

**City of St. Louis, Michigan  
Parks and Recreation Commission  
Donation Policy**

Thank you for inquiring about making a donation to the City of St. Louis, which will directly benefit its citizens through the long-term goals of the Parks and Recreation Commission. We look forward to working with you, whether you choose to donate a specific item, cash or property. Below you will find an overview of the donation process, an application form and contact information.

If you wish **to make a cash donation**, please complete the donation form and send your check or money order, made payable to the City of St. Louis, to:

**City Clerk**  
300 N. Mill Street  
St. Louis, Michigan 48880  
(989) 681-2137 ext.1

You will receive a receipt acknowledging your donation. Thank you!

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If you wish **to donate a specific item or property**, complete the attached *Donation Form* and return to:

**City Clerk**  
300 N. Mill Street  
St. Louis, Michigan 48880  
(989) 681-2137 ext. 1

Your application will be forwarded to the City Manager and reviewed in a timely manner. You will be contacted promptly to discuss your wishes. Final authorization rests with the City Manager.

The City appreciates the generosity of donors. The purpose of this policy is to establish guidelines, standards and procedures for the acceptance of all donations, including the installation, maintenance and operation of donated items. The City retains the right to accept or deny donations. Donated items become the property of the City and must support the needs of the Park and Recreation Commission's Five-Year Plan, found on the City's web site, here:

[http://www.stlouismi.com/1/stlouis/recreation\\_plan.asp](http://www.stlouismi.com/1/stlouis/recreation_plan.asp)

**All donations, other than cash, will be:**

- 1) Considered only if there is an appropriate and safe location for placement.
- 2) Made of durable, high-quality materials and construction, so as to be resistant to the elements and to vandalism.
- 3) In a good condition to provide for long-term function.
- 4) Conform to current safety standards.
- 5) Free of donor restrictions, privilege or rights, unless a written agreement is reached between donor and the City. The City graciously accepts donations without obligation of any sort.

**List of Possible Donations:**

- 1) Trees
- 2) Picnic tables
- 3) Park Benches
- 4) Bicycle racks
- 5) Pool Bathhouse Fund
- 6) Flower Planter

***The following apply only to TREES:***

- 1) Donor plaques are allowed. However, no signage or marker on the tree itself.
- 2) The donor, with approval and guidance of the City, selects the open space and type of tree deemed appropriate by the Superintendent of Public Works for the area selected. The Superintendent of Public Works shall determine the exact location for the planting within the park or open space.
- 3) The size of the tree shall be at a minimum 2½" caliper tree.
- 4) Total donation includes: plastic tree guard or wrap, shipping and/or delivery, landscaping labor and equipment and donor plaque, if requested.
- 5) Contract completed with payment before tree is ordered; planting will be coordinated with donor after tree arrival.

***The following apply only to BENCHES:***

- 1) Park Benches must be selected from the City approved list.
- 2) Cost of bench will include: shipping and installation materials, City staff labor and equipment and donor plaque, if requested.
- 3) Donation form must be completed with payment before bench is ordered.

**Maintenance**

Donors should be aware that staff are able to respond only to minor vandalism, graffiti or other damage. City staff are unable to carry out higher levels of care, such as cleaning, sanding, polishing or other treatments that address normal wear and tear. The City reserves the right to remove, modify or relocate donated items or donor recognition, when reasonably required as a result of necessary park operations or when no longer suited for their original purpose. Replacement of the donor plaque shall be the responsibility of the donor. All donations become the property of the City of St. Louis.

**Recognition**

The City recognizes that trees, benches and other donated items may be given in honor or memory of individuals and that the donor may wish a plaque to commemorate the honoree(s.) Permanent plaques will be available for trees and benches, if requested, and will be of standard size, shape, font and material. Requests for any other type of plaque must be given in writing and approved by the City. Corporate tag lines or marketing messages shall not be permitted on any form of recognition. Plaque placement will facilitate grass maintenance operations.

Bench plaques will be affixed to the bench. Tree plaques will be affixed to enable it to be staked near the base of the tree. Suggested wording might include "In honor of \_\_\_\_\_" or, for a deceased person, "In memory of \_\_\_\_\_." Wording on plaques must meet the final approval of the City.

**City of St. Louis, Michigan  
Donation Form**

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_  
Street Address City/State

Preferred Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Alternate Phone \_\_\_\_\_

**Please indicate which item(s) you wish to donate.**

Tree \_\_\_\_\_ Park Bench \_\_\_\_\_ Picnic Table \_\_\_\_\_ Cash/Other \_\_\_\_\_

City Staff will contact you for donations of other property you may be interested in donating other than a Tree, Park Bench or Picnic Table. Other potential property donations are listed in the Donation Policy but are not all inclusive. Perhaps you would have an idea for a donated item that would be considered appropriate for Park use.

If you wish to have a Plaque as part of your donation please use the space provided to describe what you would like to be written on the plaque.

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If you wish to donate a tree, which type of tree would you like to donate? Approved trees are: Please circle your choice(s).

Maple      Oak      Spruce      Pine      Linden

In which City of St. Louis Park or open space would you like to have your donated tree or bench placed? \_\_\_\_\_.

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Prior to tree or bench installation, the amount due must be paid in full. A receipt will be provided. Please complete this form with your check or money order made payable to the City of St. Louis, and return to:

**City Clerk**  
300 N. Mill Street  
St. Louis, Michigan 48880  
(989) 681-2137 ext. 1

You will receive acknowledgement of your gift.  
**The City of St. Louis thanks you for your generosity!**

**City of St. Louis  
Parks & Recreation Commission  
Donation Items**

<u>Item</u>	<u>Description</u>	<u>Cost</u>
Picnic Table (Pictured below)	Steel and Wood	\$450.00



**Plaque w/lettering 4 x 6**  
\$100.00



<u>Item</u>	<u>Description</u>	<u>Cost</u>
Bench (Pictured below)	Steel	\$1,500.00



## Order One Today!



The **Garden Club** of St. Louis is offering the chance for you to donate the **35" size** planting pot shown above. Pots will be placed along M-46 between Pine and Franklin Streets. The City will purchase flowers each summer and the **Garden Club** will plant & maintain them. A commemorative plaque is included with wording of your choice, to honor or remember someone special!

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Your Name: \_\_\_\_\_ Your Phone: \_\_\_\_\_

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

Check enclosed for **\$300** \_\_\_\_ Plaque is included as part of this cost.

Wording on plaque (maximum 3 lines of print):

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Return completed form with check made payable to **City of St. Louis** to:

City of St. Louis, 108 West Saginaw Street, St. Louis, MI 48880

**Please call Mary Reed with questions at (989) 681-3463**