

VILLAGE OF SILVER LAKE DONATION POLICY

MEMORIAL DONATION POLICY

Purpose

The Village of Silver Lake provides the opportunity to donate memorials within our system. We have established the following guidelines in order to be consistent with our donors and give appropriate recognition in a tasteful manner.

Scope

The Village of Silver Lake's guidelines allow several types of memorial opportunities. We encourage citizens to contact the Silver Lake Parks and Recreation Department to discuss ideas for locations of memorials. However, final memorial locations will be dependent on the needs of the district and planning processes already underway.

MEMORIALS WILL BE ACCEPTED IN THE FOLLOWING CATEGORIES:

- Memorial Tree Donations
- Living memorial donations will be accepted in the form of tree plantings on Village property.

Memorial Bench or other Park Amenity Donations

Memorial benches or other amenities will be considered within the Village.

General Memorial Donations

Donations for general park purposes, project development, and general upkeep of amenities are accepted and encouraged.

Memorial Statues and Garden areas

Memorials consisting of statutes and garden areas may be accepted under specific circumstances. The Park Board will determine placement of all such memorials.

Memorial opportunities are outlined in detail below.

MEMORIAL TREE DONATIONS

Trees are available for purchase to be planted as living memorials. Trees will be planted in appropriate locations throughout the Village. Suggestions from donors as to locations will be considered, but final determination of appropriate varieties and locations will be determined by the Village arborist. Staff will inform the donor of the scheduled planning time and location to offer an opportunity for the donor to be present during the planting.

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MEMORIAL BENCH AND OTHER PARK AMENITY DONATIONS

Although suggestions will be considered for a particular location, placement of park amenities in the Village must meet the plan and requirements of a particular park or facility. Final decisions as to location will be determined by the Park Board.

Small plaques may be included on the bench or amenity with design, placement and language to be approved by the Park Board.

GENERAL MEMORIAL DONATIONS

General memorial donations gifted to the Village will be acknowledged by a letter of appreciation from the Park Board. Funds generated by these donations will be used to best meet the needs of the Park Board in the department for which the gift was given.

MEMORIAL STATUES AND GARDENS

To the extent that projects of this nature are consistent with the Park Board planning processes, they may be considered on a case-by-case basis. Donors may contact the Park Board to discuss their idea.

Due to timing of all such requests, the total process for installation of benches or amenities may take up to six months. Staff will inform the donor of the scheduled installation time and location in order to offer an opportunity for the donor to be present during installation.

The Village does not guarantee permanency of the memorial. If a memorial must be relocated, the Service Department will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form. The Village takes no responsibility to replace stolen, vandalized plaques or for maintenance or replacement of trees that are not watered by automated irrigation system, and/or where a donor has agreed to accept responsibility for watering.

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MEMORIAL DONATION AGREEMENT FORM

Donor name	
Phone number	
Address	
City, State, Zip Code	
Memorial Type	
Memorial Location	
Date of Installation	
Plaque Text Information	
Memorial Description (include dimensions, material, tree type, etc.)	

Memorial gifts to the Village of Silver Lake are considered outright and unrestricted donations. The Village does not guarantee permanency of the accepted donation. If a memorial must be relocated, the Service Department will attempt to notify the donor in writing at the address shown on this form. The donor declares to have read the Memorial Donation Acceptance and Management Guidelines. The donor understands and agrees with the conditions set forth in this policy.

Donor Signature

Date

FOR OFFICE USE ONLY

Accept

Deny

Reason _____

Service Director / _____
Date

Park Board Chairman / _____
Date