



Metropolitan Nashville Board of Parks and Recreation Tree and Bench Donation Policy

June 2017

If you have any questions regarding the program, please contact Metro Parks staff at (615) 862-8400. All applications are reviewed for appropriateness and subject to approval. Please print or type legibly.

The Nashville Board of Parks and Recreation invites residents to donate benches and trees to improve Nashville's renowned open spaces. This information is intended to clarify the terms, conditions and requirements for this type of donation.

1. Contributions may be acknowledged by a plaque if desired. The plaque is a symbol of the donation and does not entitle the donor to ownership of the particular donated item. Plaques for benches are bronze whereas the plaques for trees are plastic and on average only last around 4 years.
2. Due to unpredictable weather and staff demands, the Parks Department cannot guarantee a specific installation date within a given season. Planting is typically done in the early spring and late fall when planting success rate is best.
3. The Parks Department shall use best management practices to assist donated trees so that they survive and thrive. However, the Parks Department does not guarantee that a memorial tree will survive and is not responsible for the replacement of a donated tree if it dies, is knocked over or otherwise in need of removal, for example, due to disease or pestilence.
4. Complete funding for the donation must be received before the commencement of any work. The current donation levels are as follows
 - a. New Bench: \$1200
 - b. New Tree (approximately 2" caliper): \$200
5. The Parks Department retains the right to relocate donated elements and plaques at any time. If an element needs to be relocated, the department will attempt to contact the donor to discuss alternative locations; the department will make the final decision.
6. For new parks trees/benches, the donor may request a specific species and/or planting location, but the department will make the final determination. Staff will work with the donor to find a mutually agreeable location and tree species where applicable.
7. A maximum of 2 lines of text and 30 characters per line is permitted on plaques. On tree plaques an extra line will be added to note the species and date of planting. The text is subject to the approval of the Parks Department staff.
8. No logos of any kind are permitted on plaques
9. Only tree and bench donations are covered by this policy. All other donation inquiries should be made with the department staff.
10. This policy does not supersede the regulations or ordinances of the City of Nashville regulating authority.
11. At this time no benches are being installed in the Warner Parks or on Greenways.



Metropolitan Nashville Board of Parks and Recreation Tree and Bench Donation Application

For more information contact the Parks Department Staff at (615) 862-8400

1. Applicant Information

Name _____ Phone _____
 Address _____
 Email _____ Fax _____

2. Donation Information

New Bench New Tree
 Requested Tree Species _____
 Requested Location (Park name and area) _____

3. Amount of Donation (please see reverse side for donation levels) \$ _____

4. Proposed Text for Plaque

(Maximum of 60 characters for plaques. Tree plaques will include third row with tree species and date – reviewed for appropriateness and subject to approval.)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1																														
2																														

5. Payment: Please make your check payable to the Metropolitan Board of Parks and Recreation

<p><u>Please return this form and your payment to:</u> Nashville Board of Parks and Recreation Attn: Tree and Bench Donation P.O. Box 196340 Nashville, TN 37219</p>	<p><u>Drop of your form and payment in person at:</u> Park Board Administrative offices 511 Oman Street Nashville, T37203</p>
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6. I have read, fully understand and agree to abide by the Tree and Bench Donation Program Policy (on reverse). My signature below indicates that I have read this document in its entirety and understand that:

- a. The Parks Department makes all final decisions, including but not limited to availability, bench and tree location, tree species, and bench style.
- b. All language used on recognition plaque is subject to approval
- c. All donated items become the property of the Metropolitan Board of Parks and Recreation, and will be maintained according to departmental policy and priorities

Signature of Donor _____ Date _____

Office Use Only

Total Amount Paid _____ Installed/Planted By _____

Tree Species Planted _____ Installation Date _____

Location: Park name _____ lat _____ lon _____