

AMENITY DONATION PROGRAM APPLICATION

Thank you for your interest in our program. The Amenity Donation Program was established to give citizens the opportunity to assist the Department of Parks and Recreation in maintaining, replacing or adding to park amenities through donations. In return, the citizens have the opportunity to recognize someone or thing through installation/renovation of a park amenity and placement of a recognition plaque in a park.

The Division's goal is to replace/repair amenities where the greatest need is. Recognition plaques may be placed in your requested location; however, the donation may be used for another site. The Division of Parks and Recreation's priority is to renovate existing amenities. New amenity locations will be considered on a case-by-case basis. The Division retains the right to make all final decisions on location and renovation of existing amenities.

I am interested in donating to the Amenity Donation Program. I have enclosed 1/2 of the total cost with this application (check made payable to the City of Bemidji). I understand that I will be billed for the balance after the amenity has been renovated or installed. I also understand that I am responsible for providing the plaque and forwarding it to the Park and Recreation Department. It must be received prior to installation of the amenity.

Name _____
Address _____ City _____ State ____ Zip Code _____
Daytime Telephone No. _____ Fax No. _____
Email Address _____

Donation in memory/ honor of _____

Location requested _____

My choice of an amenity is:

_____ Bench - _____ Picnic Table -
_____ Deciduous Tree (2" diameter) _____ Evergreen

Other _____

This application is being submitted with the understanding and acceptance of the following conditions:

- Amenity type must match park decor as determined by the City of Bemidji
- Recognition plaque remains in place as long as it exists in good condition, as determined by the City of Bemidji.
- Participants are responsible for any repairs or replacement of the plaque.
- The Department will repair and maintain the amenity for the term of the recognition plaque. (Trees have a three (3) year guarantee period and will be replaced only once.)
- The City retains the right to relocate or remove amenity and/or plaque. The City is not responsible for the condition or continuing existence of the plaque.

Signature

Date

Please return completed application to Parks and Recreation Department, Public Works Facility, 1351 5th Street NW, Bemidji, MN 56601

FOR OFFICE USE ONLY

Staff assigned: _____ Date of On-Site Meeting: _____
Date application/first payment received: _____ Check No. _____ Amount: _____
Date final payment received: _____ Check No. _____ Amount: _____
Date Installed: _____