

Village of Silver Lake Memorial Donation Policy

PURPOSE

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

Trees, shrubs and perennials

The Village of Silver Lake's guidelines allow living materials such as trees, shrubs and perennials to be donated as living memorials. Citizens are encouraged to contact the Silver Lake Park Board to discuss ideas for locations of the memorial planting. However, the final memorial location will be dependent on the needs of the Village, planning processes already underway and approval of the Park Board. Donors may suggest a specific specimen though final selection is subject to approval by the Park Board and Service Department representatives. Species on, or planned to be added to, the Ohio Invasive Species list are not options for donations. Small plaques may be included for the planting with design, placement and language to be approved by the Park Board. No additional signage, adornments, decorations, lights or added features are permitted.

Memorial plantings are usually installed in the spring. Staff will inform the donor of the scheduled date, time, and location to offer an opportunity for the donor to be present during the planting.

The Village takes no responsibility to replace stolen, vandalized memorials, or replacement of trees that die due to natural causes.

General Donations

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

Deposit of Funds

The cost of a memorial gift is \$250.00. All funds for donations and memorials will be deposited in the Park Board Memorial Fund by the Park Board Chairman or his/her designee.

Assignment of duties

The Chairman will assign a board member to carry out the duties of gathering the information and the ordering of all required items for the memorial. The Service department will be responsible for picking up the items and installation.

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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 Policy and Agreement form. 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