



City of Red Bud, IL

## Bench & Tree Donation Program

Guidelines and Application

Deadline to apply: Annually by September 1<sup>st</sup>



## City of Red Bud, IL Bench and Tree Donation Program

### **GENERAL GUIDELINES**

The Bench and Tree Donation Program is designed to increase public enjoyment and participation in the City's parks (includes all parks and trails). Benches and trees make great gifts to both your beneficiary and your favorite park. Best of all, your donation helps support parks citywide!

People may donate towards new benches or trees provided space is available in the location desired. Donations are also available towards existing benches and trees. Whether existing or new, a donor recognition plaque will be installed on or near your donation.

Only bench and tree donations are covered by this policy. A donor requesting any other donation, dedication, or memorial must apply at Red Bud City Hall.

Donations should meet several key criteria:

- Donations must contribute to public enjoyment of parks, and not interfere with accessibility or use of the park by any member of the public.
- The “look and feel” of donations, and how they are used, should not detract from the existing theme or use of a park area.
- Park staff needs to be able to continue their regular maintenance of park areas, so donations should not interfere with those activities.

Your donation will become a part of the park for everyone's enjoyment. A plaque will be placed on or near your donation as a recognition for your donation. However, because the donation becomes public property, donors should be aware that they do not have any right to special use of their donation. Also, while Park staff do their best to maintain all the features of our parks in good condition, and make repairs as needed, donated items cannot be given priority treatment.

The following guidelines apply for selecting a location for donated assets:

- The asset proposed for installation must be conducive to maintaining the appearance of the surrounding park area.
- The donor can select from existing undedicated benches and trees, or if available have a new bench or tree installed with the approval of the department.
- The asset must not interfere with the enjoyment of, or accessibility to, park areas or amenities for any member of the public.
- The asset must not, due to its location or materials, unduly interfere with existing maintenance activities for the area in which it is installed. For example, a bench installed in the center of a large open field would interfere with grass trimming operations usually done with large equipment.
- Locations where there has been a recurring problem with vandalism and abuse to park assets will be avoided. If a donor wished to have an asset installed in such a location despite this knowledge, the City of Red Bud reserves the right to relocate or remove the asset.
- If circumstances arise that require an asset be relocated, the City will attempt to contact the donor to advise them of the relocation. The City will make the final determination.
- Office staff will ask you to fill out the *Bench and Tree Donation Program Application* on page 4, which will collect information needed to order and install your donation. This will include the wording for your donor plaque. You will need to provide payment for the donation, which covers the purchase, installation, and maintenance of your donation. City Hall will provide a receipt for your payment.
- The Parks & Recreation Committee will work with you to determine donation availability, type and location. You will be invited to attend an on-site meeting with members of the committee after your application has been approved and payment received. At this meeting you will confirm what type of

park asset you wish to donate and verify its exact location. The Committee will have the final determination as to type of donation and location.

- A donation period for a bench will last 10 years. Within this time, the Parks & Recreation Committee will replace a park bench donation and/or plaque up to two times if deemed necessary by the Committee.
- While each donation is considered a memory in one's name, eventually time plays a part in the structure of every bench. After the 10-year warranty/donation period, the benches may be considered structurally unsound or deteriorated that they are no longer aesthetically appealing to the parks. Every attempt will be made to contact the original donor. If the original donor opts not to renew, the donated bench asset and plaque may be removed or rededicated at any time.

*Please note that there may be a waiting list for donations for the park and trail.*

**To discuss donation opportunities please contact Red Bud City Hall.**

**CITY OF RED BUD  
BENCH AND TREE DONATION PROGRAM**



**BENCH DONATION - GUIDELINES**

If you would like to donate a bench, follow these steps:

1. Decide in which park or section of trail you would like to situate the bench (it is a good idea to have a second choice in mind) and submit a completed Bench and Tree Donation Program Application (page 5) to Red Bud City Hall (200 E. Market Street). Please ensure that your plaque wording is finalized at the time of

submitting your application (see guidelines on page 4). You will then be placed on a donation list.

2. When your name is next on the list, your application will be reviewed. Once the application is approved, we will contact you to arrange payment. You will be asked to provide payment by cash or check (made out to "City of Red Bud").
3. Once payment has been received, you will be called to arrange for an on-site meeting with the Parks & Recreation Committee.

