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Park Benches and Trees Donation Policy

Purpose

The purpose of this policy is to make a standard for approving park benches and trees being donated and given over to the Village of Little Chute to maintain. The Village of Little Chute has many community members whom have donated benches and trees in the Village Parks as a memorial or in honor of a family member or someone in the community. These benches and trees provide a great way for community members to enjoy the parks around the village.

The Village would like to continue to accept these donations with the understanding that once they are installed they must be maintained by the village. Furthermore, some parks or locations have enough benches and trees where there is no longer a need. The Parks, Recreation, & Forestry Director will have the final say in all bench placements. Certain village parks such as the Village Plaza will have master plans that contain only a certain amount of bench and tree placements.

Process

When a resident comes to the Village with a request to donate a bench or tree the following 4 step process will occur.

1. **Select a Location** – The resident will indicate the location they would like their bench or tree installed. The Parks, Recreation & Forestry Director will try to honor their wishes as best as possible with the knowledge of the parks master plan. The Director may offer additional recommendations on locations.
2. **Select Wordage** – With the assistance of the Director, a plaque will be installed on the bench with the engraving signifying the resident's message. The Village does not install plaques with the memorial trees. If a donor wishes to put a plaque by a memorial tree please contact the Parks, Recreation, & Forestry Director.
3. **Complete the Application** – The resident will submit an application with gift payable to the Village of Little Chute Parks, Recreation, & Forestry Department, 108 West Main Street, Little Chute, WI 54140. The style of bench will be decided by the Director. A gift that covers the expense of the bench, plaque, and shipping is required for benches in village parks. A gift for a tree depends on size and tree type. The site preparation, concrete, and annual maintenance expenses for both benches and trees are covered by the village.
4. **Install the Bench** – Residents can attend the installation of the bench, but they are not required to do so.

The Park and Recreation Department will maintain a permanent record of all donated benches and trees. A bench and plaque will be warrantied for 10 years. A tree is warrantied for 3 years.