

GARDEN CITY PARKS AND RECREATION DONATIONS AND SPONSORSHIP OPPORTUNITIES



**Thank you for considering the Parks and Recreation Department for your donation.
We look forward to working with you.**

MEMORIAL DONATIONS

The City of Garden City Parks and Recreation Department provides the opportunity for members of our community to donate to our park system in honor of loved ones. In order to allow for a coordinated and consistent program for soliciting and recognizing contributions, we have established the following guidelines. The guidelines were developed based on research on the best practices of similar agencies nationwide, the needs and resource capabilities of the Parks and Recreation Department and the desire of citizens to recognize loved ones through monetary contributions providing for specific lasting memorials.

The Parks and Recreation Department stewardship donation guidelines allow for several types of opportunities. We encourage citizens to contact the department to discuss ideas for locations and for donations, however final donation locations will be dependent on the needs of the department and planning processes already underway.

Donations to the City of Garden City may be tax deductible. (Please see your tax advisor.)

Donations will be accepted in the following categories:

- **LIVING LEGACY TREE DONATIONS:** Living memorial donations will be accepted in the form of tree plantings in City parks.
- **STEWARDSHIP BENCH DONATIONS:** Stewardship bench donations will be considered within the City park system.

- **GENERAL DONATIONS:** Donations for general park and recreation purposes are accepted and encouraged.
- **CHILDREN’S CAMP SPONSORSHIP:** Donations for sponsoring a child to attend one or more weeks of the City’s Camp Eagle program is greatly appreciated.
- **STATUES, FOUNTAINS, PLAZAS, GARDENS, ETC.:** Donations of statues, fountains, plazas, gardens, etc. may be accepted under specific circumstances. The Department will determine placement of all such memorials.
- **PARK NAMING OPPORTUNITIES:** Naming of a park as a memorial may be submitted under the Parks and Recreation Department's Park Naming Policy.

LIVING LEGACY TREE DONATIONS

The Living Legacy tree program provides individuals and organizations with the opportunity to honor people and commemorate special events by planting trees in city parks within the Garden City.

Trees may be donated by individuals in memory of a loved one, or to celebrate special events such as the birth of a child, or to observe a wedding. Businesses may wish to dedicate a tree to an outstanding employee, a new building, or upon reaching certain milestones. Other organizations may want to dedicate a tree as a living asset to the surrounding community.

Garden City’s extensive city parks system is continually growing and trees are a great way to increase the beauty of our city and provide countless benefits to this community. Your tax-deductible contribution will be used to purchase trees to be planted in the Garden City parks system and the City Parks personnel will care for the trees. Contributions for one or more trees are gratefully accepted.

Although we accept living legacy requests year-round, trees will only be planted in the spring or fall to give the trees the best chance to survive. Through communication between the City Parks staff and the contributor, an approved species will be chosen based on the desired planting site. Deciduous trees will be at least 2 inches in diameter (approximately 10 to 12 feet tall) and evergreen trees will be 5 to 6 feet in height. Most trees cost \$175 but the price may vary due to species, size, and time of purchase.

Living Legacy contributors are always welcome to attend the tree planting. If you have any questions regarding the Living Legacy Program, please contact a Parks and Recreation staff person at 912-966-7788.

STEWARDSHIP BENCH DONATION

The Parks and Recreation Bench Stewardship Program allows community members to make a donation to the department for the purchase, replacement, or refurbishment and maintenance of a park bench. The bench stewardship donation includes a plaque commemorating a person for the life of the bench. The bench stewardship program is a way to honor a loved one while supporting the ongoing maintenance of Garden City’s park system.

The stewardship bench donation of \$3000 includes the bench, plaque, installation, and maintenance for the life of the bench. The plaque inscription may be up to 70 characters.

Bench Donation Process and Procedure:

1. Contact the Parks and Recreation Department's Director at 912-966-7788 or cducey@gardencity-ga.gov to go over the details of the program to determine if the program fits your need.
2. Determine the final location with the department representative.
3. Submit the signed and completed application form with a donation made out to the City of Garden City Parks and Recreation Department.
4. After the donation is received, the bench location will be reserved for you.
5. All orders will be placed in April and September. Once the bench is ordered, a final proof of the plaque text will be sent to you for approval.
6. All benches will be installed in the requested location within 2 months of receipt of the bench.
7. The applicant will be notified of bench installation upon completion.

GENERAL DONATIONS

General donations gifted to the Parks and Recreation department will be acknowledged by a letter from the Garden City City Council. Funds generated by these donations will be used to best meet current needs of the department as determined by the Director and/or the City Manager. From time to time, the department may be accepting donations for a specific project to benefit the department. A list of opportunities for project-specific donations will be maintained and provided to those who express interest.

CHILDREN'S CAMP EAGLE SPONSORSHIP

The City offers a summer camp program for children ages 6-12 at low cost. Donations for sponsoring a child to attend one or more weeks of the City's Camp Eagle program is greatly appreciated.

STATUES, FOUNTAINS, PLAZAS, GARDENS, ETC.

