

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 the paid term 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. 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, or if they cannot be reached at the email address or phone number on file, the donated asset and plaque may be removed or rededicated at any time.
- At the donor's request, and wherever reasonably practicable, the plaque and/or donated item will be returned at the end of the paid term.

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).

ESTIMATED DONATION AMOUNTS

- Bench \$3800.00
- Table \$4200.00
- Wheelchair Accessible Table \$4000.00
- JEM Adirondack Chair \$3685.00
- Renewal fee \$ 500.00 (at the end of the 15 year term, for an additional 10 years)

The donation amounts given are estimates only. The final cost will be determined after a quote is received from the supplier and will include the term of park furniture, plaque, installation, maintenance and repair for a period of 15 years, with an additional 10 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



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 several 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 will undertake the relocation and cover all of the costs. Every attempt will be made to notify the original donor. The donor must keep contact information up to date 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, placing flowers, wreaths, pictures, etc. at the site or adding fixtures to the donated item is not permitted. Such items 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

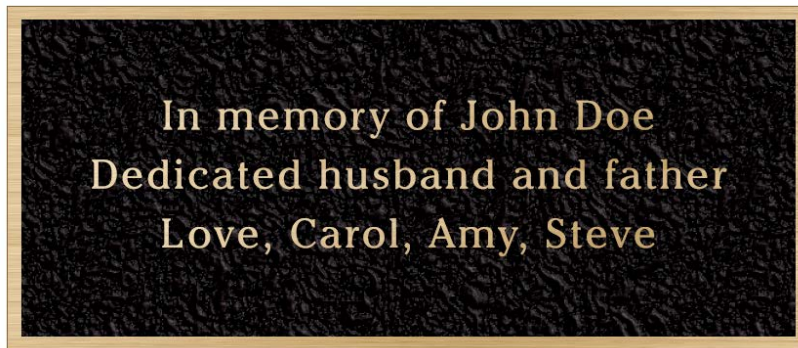
Incredible Parents & Grandparents
John & Jane Smith
You Live On In Our Hearts

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.

