

**STATEMENTS OF POLICIES AND GUIDELINES FOR ACCEPTANCE OF
TRIBUTES (INCLUDING PLACEMENT OF MEMORIALS AND PLAQUES)
IN PARKS AND RECREATION AREAS WITHIN THE MADISON PARK SYSTEM**

AUTHORIZATION

The Madison Board of Park Commissioners is the approving authority for determining the appropriateness and acceptance of capital improvements and other tributes (including memorials and plaques) in Park and Recreation Areas within the Madison Park System. This policy is intended to encourage gift giving to either Madison Parks or the Madison Parks Foundation to meet the needs of park users and the Madison Park System, and provide procedures and guidelines that will help to guide donors to ensure that tributes enhance the public's experiences in park areas.

PROCEDURE

1. Individuals or organizations shall submit requests to the Park Superintendent in written form for approval of tributes (including memorials and plaques). Tributes are donations or gifts to commemorate and pay tribute to a special person, group or a special event like a birthday, anniversary or retirement. Tributes may support a park program or a specific park improvement.
2. Parks staff and the Superintendent will review written requests for tributes to determine whether the request fits within the guidelines below.
3. Parks staff review and the Superintendent's approval are acceptable for tributes such as park amenities like trees, benches, and most playground equipment. These tributes do not require Park Commission approval.
4. Tributes that exceed \$10,000 in value or impact the approved master plan for a park will be forwarded to the Park Commission for approval.
5. A donor may be required to enter into an agreement regarding long-term maintenance and/or replacement of the tribute at the Park Superintendent's recommendation and subject to the Park Commission's approval.

GUIDELINES FOR THE ACCEPTANCE OF TRIBUTES (INCLUDING MEMORIALS AND PLAQUES)

1. Tributes shall be in accordance with general park policies and procedures, be consistent with applicable design standards, the historic character of the park or facility, and complement existing or proposed park master plan elements.
2. A Tribute Inventory will be developed to identify opportunities for tributes in parks within the Madison Parks System.
3. Recognition of the tribute is important and will be provided commensurate with the donation. The recognition of tributes shall be identified in a tribute registry for each park, or, for those parks with no tribute registry, at the discretion and recommendation of the Park Superintendent. Plaques associated with a tribute will be considered for a bench (see guidelines below), or if a tribute exceeds \$10,000 in value.

4. Plaques may be added to a tribute in accordance with the guideline above as long as the plaque is not a physical obstruction. The cost of the plaque is the responsibility of the donor.
5. Guidelines for plaques include:
 - a) Plaques may be attached to a park amenity such as a bench or the concrete base for a bench.
 - b) Wording on plaques or engraved into park amenities is limited to:
 - i. In Memory Of ...
 - ii. In Honor Of ...
6. All costs, including major maintenance and/or replacement, associated with tributes, memorials and plaques shall be borne by the donor unless otherwise directed by the Park Commission. The Parks Division will not bear responsibility for major maintenance and repairs and/or replacement of vandalized, lost, or stolen tributes, memorials, or plaques.
7. Tributes that are accepted by the Parks Division will become the property of the City of Madison and are subject to the laws, policies and procedures that govern the Madison Parks Division.
8. The Park Superintendent may decline proposed tributes which include special restrictions, conditions or covenants, which pose unacceptable budgetary obligations on the Madison Parks Division, or which, in the opinion of the Park Superintendent, may not be in the best interest of the park system and/or the citizens of Madison. Any requests denied by the Park Superintendent may be appealed to the Parks Commission.