



Orono Park Donation Program

Dear Friend of Orono Parks:

We are delighted that you are interested in contributing to Orono's park system! The Orono Park Donation Program was established to give individuals, families, and organizations the ability to enrich and grow our parks, trails and open spaces. Whether you want to celebrate a special occasion, remember a loved one, give back to the community or enhance a specific park, there is an opportunity to do so through one of the donation suggestions listed in this guide. A plaque or certificate commemorating your donation is an additional option available to you.

Donation Process

Step 1: Inquiry

Donors complete the attached Donation Form and indicate the item to be donated and the preferred park location.

Step 2: Confirmation

City personnel will confirm that the item is available for donation at the desired location. If not, suggestions will be given for other appropriate items or locations. Should a plaque be desired, donors will also receive approval for the plaque inscription.

Step 3: Payment

Once an item and location are agreed upon, the donor finalizes the Donation Form and returns it with a check to the City of Orono.

Step 4: Approval

The City will send a receipt acknowledging that the donation has been received and provide an estimated installation date.

Step 5: Installation

The City will install the donated item in a timely manner, weather permitting.

Donation Opportunities

Donation descriptions and costs are listed in the following three categories: Park Amenities, Additional Options, and Park Fund Support.

Park Amenities

The gift of a bench or other park amenity is a wonderful way to enhance a park while honoring a loved one, marking a special memory, or celebrating a joyous occasion!

The amenities chosen by the City of Orono are made of recycled plastic and are durable, easy to maintain and environmentally responsible.

Bench



Orono has selected a standard 6' bench (pictured above). Donation amount: \$650.00.

Picnic Table



Orono has selected a picnic table that offers handicap accessibility (pictured above). Donation amount: \$1640.00.

Bicycle Rack



Orono has selected a bicycle rack that is sturdy and readily accommodates several bicycles. Donation amount: \$515.00.

Depending on their exact location, benches, picnic tables, and bicycle racks may require the installation of a concrete pad. That determination will be made by City Staff and be paid for by the City of Orono.

Additional Options

The City of Orono recognizes that some donors may have a specific gift in mind other than those listed above. These could include trees, plantings, trails within parks, drinking fountains or public art. Donors considering such gifts are asked to discuss their donation with members of the Park Commission or City Staff.

Park Fund Support

Orono maintains a wide range of park and recreational opportunities for its citizens. Donations to help support the general park fund are always accepted and appreciated!



Donation Program Policy

Your decision to make a donation to support Orono Parks is truly appreciated. To ensure that you receive recognition and potential tax deductibility, the City has enacted the following policies.

These have been designed to appropriately manage and protect Orono's guiding philosophy, its park resources, and to ensure a quality visitor experience. These policies do not supersede existing regulations or ordinances of the City of Orono.

Tax Deductibility

- Donors will receive a receipt that includes the date and amount of their donation.
- Donors are advised to consult with their own tax advisor to determine any potential tax deductibility.

Site

- Placement of park amenities in the City park system are subject to approval by City Staff and will be dependent on the needs of the City and planning processes already underway.
- The City retains the right to remove and/or relocate a donated amenity and plaque at any time when they interfere with site safety, maintenance or construction activities. If an amenity must be relocated, the City will notify the donor. In certain situations, such as safety or emergency situations, the notification may be made after the action is taken. If an amenity must be permanently removed, the City will seek an alternative location.

Optional Plaque

- Donated amenities become the property of the City of Orono. Donors requesting a plaque will have one installed by the City at no cost. The plaque is symbolic of the donation rather than entitling the donor to ownership of the particular amenity.
- Plaques will be cast bronze with a beveled edge border. Plaques will be 10" x 3" and allow up to four lines with 24 characters per line (see example at right).
- Donors are encouraged to choose wording that is uplifting, inspirational or promote enjoyment of the park. Suggested language for plaques is:



Dedicated to (Name)
(Year Installed)

- Plaque language is subject to approval by City Staff. Dates indicating lifetime of a deceased person or persons will not be permitted. Messages of a private nature and acronyms are also not permitted.
- Permanent plaques are not allowed on trees or any living landscape element.

Approval Process

- Donation requests will be processed in the order received.
- Park amenities will be constructed of materials approved by the Park Commission and City Staff to meet the design and maintenance considerations of the City. Amenities will be selected based on durability, ease of maintenance, environmental factors, and aesthetics.
- Complete funding for the donation must be processed before the commencement of any work. Donation levels for benches, tables and bicycle racks may be adjusted periodically.

Maintenance and Life Cycle

- The long-term care and maintenance of donated park elements are important to both the donor and City. The City will determine the level of maintenance required based upon available budget funding and the type of care needed to reasonably maintain the donation.
- The City considers it its duty to maintain the donation only for the expected life cycle of the amenity. Therefore, replacement may be necessary after approximately 10 years. Preference for replacement will be given to the original donor.
- If the City is unable to contact the donor or the donor chooses not to participate in replacement of the amenity, the plaque will be removed and a new donor will be sought.



Orono Park Donation Application

Applicant Information

Donor Name

Address

City, State, ZIP

Daytime Phone

Email

Donation Information

Amenity to be Donated

Desired Location (park name or street address)

Donation Amount (please see program for current donation levels)

Optional: Proposed Plaque Text (reviewed for appropriateness to policy and subject to approval)

Sign & Send

I have read, fully understand, and agree to abide by the attached Donation Program Policy.
Signature of Donor

Date

Please complete and return this form with your check for the total amount (payable to "City of Orono") to: City of Orono, P.O. Box 66, Crystal Bay, MN 55323-0066. If you have any questions, please contact a Park Commissioner or City Staff at 952-249-4600.