**Donation Amounts:**

- Black Bench \$1500
- The donation amount includes bench, plaque, installation, maintenance, and repair for a period of 10 years. You will have the option to renew this term when it expires.

**Installation & Location Choices:**

- Installations are seasonal and are done as weather and ground conditions permit. It could take three to four months for the plaque to be produced and installation to take place. There may be a waiting list for locations in some parks or trail sections.
- Once you have decided to proceed with a bench donation and have issued payment, as noted above, you will be contacted to arrange for an on-site meeting with Park staff to discuss location opportunities.
- Occasionally, there may be a need to relocate a donation if there are frequent repairs needed, or if the park area is undergoing new development. If this is the case, the City of Red Bud will undertake the relocation and covers all of the costs. Every attempt will be made to notify the original donor of the change.

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

## **CITY OF RED BUD BENCH AND TREE DONATION PROGRAM**



### **TREE DONATION – GUIDELINES**

If you would like to donate a tree, follow these steps:

1. Decide which park you would like to situate the tree (it is a good idea to have a second choice in mind) and submit a completed *Bench and Tree Donation Program Application* (page 5) to Red Bud City Hall at 200 East Market Street. Please ensure that your plaque wording is finalized at the time of submitting your application (see guidelines on page 4). You will then be placed on a donation list.
2. When your name is next on the list, your application will be reviewed. Once the application is approved, we will contact you to arrange payment. You will be asked to provide payment by cash or check (made out to “City of Red Bud”).
3. Once payment has been received, you will be called to arrange for an on-site meeting to discuss the exact location and the type (species) of tree with the Parks & Recreation Committee.

#### **Donation Amounts:**

- Eastern Red Bud \$400
- The donation amount includes the tree, plaque, installation, and maintenance.

#### **Installation & Location Choices:**

- There is one planting time per year in the fall. Requests for planting must be received by September 1<sup>st</sup>.
- Occasionally there may be a need to relocate or change the type (species) of tree. If this is the case, the City of Red Bud will undertake the relocation and cover all

of the costs. Every attempt will be made to notify the original donor of the change.

*The City understands that the tree 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.*

## BENCH AND TREE DONATION PROGRAM APPLICATION

If you have any questions, please call 618.282.2315. All applications are reviewed and subject to approval. Please type or print legibly.

### 1. Applicant Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### 2. Donation Information (Please indicate the donation type)

Bench \$1500

Tree \$400

Replacement plaque (in bronze) for a previously purchased bench \$450

### 3. Location Information (Please indicate the desired location: Park/Trail/Other)

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### 4. Plaque Information: (Read guidelines on pg 4)

- Bench – 30 Characters per line – up to 3 lines
- Tree – 35 Characters per line – up to 5 lines

_____
_____
_____
_____
_____
_____
_____

*Use the space provided on the right for wording or attach a separate sheet.*

### 5. Cash or check accepted only

Application and payment can be submitted in person at Red Bud City Hall Please make your check payable to 'City of Red Bud'.

### 6. If mailing, please detach & return this form and your payment to:

City of Red Bud - Bench/Tree Program, 200 E Market St, Red Bud, IL 62278

### 7. I have read, fully understand, and agree to abide by the Bench and Tree Donation Program Policy – attached.

My signature below indicates that I have read this document in its entirety, consulted with the City of Red Bud – Parks & Recreation and understand that:

- a) The City makes all final decisions, including but not limited to availability, bench or tree location, bench style and tree species.
- b) All language used on the recognition plaques is subject to approval.
- c) As a tax-deductible donation, all donated items are the property of the City of Red Bud – Parks & Recreation and will be maintained according to City policy and priorities.
- d) At the end of the dedication period, the donated bench will be available for renewal with the first right of refusal given to the original donor.

Signature of Donor: \_\_\_\_\_

Date: \_\_\_\_\_

***For Office Use Only:***

Approved:  YES  NO Approved by: \_\_\_\_\_  
(Name) \_\_\_\_\_ (Date) \_\_\_\_\_

Payment Received and Recorded on \_\_\_\_\_  
(Date) \$ \_\_\_\_\_ (Amount)  
by \_\_\_\_\_  
(Name)

Copy to Utility Department \_\_\_\_\_ Installation Date \_\_\_\_\_  
(Date)

Notes:

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