



Jefferson County
Parks and Recreation
Serving the Community

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Park Equipment Donation Policy

January 15th, 2008

Policy Statement:

Donations of park equipment, materials, plants, and volunteer labor are potentially a great benefit to the general public. However, certain policies must be followed to insure that the benefits are realized. The following policies apply to all donations:

- Donors make a suggestion for the project and the proposed location and Parks & Rec determines if it is appropriate and provides alternatives.
- Commercial quality equipment, installation and materials that meet the approval of the Jefferson County Parks and Recreation Advisory Board and Staff will be accepted. Donations must meet all applicable zoning, design and permitting regulations.
- All costs are to be paid by the donor including purchases of equipment, installation design and construction. Professional contractors working under the supervision of the Parks & Rec staff are the preferred alternative. Volunteer installations can occur but the costs of supervision of volunteers will be incurred by the donor.
- Review and approval of the proposed donation is at the discretion of Jefferson County Public Works.
- An application for each donation will be submitted. Applications will be reviewed and the applicant contacted within three weeks of submittal.
- Placards and engravings or other types of markings may be made on the equipment but the size is limited to five inches by seven inches.
- All donations become public property and no agreements, implied, verbal or written are made regarding the maintenance, repair, removal, or replacement of donations.

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Phone 360-385-9129 Fax 360-385-9234

Application for Donation of Equipment, Materials, or Labor for Parks

1. Applicant Name:
2. Applicant Organization:
3. Address:

4. Phone Number:
5. Fax Number:
6. Email:
7. Do you have a proposal for what kind of equipment you would like to donate? If so, please describe the equipment or the project here or use a separate sheet if needed.

8. Do you have a proposal for the location of this equipment? If so please describe that location here or by using a separate sheet with a map or a plan?

9. Is there anything else we should know about this proposal?