



## PERSONAL DONATION & MEMORIAL POLICY

**Purpose:** The purpose of this policy is to establish guidelines, standards, and procedures for the installation and care of donated improvements, either as a result of monetary or physical property donation. Samples of these types of donations include, but are not limited to the following items: park benches, bicycle racks, picnic tables, bench swings, playground equipment, beach wheelchairs and other types of physical accessories. All donations are dependent on the specific needs of the Town of Ocean Isle Beach. The Town appreciates the generosity of those who would like to donate assets for public purposes. The Town wishes to encourage donations while maintaining appealing aesthetic impacts as well as mitigating the on-going maintenance costs. Standards established by this policy will apply to purchased equipment, installation techniques, donation acknowledgements, and long-term care of all donations made after the adoption of this policy.

**Scope:** This policy applies to all Town-owned and operated lands and facilities within the Town's planning and zoning jurisdiction.

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### STANDARDS FOR NEW DONATIONS

**Acquisition or Purchase:** The Town and the community have a strong interest in ensuring that donated elements provided are of high quality in style, appearance, durability, public safety and maintenance. The donor will be responsible for the purchase and delivery of the memorial or donations, but this must be coordinated with Town Staff. In most cases, installation as required will be performed by Town Staff, but the Town reserves the right to request person making donation handle installation pursuant to Town final approval.

**Appearance and Aesthetics:** The Town and community share an interest in providing the best appearance and aesthetic quality of their public facilities. All donated elements should reflect the character of the park, facility or location where they are placed. Elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

**Maintenance:** Donated elements, and/or their associate donation acknowledgements, become Town property. Accordingly, the Town has the duty to maintain the donation only for the expected life cycle of the donation. If the current information is on file, the donor will be informed and given the opportunity to take further action at the expiration of the original life cycle.

**Repair:** The community has an interest in ensuring that all park facility elements remain in good condition. Additionally, the Town wishes to see that all park or facility element short and long-term repair costs are minimal. All donated elements must be of high quality to ensure long life. All elements must also be resistant to weather conditions, wear and tear, and vandalism.

**Cost:** The Town has an interest ensuring that the donor covers the full-cost of the purchase and installation during the expected life cycle of any donated elements. The Town also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other Town facilities. Consequently, the Town will provide quality, durable and low-maintenance choices to the donor in order to keep maintenance expenses low. The donation agreement will address the full cost of the donation and the expected life cycle of the specific item donated.

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### PROCEDURE FOR MAKING A DONATION

The Town will accept applications for donations to be located on Town owned property.

**Application:** The donor must contact the Administrator or his/her designee to determine whether a donation may be accepted based upon criteria contained in this policy. If a donation is within the scope of assets that can be accepted, then the donor will complete the associated application form to initiate the request for consideration. Application forms are available online, via e-mail, or by visiting Town Hall. Completed applications will be reviewed for approval and processing.

## **CRITERIA FOR ACCEPTANCE**

The Town may accept the donation under the following circumstances:

- Donation meets a true need of the facility
- Donation does not interfere with the intended current or future use of the facility
- Donation does not require the relocation of other equipment or infrastructure
- Town deems that the donation is suitable for Town owned property and public use

\*The Town reserves the sole right to determine suitability of any proposed donation.

**Donation Acknowledgements/Memorial Plaques:** The donation of acknowledgements or memorial plaques will be utilized only in the cases of donation of benches, picnic tables, and large play structures. Donation acknowledgements and memorial plaques, as approved by the Town, are to be directly affixed to the donation and are to be purchased through the Town. The type of donated item will determine the donation plaque. This includes material and size approved by the Town. The Town will approve all text for donated items and will authorize the purchase of these items from a Town-approved vendor to ensure the highest quality, life, and durability. Acknowledgements/memorials are limited to a maximum of three lines, and donors may choose from the following three acknowledgement/memorial options: "Donated by" "In Memory of" or "Dedicated to".

Donations may be acknowledged with a photograph of the donated items or memorial(s) and/or an article to be posted on the Town's website or government channel.

