

# PARK DONATION PROGRAM

*Plant a tree and grow a memory. Sponsor a bench and solidify a remembrance.*



The Lincolnwood Parks and Recreation Department's park donation program is a wonderful way to memorialize a loved one, commemorate a special occasion, or honor someone special to you. Trees and benches may be installed in any community park and along the Union Pacific Path. Our team will work closely with you to assist in the selection and determination of the installation location within the park desired for the item chosen.

**Seeking a more unique donation opportunity?** Please contact the Parks and Recreation Department at 847-677-9740 if you are interested in donating a unique park amenity such as a playground, pavilion, outdoor artwork, etc.

## Donation Type (please check one)

- Tree - \$850 (includes 6x8" plaque anchored in cement)
- Bench - \$2,715 (includes 2x10" plaque on bench)
- Other - Equipment and Installation Cost TBD (full donation coverage required)



## Tree Donation Details

Please select one of the following tree species. After receiving the form, the Village's Arborist will determine which trees within the species are available for the upcoming planting season and our team will coordinate with the donor to select an option that will thrive in the community park environment.

- Shade
- Ornamental
- Evergreen

## Contact Information

Donor Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

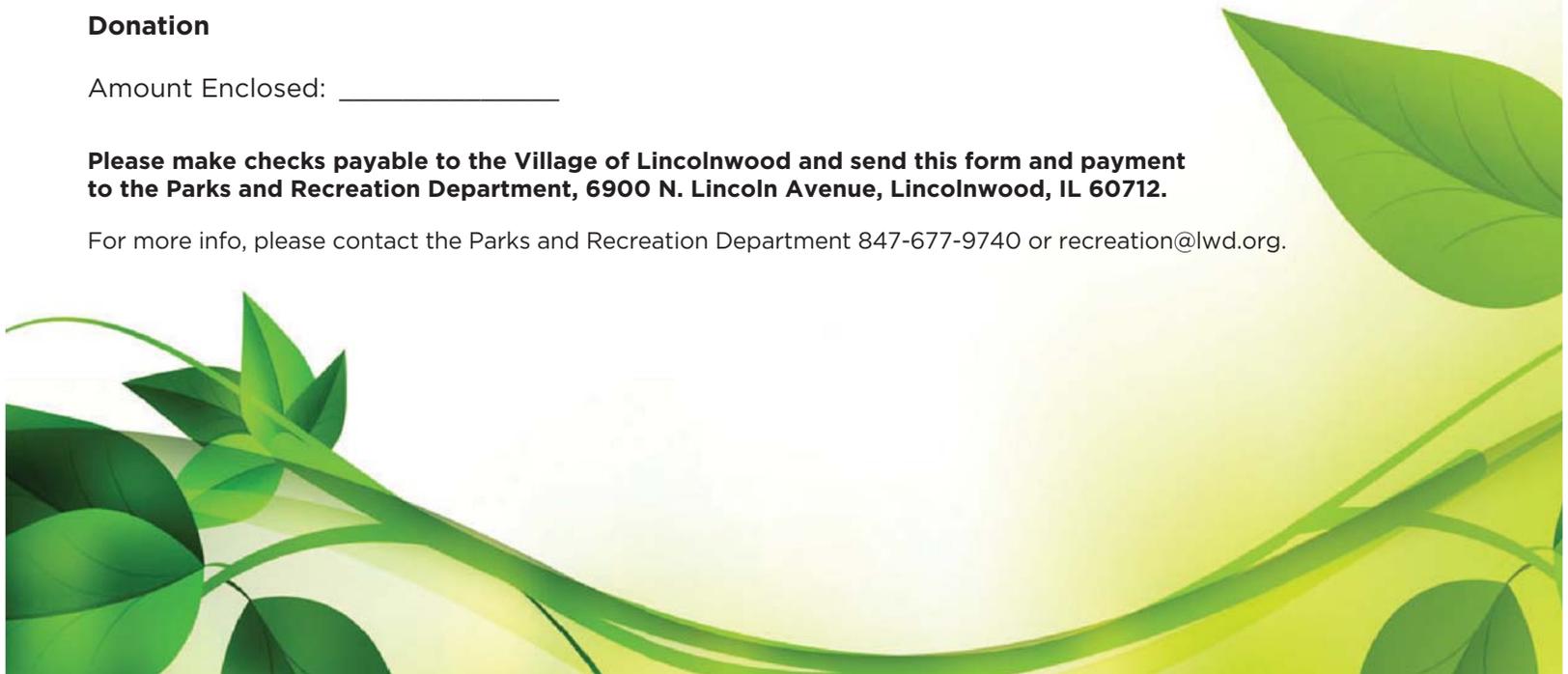
Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

## Donation

Amount Enclosed: \_\_\_\_\_

**Please make checks payable to the Village of Lincolnwood and send this form and payment to the Parks and Recreation Department, 6900 N. Lincoln Avenue, Lincolnwood, IL 60712.**

For more info, please contact the Parks and Recreation Department 847-677-9740 or [recreation@lwd.org](mailto:recreation@lwd.org).



# PARK DONATION PROGRAM TERMS AND CONDITIONS

This information is intended to clarify the terms, conditions, and requirements for the park donation program. Please contact our team at 847-677-9740 if you have any additional questions before submitting the form.

1. Complete funding of the donation must be processed before the purchase of any equipment or commencement of any work.
2. Village staff will work with the donor to find a mutually agreeable location and tree species where applicable.
3. Donations of trees, benches, etc. can be made at any time. Village staff will work with the donor to determine the best time to schedule the planting or installation. This process involves multiple variables and it may be aligned with regularly scheduled concrete installations or tree plantings. Trees are typically planted in the spring or fall to ensure the best opportunity for success.
4. All Village of Lincolnwood ordinances must be followed
5. The tree donation fee will be applied to the purchase, planting, initial maintenance, and plaque. The bench donation fee will be applied to the purchase, installation, and plaque.
6. Donation Periods:
  - a. The Village will use best management practices to encourage trees to thrive. The overall health of the tree is guaranteed for up to one year after installation. If a tree does not thrive in the first year, the Village will replace it during the next seasonal tree planting.
  - b. The donation period for a bench is 10 years. If the bench is damaged beyond repair within that timeframe, the Village will replace the bench with a similar type, if available, and plaque. After the 10 year donation period, the donated bench will remain in place while in good condition. When a bench is no longer in good condition, it will be removed.
7. The Village retains the right to relocate a donated element and plaque at any time. If an element needs to be relocated, the donor will be contacted utilizing the contact information included on this form to discuss alternative locations. The Village will make the final determination on relocation.
8. All language and images on donation plaques are subject to Village approval. The Village reserves the right, in its sole and absolute discretion, to reject any language or image that is discriminatory, vulgar or profane, appealing to prurient interests, or in violation of any applicable local, state, or federal law or regulation.

I have read, fully understand, and agree to abide by the Tree and Bench Donation Program. My signature below indicates that I have read this form in its entirety and that I understand and agree to the Terms and Conditions listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Office Use:

Date Received: \_\_\_\_\_ Initial: \_\_\_\_\_

Donor Contacted: \_\_\_\_\_ Initial: \_\_\_\_\_

Donation Purchased: \_\_\_\_\_ Initial: \_\_\_\_\_

Donation Installed: \_\_\_\_\_ Initial: \_\_\_\_\_