

TOWN HALL SOUTH
3 MAIN STREET
NEWTOWN, CT 06470
TEL. (203) 270-4340
FAX (203) 270-4333



AMY E. W. MANGOLD
DIRECTOR

TOWN OF NEWTOWN

PARKS & RECREATION DONATION POLICY

Approved March 12, 2013

The Newtown Parks and Recreation Commission receives many requests to install park benches, various plantings and other amenities at the Town's parks and facilities under the care and custody of the Newtown Parks and Recreation Department. Gifts are considered outright and unrestricted donations. It is the intent of the Commission to encourage and facilitate public and private gifts, bequests, and such contributions that enhance, beautify, improve, supplement, support or otherwise benefit the Town's park and recreation system. This policy has been put in place to facilitate the process.

The purpose of this policy is to establish guidelines, standards, and procedures for the installation and care of donated park improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, park benches, bicycle racks, picnic tables and other types of park accessories. Acceptable donations are always dependent upon the specific needs and plans of the Newtown Parks and Recreation Department and Newtown Parks and Recreation Commission and compatible with the Newtown Plan of Conservation and Development and/or the Capital Improvement Program (CIP) requirements of the Department. The Commission desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance costs.

DEFINITIONS

"Department" shall mean Newtown Parks and Recreation Department.
"Commission" shall mean Newtown Parks and Recreation Commission.
"Town" shall mean Town of Newtown.

GUIDELINES FOR DONATIONS

People may donate new or replacement park benches, picnic tables or other park elements. They may also choose to donate trees or landscape plantings.

Acquisition or Purchase: The Commission has an interest in ensuring that park elements purchased and installed be of high quality related to style, appearance, durability, and ease of maintenance. The Department staff will be responsible for the purchase and installation of all park elements, unless otherwise agreed to between the Commission and/or the Department and the Donor. All furnishings including but not limited to park benches, picnic tables, etc., will be uniform - to conform to the style of furnishings installed at the site already or of a standard style as determined by the Department and/or Commission.

Appearance and Aesthetics: The Commission has an interest in ensuring the best appearance and aesthetic quality of their public facilities. Park elements and/or their associated donation acknowledgements should reflect the character of the park or facility. All park elements will be installed in such a manner that will not substantially change the character of a facility or its intended use. All donations shall contribute to the overall park visitor experience and preserve the visual character of the park setting.

Maintenance: Donated park elements and/or their associated donation acknowledgements, become the Town's property at the time of purchase. Accordingly, the Town has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle. If the Department is unable to contact the donor or the donor chooses not to renew,

TOWN HALL SOUTH
3 MAIN STREET
NEWTOWN, CT 06470
TEL. (203) 270-4340
FAX (203) 270-4333



AMY E. W. MANGOLD
DIRECTOR

TOWN OF NEWTOWN

any plaque will be removed. It is important that the donor always keep their contact information current with the Department.

Repair: The Commission has an interest in ensuring that all park elements remain in good repair. Repair parts and materials must be readily available. Donated park elements must be of high quality to ensure a long life, be resistant to the elements, wear and tear, and to acts of vandalism.

Cost: The Commission has an interest in ensuring that the donor covers the full-cost of the purchase, including any plaques, installation, shipping and maintenance during the expected life cycle of donated park elements. The Commission also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other park facilities under the purview of the Commission. Consequently, the Commission will assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated park elements during their life expectancy. The fee schedule shall be adjusted periodically to reflect increases in cost of living or inflation.

PROCEDURE FOR MAKING A DONATION

The Department will manage all donations located on Town property under the care and control of the Commission, with the assistance of the Parks Maintenance staff.

Application, Approval and Receipt of Donation: Donation applications will be submitted to and reviewed by the Commission and/or Department. The Commission and/or Department will notify the donor of their decision. If approved, the total amount due for the donated item must be received by the Department before the donated item will be ordered. Other arrangements to deliver and install donated items must have prior approval from the Department or Commission.

CRITERIA FOR ACCEPTANCE

Location and Ownership of Item: The final decision as to location will be determined by the Department. The donated item shall not require the relocation of other equipment or infrastructure to accommodate the donation. In the opinion of the Commission, a facility may be determined to be fully developed and the opportunity for donations would not be available. Items donated become Town property at the time of purchase.

Donation Acknowledgements/Memorial Plaques: Donation acknowledgements/memorial plaques will be utilized only in the cases of donations of benches, picnic tables, and large play structures. Donation acknowledgements and memorial plaques, as approved by the Commission, are to be directly affixed to the donation or in a location as determined by the Department and are to be purchased through the Department. Donation acknowledgements/memorial plaques will be of a standard size (2.5 inches by 6 inches) and material established by the Commission. The Commission will approve all text for donation acknowledgements/memorial plaques and will purchase these items from a Town-approved vendor to ensure highest quality, life, and durability. Acknowledgements and/or memorials are limited to a maximum of three lines, and donors may choose from the following three acknowledgement/memorial options: "Donated by _____," "In memory of _____," or "Dedicated to _____." No memorial plaques will be installed for tree donations.

