation. A site may be determined to be fully developed and the opportunity for donations would not be available.
- d. Donation may require approval from Parks & Recreation Board.

Donation Acknowledgements/Dedication Plaques:

- a. Donation acknowledgements will be designed to blend with and complement the existing site as well as meet the Missoula Parks and Recreation Sign Policy, and Plaques, Markers, and Dedication Policy.
- b. Donation acknowledgments, including plaques and markers, are to be directly affixed to the donation and purchased through the City. Donation acknowledgements/dedication plaques and inscriptions are standardized and manufactured by a City approved vendor to ensure highest quality, life and durability.
- c. In cases where specified plaques are not feasible, City staff may suggest alternatives. Alternative plaques will be in character with the intent of this section and acknowledgments shall be tasteful, and subtle. In cases where an alternative plaque is needed, the Parks and Recreation Board must approve all plaque text to ensure the wording is not in violation of any laws and follows the City's non-discrimination policy.
- d. Donation plaques may require Parks & Recreation Board Approval.
- e. A written maintenance agreement for each plaque/marker/dedication may be required and signed by the Director of Parks and Recreation and donor individual/organization.
- f. Deference is given to plaques, markers, dedications that withstand time and are a celebration of life.
- g. The City is not obligated to replace if the gift or park improvement dedication is stolen, vandalized, worn out, irreparably damaged or destroyed. Replacement plaques may be ordered at cost but will be the financial responsibility of the original donor.

Sample Standard Plaque (areas in yellow are changeable): For recognition of dedications and donations at city parks.

*For recognition dedications and donations at Fort Missoula Regional Park, please refer to the FMRP policy.



Donor recognition and placement of dedication plaques will be installed in areas specific to each type of item (i.e. Plaques for trees are installed at the base of the tree on a concrete base, or fixed in the earth on a metal bracket)

Timelines for Installing and Payment Options for Dedications and Donations

- I. Ordering and installation normally takes at least 6-8 weeks once payment is received to complete, and is weather dependent.
- II. Dedication is for the lifetime of the tree or bench. A typical tree's lifespan is 50 to 100 years the typical useful life of a park bench is approximately 20 years.
- III. Donations will be for the projected lifetime of the improvement and noted in the agreement.
- IV. A payment plan is available with annual installments over 2 years and due the first business day in January. It is the responsibility of the donor to remember their payment. **Failure to pay your fee on time may result in the removal of your recognition.**

City Dedication Program

*Parks encourages you to adopt existing trees that are already flourishing–

LIFETIME FEE	FEE ON 2 YEAR PLAN	AMENITY	TYPE (NEW/EXISTING)	WARRANTY
\$1000	\$500/year	Park/Trail Bench (ADA Accessible)	New	5 years
\$500	\$250/year	Park/Trail Bench	Existing	5 years
\$500	\$250/year	Tree	New	5 years
\$500	\$250/year	Tree	Existing	5 years

See Fort Missoula Regional Park L.E.A.F. Program for donations and dedications at
Fort Missoula Regional Park www.AtTheFort.org or call 721-PARK.