

Park Donations and Memorials

Reference Number PAR 03.00.02

Purpose

To provide guidelines for approving and accepting donations in City park facilities.

Scope

This policy applies to all park facilities, excluding Bayview Cemetery. This policy does not apply to land donations.

Definitions

"City" refers to the City of Bellingham Parks and Recreation Department.

"Donation" refers to equipment, material, money or any other items given to the City which becomes the sole property of the City at the time of donation, to be owned and managed in the best interest of the City. Also refers to items that are accepted by the City, either verbally or in writing or by virtue of use, unless otherwise stipulated in a written agreement.

"Standard Plaques" refers to flat or flush-mounted markers either free standing or attached to an object in a park or facility.

Policy/Conditions

1. City Accepts Donations of Equipment, Material, Money, or Other Items

All donations accepted should respond to a recognized need within the City and therefore support services identified by the City.

Donors may be required to pay all associated expenses for donations such as park benches, trees and other items supplied, fabricated or installed for or by the City.

Donations become the sole property of the City at the time of donation, to be owned and managed in the best interest of the City.

2. City Develops Procedures, Approval and Documentation Process for Accepting and Managing Donations.

Donations shall be handled in accordance BMC 4.90.

Donations of art to be placed in parks must also be approved by the Bellingham Arts Commission and the Mayor, in accordance with PRA 19.00.01.

Donations may be submitted to the Parks and Recreation Advisory Board for recommendation, at the discretion of the Parks and Recreation Director.

3. City Determines Standards for Recognition of the Donation

The City has standard recognition plaques; variation from identified standards must be approved by the Parks and Recreation Director.

Parks and Recreation Department staff approves the location and text for plaques.

All signs and plaques shall be installed by the City unless otherwise approved by the Parks and Recreation Director.

3. City Reserves the Right to Deny Approval

Any donation may be denied approval for any reason as determined by the Parks and Recreation Director.

4. City Reserves the Right for Removal

Any donation may be removed or relocated if damaged, the life of the asset has expired, a hazard exists, a conflict is identified, or after 10 years. Removal may occur without notification.

Status	Active
Level	Departmental
Chapter	Parks, Recreation and Cemetery
Section	
Developed By	Byron Elmendorf, Parks and Recreation Director
Issued	7/1/1997
Revised By	Parks Policy Review Committee
Revised	1/15/2019
Approved By	Leslie Bryson, Parks and Recreation Director
Reviewed	
Archived	
Create Copy	No