



Updated January 1, 2024

PARKS & RECREATION DONATION PROGRAM

The City of Lake Oswego Donation & Memorial Program provides opportunities for citizens and organizations to make donations and establish memorials to enhance the City's park system. The following information is an overview of the program.

GENERAL

Donations are accepted for the purpose of enhancing City parks and park pathways, and will not be accepted in areas where human activity is discouraged to protect habitat and sensitive lands.

WHAT CAN BE DONATED?

The City will accept cash donations and in-kind donations as long as they help meet a specific park need and meet certain criteria.

Cash Donations

Donors may donate cash for a specific purpose as long as it meets a specific park need. Unspecified cash donations may be used to build, repair or upgrade existing or new facilities at the City's discretion.

Structures and Site Furnishings

The City offers donors a suggestion list (see page 2) of furnishings and associated costs when deciding upon donating a memorial in a park. All donations must be approved by the Parks Director and are accepted based on need.

Plant Donations

Donations of plant material are allowed as long as the donation is purchased from a nursery and the City has a location and is able to plant the material at the time of accepting the donation.

Plant donations must further the existing design theme established in the park and there must be a need for additional plants.

Note: Plants occasionally must be relocated or conditions may lead to their demise. Therefore, donors must realize that plants may be relocated and that the City may not replace plant material that does not survive.

Artwork

Donations of art, or cash donations to purchase or commission art must be pre-approved by the Lake Oswego Public Art Committee with the location approved by the Parks & Recreation Department.

CRITERIA FOR ACCEPTING DONATIONS

Donations must be compatible with and meet a specific park facility or amenity need identified in the approved master plan for the park. In areas not covered by master plans, compatibility with existing facilities and local conditions shall be considered as long as the donation meets a specific park need.

The age, general condition, and anticipated maintenance requirements of a donation will be taken into consideration before accepting donations.

All donations received become the property of the City.



RECOGNITION PLAQUES

Plaques are used for the purposes of recognizing the donor/donor organization, or memorializing an individual or group of individuals. Plaques may not be used to recognize or memorialize pets.

The Parks & Recreation Department has standards for bronze plaques for use on memorials that are determined by the specific park and bench. When ordering from the suggested list of amenities, donors will receive one plaque as part of this purchase.

Donors will be asked to provide the text for their plaque at the time of application.

AMENITY LIST & COSTS

Donors interested in placing memorials in parks are asked to select the park in which the memorial is to be placed and the type of furnishing they wish to select from the following list. Costs include the furnishing, 1 bronze memorial plaque, staff coordination, and installation.

Benches	\$4,000 each at Parks
Premier Benches	\$5,300 each at Premier Parks (Foothills, Sundeleaf)

Donors will discuss their desired location with Department staff at the time of application. Please note that not all parks have a need for a particular amenity. If a donor identifies a donation for a specific park and the park has no need for additional amenities, the donor may choose to contribute funds towards an existing park amenity.

All costs associated with a donation are to be covered by the donor. The City may, on a case by case basis, establish an appropriate administrative fee of no greater than 15% of the value of the donation to coordinate the project for projects that fall outside of the suggested amenity list. For projects of large value and/or complication, a reasonable administrative fee will be negotiated with the donor.

DAMAGES & REPLACEMENT

The City makes every effort to repair damaged donations and memorials. However, occasionally items are damaged beyond repair. In these cases, the City is not responsible for replacing items, including plaques, and will make every effort to contact the donor to inform them of the loss. The donor may replace the item and/or plaque at their own expense.

HOW TO APPLY

Pick up a Donation and Memorial Program packet at the Parks & Recreation Department office or download one under Supporting Documents at:

<http://www.ci.oswego.or.us/parksrec/donations-memorials-parks>

Fill out and submit to the Parks & Recreation Department for review and approval. Someone from the Department will contact you to review the details of your application and confirm arrangements. Following confirmation, you are responsible for making payment in full to the City before the City initiates any order or purchases.

Once payment is received, Parks & Recreation Department staff will order the selected amenity and plaque, handle the installation, and provide notification when installation is completed. For donations other than from the suggested amenity list, the donor and Department staff will discuss the necessary approvals and arrangements.

THANK YOU FOR YOUR INTEREST IN DONATING TO LAKE OSWEGO'S PARK SYSTEM!



PARK DONATION & MEMORIAL PROGRAM

PLAQUES—ALL BRONZE WITH BLACK BACKGROUND—ALL CAPS

*Standard Plaque
3" high x 5" wide
All capitals, 1/4 inch tall
5 lines with 18 characters per line*

THIS IS A SAMPLE
OF WHAT A SMALL
PLAQUE WOULD
LOOK LIKE IN YOUR
FONT

*Note: Depending on the park location and bench style,
the plaque size, number of text lines, and characters per line are different.*

Foothills Park: Standard Plaque
New Benches Only

Sundeleaf Park: Standard Plaque
New Benches Only