



Approved 7-28-2009

The Arlington Parks and Recreation Commission receives many requests annually to install park benches, various plantings and other amenities at facilities under their jurisdiction. It is the intent of the Commission to encourage and facilitate public and private gifts, bequests, and such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit the Town's park and recreation system. This policy has been put in place to facilitate the process.

Park Furnishings and Trees/Plantings

People may donate new or replacement park benches, picnic tables or bike racks. They may also choose to donate trees or landscape plantings. All donations shall contribute to the overall park visitor experience and preserve the visual character of the park setting. Placement of a donated item is at the sole discretion of the Park and Recreation Commission. A donor may request a specific park/property but the Park and Recreation Commission will ultimately decide the park and exact location within the park. This may be based on an existing design plan for the property, or if no plan exists, where placement is deemed a park or recreational necessity and consistent with overall design standards of the park.

Donation Costs: (Actual equipment cost + installation fee + estimate of maintenance over 8 years)

Park Bench \$ 3000.00 (installation & maintenance for 8 years)

Picnic Table \$ 4000.00 (installation & maintenance for 8 years)

Bike Rack \$ 3000.00 (installation & maintenance for 8 years)

Planting/Tree \$ Cost of planting plus \$1,500 (installation & maintenance for 8 years)

Policy Details

1. This policy is designed to enable residents and park users to support Town of Arlington parks through a tax-deductible contribution. Donations will be acknowledged by a letter to the donor and recognized by the Park & Recreation Commission in the Town's Annual Report. The donation does not entitle the donor to ownership of any donated item. Gifts are accepted with the full understanding that they become the property of the Town of Arlington and are subject to the laws, policies and procedures that govern Town of Arlington parks.

2. Only bench, picnic table, bike rack and tree/planting donations are covered by this policy. A donor requesting any other type of donation must apply separately to the Parks and Recreation Commission. Depending on the nature of the donation, it may be referred to the Board of Selectmen and/or Public Memorials Committee for approval.

3. Donation applications will be reviewed throughout the year; however, installation of furnishings and plantings will be installed only twice per year – spring and fall. Specific types of trees may only be planted in the spring and will be dependent on the recommendation of the Town's Tree Warden.

4. Complete funding for the donation must be processed before the commencement of any work. The

current costs are stated above and include the cost to purchase, install and maintain the donated item for a period not to exceed 8 years. These amounts are adjusted periodically.

5. Life Cycle of Donations – Donated items will be maintained only for the expected life cycle of the item. Because park furnishings only last for a matter of years before requiring complete replacement, donated furnishings in a particular location may become available for renewal after 8 years with preference given to the original donor. If current information is on file, the donor will be given the opportunity to take further action at the expiration of the original life cycle of the donated item. If we are unable to contact the donor or the donor chooses not to renew, any plaque will be removed and the site will be offered to a new donor. It is important that the donor always keep their contact information current with the Recreation Department.

6. The Commission retains the right to relocate a donated item and/or plaque at any time. If a donated item needs to be relocated, the Commission will contact the donor to discuss alternative locations. The Commission will make the final determination.

7. The Commission, with input from the donor and Town's Tree Warden, will determine the tree / planting species and location. Trees and plants that appear on the Massachusetts Prohibited Plants List will not be accepted for any location. A list of these invasive plantings can be found [here](#).

8. All furnishings (bench/picnic table/bike rack) will be uniform - to conform to the style of furnishings installed at the site already or of a standard style as determined by a site design plan or standard set by the Commission. All furnishings will meet the standards of the Commission for design, durability, and construction. Any donated item may only be installed in a new location with the approval of the Park Commission.

9. Recognition Plaques - Recognition plaques may be placed on bench, table or bike rack donations but not on "green" donations (trees or plantings). Information on the plaque may include the following:

- Date (mm/dd/yy)
 - Name
 - If the donation is commemorating an event or the life of an individual, the plaque may say:
 - "Dedicated to..." or
 - "Donated By..." or
 - "Commemorating the Anniversary of ..." or
 - "In Recognition of ..."
 - The size of the standard bronze plaque may not exceed 8 inches by 2 inches by inch.
- Placement of all bronze plaques shall be consistent on all furnishing.

10. This policy does not supersede the bylaws and/or regulations of the Town of Arlington or any other regulating authority within the Town.