



Richfield Facility Dedication PROPOSAL FORM

The installation of any plaque as a dedication to an individual or group at a City facility must be approved by the Richfield City Council. Please fill out the form below. You will be notified of their decision.

NAME OF DONOR (INDIVIDUAL OR REPRESENTATIVE OF GROUP)		
NAME OF DONOR GROUP (IF APPLICABLE)		
ADDRESS	DAY PHONE	EVENING PHONE
	E-MAIL	
NAME OF PERSON/ORGANIZATION/EVENT BEING HONORED		
FACILITY AT WHICH DEDICATION WOULD BE LOCATED		
SPECIFIC LOCATION OF PLAQUE AT FACILITY		
DESCRIBE THE SIGNIFICANT CONTRIBUTIONS MADE BY THE HONOREE TO THE COMMUNITY (ATTACH AN EXTRA SHEET OR WRITE ON THE BACK OF THIS FORM, IF NECESSARY)		
PLEASE INDICATE THE TEXT TO APPEAR ON THE PLAQUE BEING PROPOSED. (ATTACH AN EXTRA SHEET OR WRITE ON THE BACK OF THIS FORM, IF NECESSARY)		

By signing below, I understand that I, or the group I represent, will take full responsibility for the cost of purchase and installation of this plaque and any other costs associated with the dedication. I understand that this plaque will be donated to, and become property of, the City of Richfield.

I understand that the approval of this dedication may be subject to a criminal background check of the honoree and that a facility dedication may be revoked by the City at a later date should information later come to light that runs counter to the substance and spirit of the dedication policy.

SIGNATURE

DATE

PLEASE FORWARD THIS FORM TO JOHN EVANS AT THE RICHFIELD COMMUNITY CENTER:

BY MAIL OR IN PERSON	BY FAX	BY E-MAIL	BY PHONE
Richfield Community Center 7000 Nicollet Ave Richfield, MN 55423	612-861-9388	jevans@richfieldmn.gov	612-861-9395