Notification: It shall be the responsibility of the donor to provide the Department with a current address for purposes of notification regarding their donation. For the purposes of notification, the Department will attempt to send a letter to the donor, notifying the donor of changes related to the status of the donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).

TREES

Landscaping and plant selection for park facilities is critical. Accordingly, the size and specie of a donated tree (or trees) shall be limited to those determined by the Commission.

TOWN HALL SOUTH
3 MAIN STREET
NEWTOWN, CT 06470
TEL. (203) 270-4340
FAX (203) 270-4333



AMY E. W. MANGOLD
DIRECTOR

TOWN OF NEWTOWN

OTHER DONATIONS

There may be additional donations possible other than those expressly listed or contained within this policy. The Department may accept those donations subject to a review by the Commission.

CONDITIONS

Installation: Installation of donated park elements, including the donor acknowledgement/memorial plaques, will be completed by Department and/or Town personnel. The installation will be scheduled at a time and date as determined by the Department so as not to unnecessarily interfere with routine park maintenance activities.

Removal and/or Relocation: The Department and/or Commission reserves the right to remove and/or relocate donated park elements and their associated donation acknowledgements/memorial plaques, when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedure in this policy, the Department will attempt to send a letter to each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain circumstances, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently removed, the Department will seek an alternative location consistent with this policy.

MAINTENANCE AND REPAIR

The long-term care and maintenance of donated park elements is important to both the donor and the Town.

Life Cycle Care Fund: The establishment of the Life Cycle Care Fund ensures that the Department will care for the donation for the estimated life of the donation, or until such time the Department determines that the memorial donation must be removed and/or relocated due to unforeseen circumstances.

The fund is established with the intent of providing a regular revenue source dedicated and sufficient to reasonably maintain donations for the duration of their expected life cycle. The cost of a donation will include the cost of purchase, installation, shipping and the estimated cost of sufficient maintenance based upon the expected life cycle for a donated item. The expected life cycle, routine maintenance, and element costs are identified in a separate schedule found in Appendix A. This schedule is maintained administratively and may be modified from time to time to ensure that sufficient resources are available to maintain donations. Accordingly, the Department will determine the level of maintenance required for the donated property based upon available budget funding and the type of care needed to reasonably maintain the donation.

At the end of the life-cycle term, the donor may choose to extend the life-cycle term by paying for the current value of a new donation and its associated maintenance cost. The Commission and/or Department reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation or if the Department has not been able to contact the original donor.

ATTACHMENTS

- Appendix A:** Approved List of Donation Needs/Memorial and Donation Fee Schedule
- Appendix B:** Memorial and Donation Application

TOWN HALL SOUTH
 3 MAIN STREET
 NEWTOWN, CT 06470
 TEL. (203) 270-4340
 FAX (203) 270-4333



AMY E. W. MANGOLD
 DIRECTOR

TOWN OF NEWTOWN

APPENDIX A

APPROVED LIST OF DONATON NEEDS/MEMORIAL AND DONATION FEE SCHEDULE				
<i>Donation Type</i>	<i>Element Installation Cost*</i>	<i>Annual Maintenance Cost</i>	<i>Life Cycle</i>	<i>Extended Life Cycle Cost</i>
Park Bench				
Picnic Table				
Tree	**	**	**	**
Play Equipment	**	**	**	**
Other	Subject to Commission and/or Department review and approval			

* Includes shipping, handling, plaque, installation.

** Price will be provided upon request, pending size and location.

For approved donations, the total amount due for the donated item must be received by the Department before the donated item will be ordered.

TOWN HALL SOUTH
3 MAIN STREET
NEWTOWN, CT 06470
TEL. (203) 270-4340
FAX (203) 270-4333



AMY E. W. MANGOLD
DIRECTOR

TOWN OF NEWTOWN

PARKS AND RECREATION DEPARTMENT

DONATION AGREEMENT FORM

Donor Name: _____

Donor Organization (if applicable) _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____

Bench, Table or Tree (description): _____

Tree Species: _____

Other Item Description: _____

Plaque _____ YES _____ NO (benches and tables include plaque)

Inscription: 3 lines with 45 characters per line maximum, including spacing and punctuation:

Memorial gifts are considered outright and unrestricted donations. If a memorial must be relocated, Department staff will attempt to notify the donor in writing at the address shown on this form. Donations may be tax deductible (please consult an accountant). The donor declares to have read the Town of Newtown Parks & Recreation Donation Policy. The donor understands and agrees with the conditions set forth in this policy and agrees to pay the donation funds within one month of notification of donation approval.

Signature of Donor

Date

Signature of Donor

Date

Mail, fax or email completed form to:

Newtown Parks & Recreation Department, Attn: Amy E.W. Mangold, Director, 3 Main Street, Newtown, CT 06470

Phone: 203.270.4340

Fax: 203.270.4333

Email: amy.mangold@newtown-ct.gov

FOR OFFICE USE ONLY

Accepted by _____ Date _____

Parks & Recreation Director _____ Date _____

Cost \$ _____ Paid \$ _____ Date _____

Inscription Proof reviewed by Donor _____