

The City of Lake Forest

Memorial Tree and Bench Policy

Parks & Recreation



Purpose: The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated elements in City owned properties managed by the Parks and Recreation Department. The City desires to encourage donations while at the same time manage aesthetic impacts and mitigate on-going maintenance costs. This policy is designed to enable residents and facility users to support Lake Forest through a tax-deductible contribution. Contributions will be acknowledged by a plaque and letter of completion. The plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated element. Only tree and bench donations are covered by this policy. Guidelines established by this policy will apply to all donations made after the effective date of this policy.

Standards for New Donations

Definitions of New Donations: New donations are those made after the adoption of this policy.

Acquisition or Purchase: The City and the community have an interest in ensuring that elements purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. The City staff will be responsible for the purchase and installation of all elements.

Appearance and Aesthetics: The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. The elements and/or their associated donation acknowledgements should reflect the character of the park or facility. All elements will be installed in such a manner that will not substantially change the character of a property or its intended use.

Maintenance: Donated elements and/or their associated donation acknowledgement, become City property. Accordingly, the City has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, the City will attempt to inform the donor and give them the opportunity to donate for the replacement of the element at the expiration of the original life cycle. It is the responsibility of the donor to provide the City of Lake Forest with a current address for purposes of notification regarding their donation.

Cost: The City has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City parks or facilities.

The cost includes tree/bench, installation, plaque, routine maintenance, letter of completion, and a photo. The cost also includes a five-year replacement guarantee for trees. If a tree should die within five years of its original planting a replacement tree will be planted during the next available planting season. Please note that after a bench is installed, the City of Lake Forest cannot be responsible for replacement should the bench or plaque become damaged or destroyed. If a bench has to be removed



or a plaque replaced, the donor will be informed. If the donor chooses to replace the bench, a replacement bench can be provided at the donation level that is stated in the most current memorial policy.

Tree donation - \$1,000
Bench donation - \$2,000

Procedure for Making a Donation

Donations will be accepted from public and private sources for the purposes of enhancing all City facilities and pathways, and will become the property of the City. The City's Parks section of the Parks & Recreation Department shall be responsible for administrating the Memorial Tree and Bench Program, including the review process for approving and installing donations.

Application: If you are interested in making a donation, please contact the Parks section at 847-810-3567 to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form. Applications are available through the mail, in-person at the Recreation Center or Municipal Services Building or on the City's website (www.cityoflakeforest.com). Completed applications and payment should be mailed to the City of Lake Forest, Memorial Program – Parks, 800 N. Field Drive, Lake Forest, IL 60045 or fax to 847-615-4670 for review and processing.

Criteria for Acceptance

Site Plan: To accept donation for a bench or tree, for a specific property, a site plan must exist showing the available locations for elements. If no plan exists, then a donation may be made to another property. If a plan exists, but does not identify a particular element proposed for donation, the City may accept the donation under certain conditions. Under this circumstance the donation must: 1) meet a true need of the property, 2) not interfere with the intended current or future use of the property and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. At the discretion of the City, a property may be determined to be fully developed and the opportunity for donations would not be available.

Donation Plaques: For benches, donation plaques as approved by the City are to be directly affixed on the seatback, be 2 x 4 inches in size, and are to be made of bronze and purchased through the City using an approved vendor to ensure the highest quality, life and durability. Tree donation plaques will be a maximum 6 x 9 inches in size and mounted on the ground at the base of the tree donation. The City must approve all text for donation plaques.

Tree Selection: A request for certain tree species may be made by the donor from a list of trees provided; however, staff will have the final approval. The size and species will be selected based on appropriateness for site and only trees native to Illinois will be planted.



Conditions

Installation: Installation of donated elements, including the donation plaques, will be completed by City personnel. There will be a one-time autumn planting for all trees. All tree plantings will take place between September and October of each year. Benches may be installed at any time, weather permitting. The installation will be scheduled at a time and date as determined by the City staff so as not to unnecessarily interfere with routine maintenance activities.

Removal and/or Relocation: The City reserves the right to remove and/or relocate donated elements and their associated donation plaques, when they interfere with site safety, maintenance or construction activities. In accordance with previously stated procedures in this policy, if the current information is on file, the City will attempt to inform the donor of any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently removed, the City will seek an alternative location consistent with this policy. If no such agreed upon location can be found, the memorial element and plaque will be returned to the donor.

Maintenance and Damages: When an element is donated, City staff makes a commitment to reasonably maintain that donation for its useful life. The City will make every effort to repair damaged memorial donations. However, the City is not responsible for replacing items, including plaques, due to excessive damage or loss or elements at the end of their life span.

Other Donations

There may be other donations possible, other than those expressly listed or contained within this policy. The City may accept those donations subject to a review by City staff and/or appropriate board(s).

Adopted and approved by The City of Lake Forest Parks & Recreation Board: March 18, 2014

Adopted and approved by The City of Lake Forest City Council: May 19, 2014

The City of Lake Forest

Parks & Recreation – Parks & Forestry Sections
800 N. Field Drive / Lake Forest, IL 60045
Phone: 847-810-3567 Fax: 847-615-4670



Parks & Recreation Memorial Tree and Bench Application

Date: _____

Please select one (Checks payable to: City of Lake Forest):

_____ Memorial Tree (\$1,000) _____ Memorial Bench (\$2,000)

Donor: _____ Daytime Phone #: _____

Address: _____

City/State/Zip: _____ Email: _____

Purpose of donation (check one): _____ In Memory of _____ In Honor of

Please print name as it is to appear on the plaque(s): _____

Additional wording to include on plaque(s): _____

Requested tree species (subject to change): _____

Requested area where tree/bench is to be placed (subject to change): _____

Special instructions: _____

I have read, fully understand and agree to abide by the Memorial Tree & Bench Program Policy

My signature below indicates that I have read this document in its entirety, and understand that:

- A. The Department makes all final decisions, including but not limited to availability, bench location, bench style, tree location and tree species.
- B. All language used on the plaques is subject to approval.
- C. All donated items are the property of the City of Lake Forest Parks & Recreation Department and will be maintained according to the Department policy and priorities.

Signature of Donor: _____ Date: _____

Office Use Only

Date Paid: _____ Tree #: _____ Bench #: _____

<i>Plaque Information:</i>	<i>Tree Information:</i>	<i>Bench Information:</i>
Date Ordered:	Date Ordered:	Date Ordered:
Date Received:	Date Received:	Date Received:
Date Installed:	Date Installed:	Date Installed:

Date family notified: _____