Memorial Donations which are large in scale are generally not encouraged however, to the extent that projects of this nature are consistent with park planning processes they may be considered on a case-by-case basis. Donors may contact the department to discuss their idea.

PARKS AND RECREATION EQUIPMENT NAMING OPPORTUNITIES

The naming or re-naming of park and recreational sites within the park system will be considered on a case-by-case basis. Donors may contact the department to discuss their idea.

Donation Requests

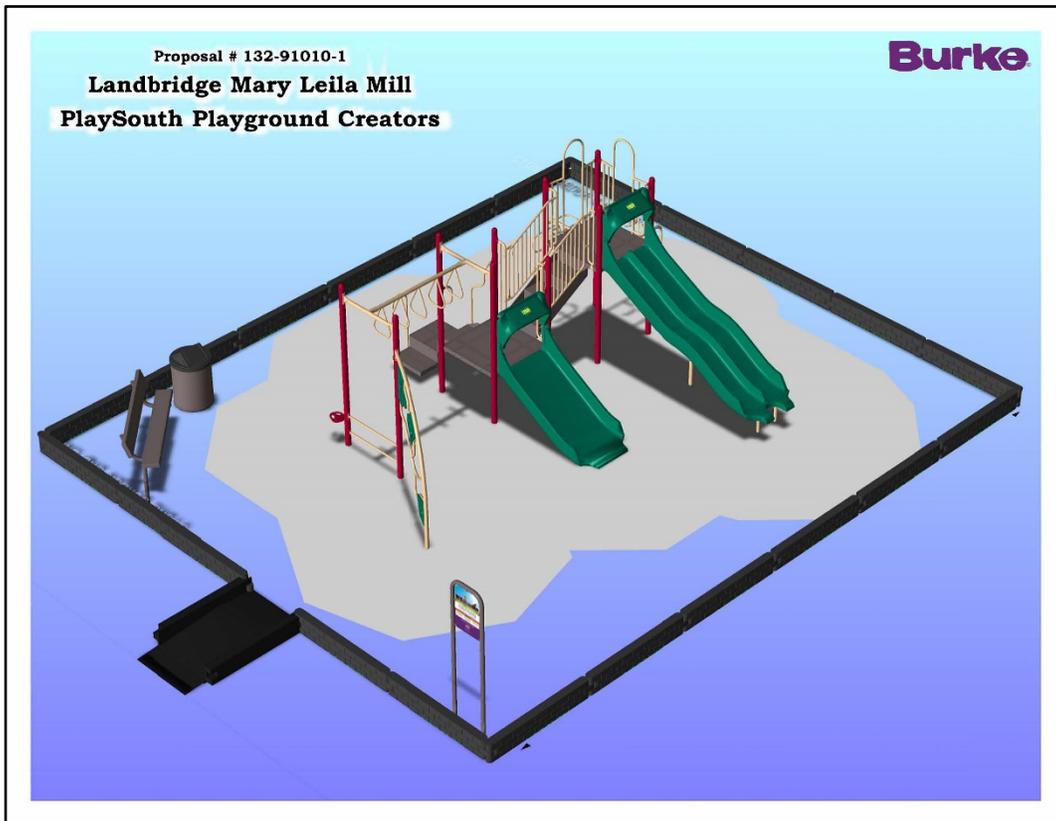
If you would like to request a donation for your group or organization, please send a letter to or call the Department at the following:

