Olathe Parks and Recreation Memorials and Donation Policy

A. Purpose
   a. The purpose of this policy is to provide guidelines and procedures for accepting monetary donations for the Tree and Bench Donation program memorials

B. Scope: This policy shall apply to donations of cash, property or amenities having an estimated fair market value of $5,000 or less. Donations which exceed $5,000 will need to be presented directly to the Parks and Recreation Director for consideration.

C. Guidelines and Procedures:
   a. A person or organization wishing to donate cash or property to the City of Olathe Parks and Recreation Department, hereby referred to as “donor”, shall submit an online application for their request.
   b. Groups and/or individuals may donate or adopt park features that would:
      i. Memorialize and/or honor an organization, a loved one or family member
      ii. Commemorating a special event or milestone
   c. What can be donated and/or adopted:
      i. Trees
      ii. Benches
      iii. Park Features can include, but not limited to items such as playground items, pet waste stations, drinking fountains, picnic tables, or other items appropriate for a park or trail amenity
      iv. Donations related to art, statues, and/or other historic items of commemoration must be reviewed through the park and recreation foundation, Mahaffie foundation and/or the Olathe art commission for review and final approvals
   d. Locations:
      i. Locations will be determined by the Park and Recreation Director or designee
      ii. Location restrictions may apply to various parks determined by historical significance or other considerations
   e. Time Restrictions
i. Trees, benches, and plaques will be replaced and maintained by the City of Olathe parks and recreation department for a period of 10 years after donation for normal wear and tear. Items subjected to theft or vandalism will be the responsibility of the donor to replace.

ii. After 10 years, donors may renew the memorial at the going rate and extend the memorial for the next 10 years. If not renewed the City of Olathe cannot guarantee that the items will be replaced or repaired, and items may be removed without notice.

iii. The ordering and planting of trees, plaques and other items often take months to complete and plantings may be done seasonally, please allow several months for a donation to be completed once donation payment has been made.

f. Costs

i. Benches – Bench donations include the cost of a 3” x 5” plaque

1. Recycled plastic composite benches with poured concrete base
   a. New: $1500
   b. Adopting Existing: $1000

2. Approved Redwood Benches with poured concrete base
   a. New: $750
   b. Adopting Existing: $500

ii. Trees

1. Donation of trees must be approved by staff arborist based on soil, shade and other considerations. The City of Olathe will plant a minimum two-inch (diameter) caliper tree. Trees will be in selected city parks and accompanied by a 3” x 5” plaque containing a brief message limited to phrases such as In Loving Memory of, Dedicated to or In Honor of. All plaque messaging will need to be approved by Park and Recreation Director and/or their designee.
   a. New: $750
   b. Adopting Existing: $500

iii. Other Features

1. To be determined based on market rates