



## ACCEPTANCE OF GIFTS IN PARKS AND OPEN SPACES AND DONOR RECOGNITION POLICY

### I. PURPOSE

The purpose of this policy is to establish a program for the acceptance of gifts in parks and open spaces in the City of Sandy Springs ("City") and for recognition of donors. This policy establishes guidelines to ensure a consistent decision-making process related to the acceptance, placement and long-term maintenance of donations in parks and open spaces, such as natural areas and trail systems. Guidelines are also provided for sustainable management of site-appropriate amenities, so as not to detract from the usual aesthetics of the surrounding natural environment or place an undue burden on the City.

### II. MANAGEMENT PHILOSOPHY

The protection of the natural environment is a high priority for the City leadership. To this end, the City may limit donations in order to promote resource management and sustainability of natural landscapes. The integrity, natural and architectural features of parks and open spaces will be preserved to enhance a user's experience. Design specifications of donated items will be compatible with existing management and operations plans. Final decision on the placement of donated items will be made by the City. Donated gifts shall not have a commercial appearance or corporate label.

### III. DEFINITIONS

*"Donation" or "gift"* shall mean any of the following: monetary (cash) contribution; endowment; personal property; real property; financial securities; equipment; in-kind goods or services; or any other asset the City accepts and for which the donor has received no goods or services in return, other than private acknowledgement of the donation or gift, if desired by the donor, notation of the gift on a City maintained record, which shall not be publicized but which is a public record, and the placement of a small plaque on the donated item, if desired by the donor. The terms "donations" and "gift" shall be synonymous in the context of this policy.

*"Donor"* shall mean an individual, group, organization or legal entity that proposes or provides a donation or gift to the City.

#### IV. GENERAL PRINCIPLES FOR ACCEPTANCE

- A. The City has no obligation to accept any donation proposed by a donor. Donations do not become the property of the City until accepted by the City consistent with this policy.
- B. All donations will be evaluated by the City prior to acceptance to determine whether the donation is in the City's best interest and is consistent with applicable City laws, policies, ordinance and resolutions.
- C. The City shall determine whether an expenditure of City funds, either a direct outlay of City funds or the use of City sources and materials, is associated with or required by acceptance of the donation prior to acceptance.
- D. Any donation requests outside the published list of opportunities shall be approved by City Council.

#### V. GIFTING IN PARKS AND OPEN SPACES: City Park Network

##### A. Administration

The program established by this policy shall be administered by the City's Recreation and Parks Department, in coordination with the City Manager. The City has more than thirty (30) parks and public green space areas ("City Park Network") and has identified areas within these public green spaces where individuals, groups, organizations and legal entities can make donations within the City's policy.

##### B. Items available for gifting within the City Park Network and donor recognition

The City identified items as appropriate for gifting in the City Park Network are listed and available through the Recreation and Parks Department. Available items are subject to the terms and conditions of this policy.

##### 1. Other Material Gifts

When identified and publicized in advance by the City as a need, monetary donations may be accepted to fund the addition of equipment, plazas, and playgrounds associated within the City Park Network.

- a. If the donation funds multiple items (i.e. series of benches, playground equipment, etc.), recognition will be consolidated into one primary location.
- b. Donor shall fund the purchase of a plaque of a scale not to detract from the gift or context as determined by the City. The plaque must be connected to an architectural element (wall, pavement, etc.) and details (materials, font, etc.) determined by the City. No company logos or brands shall be incorporated into permanent recognition.

### C. Procedures

Formal requests to donate gifts to the City within the City Park Network shall be made through the Recreation and Parks Department for the City of Sandy Springs.

1. The donor shall complete a ***Donation Agreement Application*** ("Donation Form") in the form attached hereto and submit it to the City's Recreation and Parks Department staff will meet with the prospective donor if necessary to discuss the request made in the Donation For. Staff will review and determine the appropriateness of the request as measured by approval criteria. Department staff will notify the donor in writing, within thirty (30) business days of the review and, if approval is recommended, identifying any final conditions of approval.
2. With a positive recommendation, Department staff will finalize the Donation Form and submit it to the City Manager's office for final approval. The City will create and affix the donation plaque in accordance with City Policy.

### VI. Other Gifts for the City Park Network

From time to time, the City may identify the need for specific items to be placed within the City Park Network. These items can include, but are not limited to sculptures, signage and equipment in these cases, the City will issue a public request for sponsorship or will work through a community partner organization to publicize the identified need. A description of the site and desired elements will be included as part of the need announcement, as well as procedures for individuals, groups or organizations to submit a formal request to donate. The City will evaluate and select a donor based upon as established set of criteria specific to the request. The City will not accept unsolicited gifts.

