



MEMORIAL/DONATION Agreement Fox Crossing Parks & Recreation Department

2000 Municipal Drive | Neenah, WI 54956
Phone (920) 720-7108

DONOR INFORMATION

Donor/Main Contact: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Primary Phone #: _____ Email: _____

DONATION INFORMATION *(To Be Completed By Parks & Recreation Staff)*

TREE

Species: _____

Location: _____

Associated Costs

Tree: _____

Plaque: _____

Admin/Labor: _____

Total Cost: _____

BENCH

Brand/Style: _____

Location: _____

Associated Costs

Bench: _____

Concrete: _____

Plaque/Engraving: _____

Admin/Labor: _____

Total Cost: _____

PAYMENT PROCESS

- Parks & Recreation Staff will make the donor aware of the final donation cost.
- An invoice will generated and sent to the donor via postal or email (based on donor preference).
- Once full payment is received the tree and/or bench will be ordered. An installation and/or planting date will be determined based on the time of year and weather conditions.
- All donation payments are non-refundable.

Please review the information provided on the following page and acknowledge acceptance of the Memorial/Donation Program policies.

BENCHES

- Benches are a great way to remember and honor a loved one. Donors may request a specific location for their bench, however department staff will determine the exact location based upon existing bench placements and Parks & Recreation Department needs.
- There are three standard bench styles used throughout the Park and Trail System. The style of bench is determined by the donor's desired location. An effort is made to match existing facilities.
- Costs for benches vary depending upon the specific style and are all-inclusive of materials and labor.
- Benches are installed in the summer or fall. Installation is weather dependent and a specific date cannot be requested.
- Dedication plaques and engraved bench slats are symbolic, and do not entitle the donor to ownership of the bench.
- The Parks & Recreation Department will provide maintenance in accordance with the highest standards. Staff will make every effort to maintain and repair a damaged bench through its life cycle. If the bench is not repairable, the department will contact the donor providing right of first refusal with the opportunity to renew the donated item. If the original donor opts not to repair/ replace the bench, the Village may remove it, making the location available for new donations.

TREES

- A tree donation is a great way to beautify the park system both now and for many years to come. The selection of the tree species and location will be considered and mutually agreed upon by the donor and department staff.
- The Parks & Recreation Department will purchase and plant trees in either the spring or fall, depending on the species and availability. Both the tree and memorial plaque will be installed by department staff.
- The Parks & Recreation Department will provide maintenance (pruning, mulch, etc.) for the life of the tree. Further, the Parks & Recreation Department does not guarantee tree survivability. If a memorial tree dies or is damaged within the first five (5) years of its planted life, the Parks & Recreation Department will cover the cost to replace the tree one (1) time. After the initial replacement, the Parks & Recreation Department will give the donor the option to replace the tree at cost to the donor.
- Costs for memorial trees vary, depending upon species, but are all-inclusive of materials and labor. A 1.5-2.5" deciduous tree, (i.e. maple, oak, hickory, etc.) will be selected for planting. Tree size is determined by the species and purchased by approved vendors through the Parks & Recreation Department.
- No name plates, plaques or inscriptions may be placed directly on a tree. A stainless-steel plaque, 4" x 6" in size, will be placed next to the tree and is included in the donation cost. The Village will replace any vandalized or damaged plaque one (1) time. Any further replacement costs must be incurred by the donor. The dedication plaque is symbolic of the donation and does not entitle the donor to ownership of the tree.

DONATION DETAILS:

- Complete funding for the donation must be processed before any donation materials are ordered and/or installed.
- Except as otherwise noted, all tree and bench memorials are self-supported by the donor. Once a payment is made and materials are purchased, all donations are considered to be non-refundable.
- Memorial items, such as photos, flowers, flags, banners or other items are not permitted on or around the bench or tree. Staff members will remove and discard any mementos and keepsakes left behind at these areas.
- Fox Crossing Parks & Recreation reserves the right to remove or relocate memorial structures due to new construction, a hazardous environment, or damaged materials. An attempt will be made to contact the donor before memorials are relocated or altered.
- Donation requests must be made by February 1 for a spring/summer installation and by August 1 for fall installation. Due to the unpredictability of weather, we cannot guarantee a specific installation date within a season.
- The Parks & Recreation Department will endeavor to maintain and protect donated amenities in accordance with the highest maintenance standards; however, it is possible that damages may occur due to natural causes, theft, or vandalism. To the extent possible, the Parks and Recreation Department will make necessary repairs to the amenity at the department's discretion and within available budget resources. In cases where repair or replacement costs exceed routine maintenance, the donor may be asked to contribute to or fully cover associated expenses. If the item is not repairable, the donor will be contacted and provided the right of first refusal with the opportunity to renew the donated item. If the original donor opts not to repair/ replace the damaged amenity, the Parks & Recreation Department may remove it, making the location available for new donations. Amenity donations and dedications shall have a useful life of 15 years.

Please read the above Fox Crossing Parks & Recreation Department's Memorial/Donation information.

Your signature below indicates agreement with the Memorial/Donation Program policies.

SIGNED: _____ **DATE:** _____

For Office Use Only	
Date Invoice Sent	_____
Date Payment Received	_____