





## **Parks & Recreation Donation Guidelines**

The City of Chelsea gratefully accepts gifts and donations from individuals, businesses and community organizations for its Parks and Recreation System. Chelsea's Parks and Recreation System has a wide variety of play areas and resting spots as well as active recreational opportunities that would benefit from the provision of additional amenities. If you are interested in donating a gift, please fill out the included form and submit it to:

***City of Chelsea  
Parks and Recreation  
305 S Main  
Suite 100  
Chelsea, MI 48118***

All gifts and donations received become the property of the City of Chelsea.

***As of May 1, 2017, all proposed gifts located in the Parks and Recreation System are subject to the following guidelines:***

### ***Approval of Gifts & Donations***

After receipt of the donation application form, City staff will contact the potential donor. Gifts must be consistent with the mission, policies and goals of the Parks and Recreation System and not be limited by any special restrictions, impose budgetary obligations or increased maintenance responsibilities. All gifts will be submitted for review and approval by the Parks and Recreation System committee. Note that not all parks have a need for a particular amenity and staff may suggest alternative locations or gift ideas with the donor. The City of Chelsea retains the right to decline gifts deemed unsuitable.

### ***Recognition of Gifts***

Plaques or signs at the gift site are recognized for a gift of \$5,000.00 or greater with a permanency limited to 10 years from the date of installation. Plaque cannot exceed 3" x 12" and includes up to three lines of text. Characters include letters, spaces and punctuation. Larger or capital letters may take up more space. We use standard font, but can incorporate italics and diacritical marks. No images or logos will be engraved. Wording is subject to approval by the City of Chelsea.

The donor is responsible for the purchase and fabrication of the plaque. Language must be approved by the City of Chelsea staff prior to fabrication. The initial purchase as well as the replacement of a plaque if it is stolen or damaged is the responsibility of the donor.

### ***Installation & Maintenance***

The City of Chelsea will make every effort to install gifts in a timely manner. However, due to lead times for ordering materials, staff availability and planting season limitation, the City of Chelsea cannot guarantee installing gifts by a required date.

If a donation is damaged (with the exception of plaques) within the 10 year period, the City of Chelsea will repair or replace the item. If the donation needs to be removed for any reason within this 10 year period, the City of Chelsea will attempt to contact the donor using the information provided on the attached application form to discuss an alternate location for reinstallation at the City of Chelsea's cost. After a period of 10 years, the City of Chelsea may remove the donated item at its discretion because of change of park use, damage or excessive wear.

### ***Trees***

Trees may be planted in a park for a donation of \$500.00. The site is selected in conjunction with staff. Onsite recognition for individual trees is offered for an additional fee to cover costs of the plaque/printing. The City of Chelsea will try to match donors' preference for tree species and park location, with consideration given to the needs of individual parks.