### VII. RECOGNITION PLAQUES

The City will establish and follow guidelines for the size, materials, color and location of a plaque or other name recognition media. A permanent recognition of donors in public spaces and parks must have minimal visual impact, be tasteful and appropriate to the scale of the plaque and gift Permanent recognition in a park or city facility can include the name of individuals, organizations and corporations; however, product names and company logos are considered advertising and therefore, are not acceptable.

### VIII. OWNERSHIP

Once a gift is accepted by the City, the City shall be the sole owner of the donated item and will have the right, in its sole and absolute discretion, to deaccession of any donated item without providing notice to or obtaining the consent of the donor.



## DONATION AGREEMENT APPLICATION

Thank you for your interest in donation to the City of Sandy Springs. Please direct any questions, and complete and submit this application to:

City of Sandy Springs  
Recreation and Parks Department: Donation Program  
1 Galambos Way, Sandy Springs, GA 30328  
770.730.5600

Please attach additional sheets as needed. The City reserves the right to request additional information in order to process a donation request.

Donor Name: \_\_\_\_\_ Donor Organization (if applicable) \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Donation Request: \_\_\_\_\_

\_\_\_\_\_

Park Location: \_\_\_\_\_ Donor Plaque: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Inscription: 3 lines with 45 characters per line maximum, including spacing and punctuation.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permanent recognition in a park or city facility can include the name of individuals, organizations and corporations; however, product names and company logos are considered advertising and therefore, are not acceptable.

Donated gifts to the City of Sandy Springs are considered outright and unrestricted donations. The City of Sandy Springs does not guarantee permanency of the accepted donation and associated signage. Donations may be tax deductible (please consult an accountant). The donor declares to have read the Acceptance of Gifts in Parks and Open Spaces and Donor Recognition Policy. The donor understands and agrees with the conditions set forth in the policy.

\_\_\_\_\_ I have read and understand the Acceptance of Gifts in Parks and Open Spaces and Donor Recognition Policy.

Signature of Donor \_\_\_\_\_ Date \_\_\_\_\_

Mail, or email completed form to:  
City of Sandy Springs  
Recreation and Parks: Donation Program  
1 Galambos Way  
Sandy Springs, GA 30328

Email: Recreation@sandyspringsga.gov

FOR OFFICE USE ONLY

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Date\_\_\_\_\_

Request Accepted by\_\_\_\_\_

Park for Donation\_\_\_\_\_

Proposed Location\_\_\_\_\_

Donated item\_\_\_\_\_

Projected Cost \$\_\_\_\_\_

Donation \$\_\_\_\_\_ Date Paid\_\_\_\_\_

Exact Location Verified\_\_\_\_\_ Inscription proof reviewed by donor\_\_\_\_\_

Approval Signature\_\_\_\_\_ Date\_\_\_\_\_

## ACCEPTED PARK AMENITIES FOR DONATION

The following list includes examples of park amenities with donation levels:

**Table 1**

<b>DONATION</b>	<b>Donation level</b>
Park Bench	\$1,500+/\$3,000+
Basketball/Tennis/Pickleball Court Refurbishment / Replacement	\$30,000 - \$250,000+
Bleacher (2 Rows)	\$1,500+
Person/Pet Drinking Fountain	\$2,500+ person / \$900+ pet
Dog Waste Box	\$200+
Memorial Plaque with inscription	\$200 - \$300
Picnic Shelter	\$40,000+
Picnic Table	\$3,000 - \$6,000+
Plantings – Flowers (includes maintenance by donor)	\$50 - \$100
Plantings – Native Wildflowers & Grasses	\$500 - \$1,500+
Playground Equipment for Neighborhood Park	\$50,000 - \$1,000,000+
Recreation Scholarship	\$500+
Trail – Asphalt	\$40 per linear foot+
Tree	\$300-\$500
Trash Receptacle	\$1,250+ / \$1,750+
Bike Rack (circular – 2 bikes)	\$500+
Grill	\$775+
Shade Sail	Cool Toppers Pyramid shade sail 28'x28' \$10,490+ & Skyways Cantilever Single Post Pyramid Shade sail 12'x12' - \$5,810+. These prices do not include cost of templates, shipping, installation or taxes.
Trellis Swing Bench	\$2,000+