**The Garden City Parks & Recreation Department
160B Priscilla D. Thomas Way
Garden City GA. 31408
(912) 966-7788**

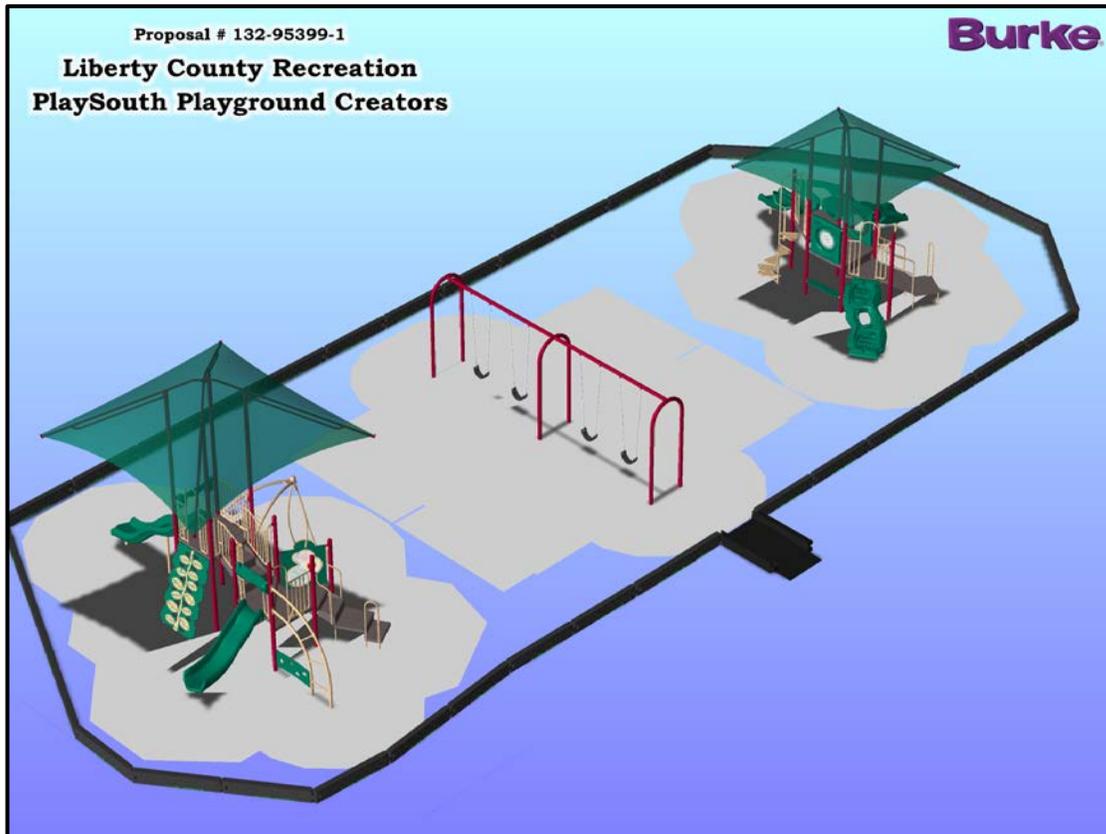


G A R D E N C I T Y

PLAYGROUND EQUIPMENT WITH A 30' X 35' FOOTPRINT. APPROXIMATELY \$25K DELIVERED & INSTALLED.



PLAYGROUND EQUIPMENT WITH A 37' X 90' FOOTPRINT. APPROXIMATELY \$55K DELIVERED & INSTALLED.



PLAYGROUND EQUIPMENT WITH A 47' x 72' FOOTPRINT. APPROXIMATELY \$73K DELIVERED & INSTALLED.



GARDEN CITY PARKS AND RECREATION DEPARTMENT BENCH STEWARDSHIP PROGRAM

The Parks and Recreation Bench Stewardship Program allows community members to make a donation to the department for the purchase, replacement, or refurbishment and maintenance of a park bench. The bench stewardship donation includes a plaque commemorating a person for the life of the bench. This program is a way to honor a loved one while supporting the ongoing maintenance of Garden City's park system.

Process and Procedure:

1. Contact the Parks and Recreation Department to go over the details of the program to determine if the program fits your need.
2. Determine the final location with the department representative.
3. Submit the signed and completed application form with a donation made out to the City of Garden City Parks and Recreation Department.
4. After the donation is received, the bench location will be reserved for you.
5. All orders will be placed in April and September. Once the bench is ordered, a final proof of the plaque text will be sent to you for approval.
6. All benches will be installed in the requested location within 2 months of receipt of the bench.
7. The applicant will be notified of bench installation upon completion.

Details of the Program:

- Benches are ordered and installed twice per year and installed within 2 months of receipt of the bench.
- The style and size of the plaque is pre-determined based on the corresponding bench style common to the park location.
 - Stewardship benches commonly accommodate a 2" x 10" inch zinc plaque, allowing up to 70 characters.
 - No advertising is allowed on the plaque; however, a business may be mentioned in terms of a connection of person to that business: "For John – Founder of Smith's Store". The business will need to align with the department's mission of environmental and social sustainability. The department has the right to deny placing the name of a business on the plaque.
- All plaque language will be reviewed by three staff members. Final approval of plaque language will be made by the Parks and Recreation Department Director.
- Benches are available to commemorate events or people who are alive or deceased.
- Bench location requests are reviewed and will be approved by city staff.
- Benches remain property of the City of Garden City.

Stewardship Terms and Costs:

- The Bench Stewardship Donation includes the bench, plaque, installation and maintenance for the life of the bench (approximately 10-15 years). The stewardship may be renewed upon receipt of an additional stewardship donation. The life of the bench will vary based upon its location, exposure to the elements and level of use.
- The applicant may renew the agreement by contacting the department prior to the end of the stewardship term. If the agreement is not renewed prior to the expiration of the term, staff may remove the plaque and the bench location will once again be available for a new stewardship agreement. Staff will attempt to get in touch with the original donor.
- In the case of unforeseen circumstances, the City cannot guarantee that the original intention of this agreement can be upheld. If the location of the bench is scheduled for a change of use, benches would be permanently removed and the donor will be notified.
- Major park renovations may alter the exact location of the stewardship bench. The bench location will remain within the original park site until the end of the stewardship term. Staff will make their best effort to maintain the original intent of the bench location.



G A R D E N C I T Y



G A R D E N C I T Y

Parks and Recreation Department Bench Application

Date: _____

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

E-mail: _____

Preferred method of communication:

Plaque Inscription (3-line limit with a maximum of 70 total characters):

Desired Location (final location to be determined after site evaluation):

I have read and understand page 1 and 2 of the bench stewardship program.

Signature Required: _____ Date: _____