Notification: It shall be the responsibility of the donor to provide the Town with a current address or written change of address and to establish a designee as needed for future contact. For the purposes of notification, the Town will attempt to send a letter to the donor(s) or donor(s) designee, notifying the donor of changes related to the status of the donation (i.e. a need to remove, relocate, or comply with conditions set forth in this policy).

## **TREES AND PLANTINGS**

The Town and community wish to ensure proper landscaping and plant selection. The size and species of donated tree(s) or plants shall be limited to those determined by the Town. These types of donations will not be acknowledged by donation memorial plaques.

Memorials, plaques, or any upright monument or monuments resembling those typically found in cemeteries may not be installed on any Town-owned property or facility. Exceptions to this policy are monuments installed by the Town commemorating the history and/or dedication of a park or other Town-owned property or facility or other causes approved by the Town. This includes, but is not limited to stones, plaques, pillars, and gardens. The Board of Commissioners has the final approval authority for any donated memorials, plaques, or monuments.

## **OTHER DONATIONS**

The Town recognizes that the generosity of donors may not be limited to the items previously mentioned and it may be possible to receive additional donations other than those expressly listed or contained within this policy. The Town may accept those donations with discretion upon review and approval by the Town.

## **CONDITIONS**

Installation: Town personnel will complete Installation of donated elements per building code, including any donor acknowledgement/memorial plaques. Installations will be scheduled at a time and date determined by the Town so as not to conflict with routine maintenance activities or other Town oriented functions or obligations.

Removal and/or Relocation: The Town reserves the right to remove and/or relocate donated elements and their associated donation acknowledgments/memorial plaques, when they interfere with site safety, maintenance, construction activities or vandalism. In accordance with previously stated procedure in this policy, the Town will attempt to make contact with each identifiable donor notifying the donor of any action related to the disposition of the donation. In certain circumstances, such as safety or emergency situations, the notification may be made after the action is taken. In the event a donation must be permanently removed, the Town will seek an alternative location consistent with this policy. The Town is not responsible or obligated for the replacement or repair of any donated elements damaged or destroyed by vandalism or natural occurrences.

## **MAINTENANCE AND REPAIR**

The long-term care and maintenance of donated elements is important to both the donor and the Town. Periodic maintenance will be made on each donation to ensure that they remain in the highest quality. At the end of the donation's established life-cycle term, the donor may choose to replace the donation with a like item at current value. The Town reserves the right to seek a new donor for the donation at the end of the established life cycle should the original donor choose not to renew the donation or if the Town has not been able to contact the original donor.

## **FINANCIAL INFORMATION**

Consistent with the Town's Fiscal Policy, restricted donations of funds or property that are accepted by the Town shall be used only for public purposes. All monetary donations to the Town that are not restricted by the donor for specific purposes will be considered General Fund revenues. Donations of other assets may be used at the discretion of the Town Administrator when not specifically designated by the donor agreement.



# Town of Ocean Isle Beach Donation Application

## DONOR INFORMATION

Name of Donor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Preferred Contact:  Phone  Email

## DONATION DETAILS

Description & Purpose of Donation: \_\_\_\_\_

\_\_\_\_\_

Is Donation Restricted?  Yes  No

If yes, note restriction: \_\_\_\_\_

Preferred Location of Donation\*: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

Memorial Plaque Characters\* (if applicable): \_\_\_\_\_

\_\_\_\_\_

*\*Location may change due to needs of the Town. Plaques may have character limits.*

Type of Donation: \_\_\_\_\_

Estimated Total Donation Value: \$ \_\_\_\_\_ Expected Life Cycle of Donation: \_\_\_\_\_

\_\_\_\_\_ Estimated

Date of Donation: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM/DD/YYYY

The Town of Ocean Isle Beach is not responsible to replace the donation in the event of damage due to vandalism or natural occurrence.

**I HAVE READ AND AGREED TO THE TERMS OF THE TOWN OF OCEAN ISLE BEACH DONATION POLICY.**

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM/DD/YYYY

### TO BE COMPLETED BY TOWN STAFF:

APPLICATION RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

REVIEWED BY FINANCE DIRECTOR \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

CAPITAL ASSET DESIGNATION:  Yes  No

PAYMENT RECEIVED:  Yes  No DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
CASH/CHECK #: \_\_\_\_\_

APPROVED BY TOWN ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_