

DRAFT_Park Donation Policy

Limited to Medina & **Former** Residents Only:

The City of Medina's **Giving** Program (also known as the **Donation Program**) is a wonderful way to donate a park bench or table to Medina's Parks:

Commemorate a loved one celebrate an event or simply as a way to give back to the community

The information in this Guide covers bench and table donations only. Thank you for your generosity and for considering a donation to the City of Medina!

COST

Benches are \$4,000. Picnic tables are \$6,100. (subject to yearly cost increases)

Your donation includes:

1. The purchase of a new bench/table or the refurbishment (**Show info**) of an existing bench/table. The price of a new bench/table or a refurbished bench/table is the same.
2. Installation
3. **Fifteen years** of routine maintenance and repairs of bench/table

Donor sources and pays for Bronze Plaque (see below)

Donated benches and tables are property of the City of Medina. The City retains the right to remove, relocate and shall otherwise have sole control over item. If relocating and within the **fifteen year** period, staff will attempt to contact the donor to select the new location, but City staff will make the final decision.

LOCATION

The City of Medina currently has 5 beautiful parks to choose from. A complete list of Medina's parks is available on the application. Bench and table styles are predetermined and specific for Medina's Parks. Please refer to the Bench and Table Pricing if you have a budget you'd like to work with.

Many popular Medina Parks have reached their limit of benches and tables. Due to the generosity of donors, the following parks are unavailable to receive additional bench or table donations:

Beach Park

Viewpoint Park

Lake Lane

Once you've determined your park of interest, please send an email to @medina-wa.gov with your initial availability inquiry. Personal site visits to your park of interest are strongly recommended.

PLAQUE:

One bronze plaque, 3" in height by 12" in length, is **not included** in the price of a donation for a bench or table.

The plaque will be mounted on the backrest of the bench or in the middle of the table.

Plaque content is encouraged to be positive and is subject to review and approval by City staff.

Only one 3" x 12" bronze plaque is allowed on each bench or table.

Spelling and content accuracy are the responsibility of the donor.

Upon request by the original donor, an existing plaque can be removed (by the City) and a new replacement plaque can be purchased by the donor (and installed by the City).

TAX DEDUCTIBLE:

The City of Medina is a municipal organization. Donations may be tax-deductible. Contact the IRS or a tax adviser for confirmation.

NEXT STEPS:

Complete and submit the **Giving Program** Application. Online method is preferred.

Mail or drop off donation payment.

The donation process formally begins once the Application and the entire donation amount is received.

Bench/table locations are not held without receipt of completed Application and full payment.

Checks are accepted. Cash and credit cards are not accepted at this time.

Checks can be made payable to the City of Medina and be attached to the **Giving Program** Donation Application.

TIMELINE & DURATION:

The entire donation process(Show info) may take up to six months, depending on availability of the Public Works Staff.

Upon the completion of the donated item, the donor is notified via email or phone call and a receipt is sent by mail.

Initial installation or refurbishment(Show info) , routine maintenance and park placement of the bench or table is guaranteed for a **fifteen year** period.

After the **fifteen year** period, existence and/or maintenance is not guaranteed and the disposition of the gift is at the sole discretion of the City of Medina. The bench or table will not be resold and the plaque will not be removed by the City (unless requested by the donor).