



128 W. Lincoln Street - P.O. Box 247 - Walcott, IA 52773

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## PARK DONATION APPLICATION & POLICY

Person/Organization Donating: \_\_\_\_\_

If organization - contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone#: \_\_\_\_\_

Description of donation: \_\_\_\_\_

Proposed Location: Park \_\_\_\_\_ Location \_\_\_\_\_

**Submit a drawing or picture with all specifications of the proposed donation with this application.**

I agree to all provisions outlined in the Park Donation Policy.

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature

### PARK DONATION POLICY

- ❖ Donation requests are initiated by submitting a completed application with accompanying documents to the Walcott City Clerk's office.
- ❖ The application will be referred to the Walcott Park Board and the Walcott City Council for their approval. The donation shall not be installed prior to this approval.
- ❖ The method of installation must be approved by the Public Works Director.
- ❖ The City of Walcott shall perform routine maintenance, but assumes no responsibility for replacing or repairing donated items which are damaged or stolen.
- ❖ The City of Walcott reserves the right to remove or relocate any donation. In the event of removal, the donating party will be notified by regular mail at the address listed on the application and given the opportunity to take possession of the donation.

Approval by Walcott Park Board:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Park Board Chairman

Approval by Walcott City Council:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Mayor