

Park Furniture Donation Program

Policy Guidelines and Application



City of
**Campbell
River**

GENERAL GUIDELINES

This policy covers park furnishings only.

Your donation becomes public property and part of the park for everyone's enjoyment. Park staff does their best to maintain all of the features of our parks in good condition, and make repairs as needed, but donated furniture items cannot be given priority treatment. If circumstances arise that require a donated item to be relocated or removed, the Parks Department will make all effort to contact the donor and advise them of the relocation. The Parks Department will make the final determination.

APPLICATION AND LOCATION SELECTION

- The Parks Clerk Technician will request that you complete the Park Furniture Donation Application, which will capture the information needed to order and install your donation. This will include the wording of your donor plaque. You will need to provide payment for the donation, which covers the purchase, installation and maintenance of your donation. All installation will be performed by staff. Staff will provide a receipt for your payment and a charitable receipt will be mailed to you by the Finance Department.
- Parks staff will work with you to determine donation availability, type and location. You will be invited to attend an on-site meeting with a Parks staff member to verify the location of the furniture donation. The Parks Department will have the final determination as to the location
- A donation term will last 15 years. Within this time, the Parks Department will replace a donation and/or plaque once if deemed necessary by the Department
- After 15 years, the donor will have the option to renew for an additional 10 years for a maintenance fee of \$500.00. At the end of this term of 15 years, or 25 if renewed, the donation will be available for renewal for the cost of a new donation with the first right of refusal given to the original donor. Every attempt will be made to contact the original donor and it is the responsibility of the donor to ensure the Parks Department has up to date contact information. If the original donor opts not to renew, the donated asset and plaque may be removed or rededicated at any time
- At the donor's request, the plaque will be returned at the end of the 15 or 25 year term. Also, where reasonably practicable, the donated item will be returned to the donor

To discuss donation opportunities, please contact the Parks Department at 250-286-4034 or by email at parks@campbellriver.ca

DONATION GUIDELINES

1. Decide in which park or section of trail you would like to donate a particular furnishing and complete the application form. Fax or email the completed application to the attention of the Parks Clerk Technician. Fax - 250-286-4046 or email parks@campbellriver.ca. Alternately, the forms can be completed in person at the Parks Department. Please call 250-286-4034 to set up an appointment.
2. You will be contacted to coordinate the on-site meeting with a Parks staff member to determine location of bench or table
3. Once the location has been decided, you will be asked to provide payment, along with your plaque wording (guidelines for plaque wording can be found further in the policy)

DONATION AMOUNTS

- Bench \$2800.00
- Table \$3800.00
- Wheel Accessible Table \$3900.00
- Renewal fee \$ 500.00 (at the end of the 15 year term, for an additional 10 years)
- JEM Adirondack Style Chairs may also be available (call Parks for more information)

The donation amount includes the term of park furniture, plaque, installation, maintenance and repair for a period of 15 or 25 years, if renewed. Park furniture donations are tax deductible and an official receipt will be issued to the donor by the City Finance Department

FURNITURE STYLES



Bench



Table



**Wheelchair Accessible
Table**



**JEM Chair
(Adirondack Style)**

All furniture is made from 100% recycled plastic lumber and powder coated stainless steel, guaranteed not to rot, splinter or warp. Occasionally, depending on locations available, other furniture products may be available.

INSTALLATION & LOCATION CHOICES

- Installations are seasonal and are done as weather and ground conditions permit. There may be a waiting list for locations in some parks or trail sections. It could take three to four months for the plaque to be produced and installation to take place
- Once you have decided to proceed with a bench donation, it is advisable to schedule a park/trail site visit with a Parks staff member
- Occasionally there may be a need to relocate the donation if there are frequent repairs needed, or if the park area is undergoing new development. If this is the case, the Parks Department undertakes the relocation and covers all of the costs. Every attempt will be made to notify the original donor. The donor must keep up to date contact information the Department so notification is possible

The City understands that the furniture item may have sentimental value; however, it is not to be considered a memorial or shrine. For that reason the City respectfully requests that placement of flowers, wreaths, pictures, etc. at the site or adding fixtures to the donated item is not permitted and will be removed.

DONOR PLAQUE WORDING GUIDELINES**Inscription Guidelines:**

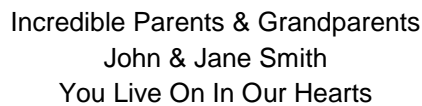
The wording should keep the theme of the inscriptions uplifting, inspirational or promote enjoyment of the park or trail area in which the asset is located, while still honouring the person who is the subject of the donation. Wording must be approved by the Parks Department.

Plaque Size:

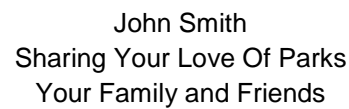
The custom bronze plaques are 7' wide x 3" high with a three or four line layout with a maximum of 32 characters per line (including spaces).

Sample inscriptions:

3 Lines

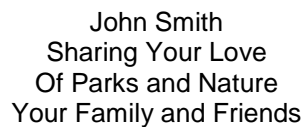


Incredible Parents & Grandparents
John & Jane Smith
You Live On In Our Hearts

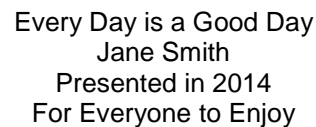


John Smith
Sharing Your Love Of Parks
Your Family and Friends

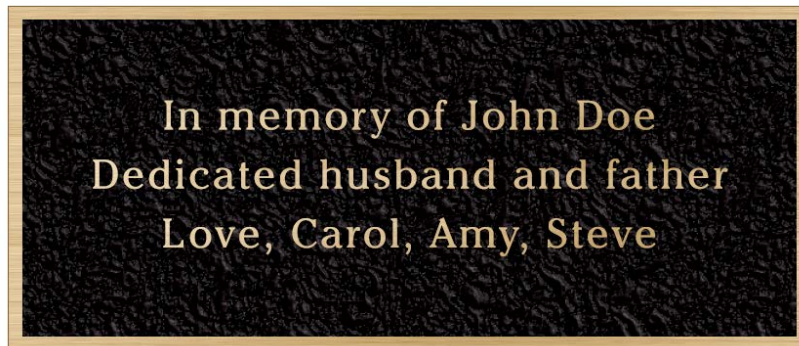
4 Lines



John Smith
Sharing Your Love
Of Parks and Nature
Your Family and Friends



Every Day is a Good Day
Jane Smith
Presented in 2014
For Everyone to Enjoy

Plaque Style

[Plaque-3 lines \(4 lines available\)](#)

OTHER GIFTS AND DONATIONS

Please contact the Parks Department at 250-286-4034.

