



Jericho Underhill Park District    P. O. Box 164    Underhill, VT 05489

802-899-2693

[www.millsriversidepark.org](http://www.millsriversidepark.org)

[JUPDistrict@gmail.com](mailto:JUPDistrict@gmail.com)

# **PARK MEMORIALS AND DONATIONS POLICY**

## **PURPOSE**

The purpose of this policy is to establish guidelines, standards and procedures for the purchase and installation of donated memorials and park elements (donations) to Mills Riverside Park (MRP). Donations may include, but are not limited to, plaques / memorials, park benches, picnic tables, trees, and other types of donations, all of which are subject to Jericho Underhill Park District (JUPD) Board's approval.

## **GUIDELINES FOR DONATIONS**

**Existing & New Donations** - Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of the policy shall be subject to any sections of this policy that may be applicable.

**Appearance and Aesthetics:** JUPD desires to encourage donations while at the same time manage aesthetic impacts and on-going maintenance costs. All donations should reflect the character of the park.

Upright monuments or monuments resembling those typically found in cemeteries may not be installed at MRP and will not be accepted as donations.

This policy does not apply to buildings, structures, land or public art as noted below.

## **STANDARDS FOR DONATIONS**

**Purchase and Installation Costs:** The purchase and installation of the donation shall be the responsibility of the donor. All donations will be installed in such a manner that will not substantially change the character of the park or its intended use.

Please note, the bridge accessing the park is limited to pick-up trucks and passenger vehicles under 10,000 lbs. Vehicles exceeding this limit are prohibited and will require special permission and instructions by the JUPD board.

**Locations:** Applicants should nominate a preferred site / general location for the placement of the donation. Locations off limits are the driveway & parking areas and the playing fields. Other restrictions may apply due to the conservation easement on this property which is held by the Vermont Land Trust.

**Maintenance & Repair:** All donations placed at MRP becomes the property of the JUPD at the time of installation. JUPD shall provide normal maintenance of the donation during its useful life. Normal maintenance generally includes mowing, raking, pruning and general cleaning of the surrounding grounds as well as some minor repair.

JUPD is not responsible for replacement of damaged or stolen donations.

**Relocation or Removal:** JUPD reserves the right to remove and/or relocate donations when they interfere with site safety, maintenance or construction activities.

In the event a donation must be relocated, JUPD will seek an alternative location consistent with this policy.

A donation that has reached the end of its useful life, or is damaged or destroyed for any reason, may be replaced.

In accordance with previously stated procedures in this policy, JUPD will send a letter to the donor notifying any action related to the disposition of the donation. In certain situations, such as safety or emergency situations, the notification may be made after the action has been taken.

## **APPLICATION PROCEDURE**

**Application:** The donor must contact the JUPD Chairperson to determine whether a donation is acceptable based upon criteria contained in this policy. If a donation can be accepted, the donor will complete an application form (attached below) and direct it in writing to:

**Jericho Underhill Park District, Chairperson, PO Box 164, Underhill, Vt. 05489.**

The donor will be contacted regarding the board's position on acceptance.

## **ACCEPTANCE OF A DONATION**

**Criteria:** To be accepted, a donation must meet previously outlined guidelines subject to JUPD Board evaluation and decision.

JUPD reserves the right to determine whether the park is fully developed and therefore, no donations would be accepted.

## **PLAQUE/MEMORIAL ACKNOWLEDGEMENTS**

A standard stainless-steel plaque with laser etched wording is preferred. Size not to exceed 3"x 5" and the messages should be simple, 2-3 lines. Shall not include birth or death dates. Wording is subject to approval.

## **PARK BENCHES and PICNIC TABLES**

### **Standard Design**

- All construction will be from pressure treated wood
- Styles shall be similar to those currently found at MRP
- Recognition plaques are acceptable, reference plaque definition above for specifics
- Must be anchored down



## **TREES AND SHRUBS**

Tree & Shrub selection for the park will be scrutinized and evaluated by JUPD to determine effects to the native environments at MRP. Accordingly, the location, size and species of trees and shrubs donated shall be limited to those approved by the JUPD Board.

## **OTHER DONATIONS**

Donations other than those expressly listed or contained within this policy may be possible. Requests for all donations will be accepted for consideration but are subject to a review by the JUPD Board.

## **BUILDINGS, STRUCTURES, LAND AND PUBLIC ART**

Donated buildings, structures, land and public art are subject to full review and approval of the JUPD Board and are not considered to be part of this policy.

**Jericho Underhill Park District**  
**Memorials And Donations Application**

To request a donation to Mills Riverside Park, please complete this form and send it to:  
**Jericho Underhill Park District, Chairperson, PO Box 164, Underhill, Vt. 05489.**

**Donor Information:**

Name: \_\_\_\_\_

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

City: \_\_\_\_\_, State: \_\_\_\_\_, Zip code: \_\_\_\_\_

**Contact Information:**

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Donation Information:**

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred Location:

\_\_\_\_\_

\_\_\_\_\_

Recognition plaque proposed wording:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Donor signature \_\_\_\_\_ Date \_\_\_\_\_

Your signature on this form indicates that you understand that donations are subject to the approval by the JUPD Board. JUPD is not responsible for purchase, installation, theft, vandalism, or the normal wear and tear to the donation.