

City of Sibley Parks Memorials and Donations Policy

This policy is intended to encourage gift giving to the City of Sibley - Sibley Parks Department, and provide guidelines that will help guide donors to ensure that tributes enhance the public's experiences and park areas.

1. Individuals or organizations shall submit requests to the Sibley Parks & Rec Director in written or verbal form for the approval of donations.
2. Specific donations and a park location may be requested.
3. The City of Sibley will determine whether the request is feasible.
4. The donation must meet the need of a park or facility. Not interfere with the intended current or future use of a park or facility. Not require the relocation of other equipment or infrastructure.
5. The Sibley Parks Department will coordinate with the donor on the donation and location.
6. Locating utilities underground will take place before a tree or bench donation may be placed. This will be done by the City of Sibley.
7. The purchase and shipment of a donation is the responsibility of the donors. Benches must be built when delivered.
8. All bench donations require a cement pad underneath. The cement will be paid for and installed by the City of Sibley. The cement pad will be laid according to the street department's cement schedule.
9. All bench donations must be heavy duty and able to withstand weather conditions. Also, they must have a base that is able to be anchored down.
10. The Parks Department will make every effort to maintain/repair a park element through its expected life cycle. If an element is not repairable, the donor is responsible for replacement, or the City may remove the element. The City is not responsible for replacing a damaged item.
11. Upon donation, park elements and/or their associated donation become property of the City of Sibley.

Donors Contact Information

In memory of: _____

Donors name: _____

Phone number: _____

Email: _____

Mailing address: _____

Donation: _____

Location of donation: _____

Date: _____