

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

