



## MEMORIAL DONATION & GIFT PROGRAM POLICY

PARKS AND RECREATION DEPARTMENT 515 WEST BLVD, RAPID CITY, SD 57701 (605)394-4175

The purpose of this policy is to establish guidelines for the consistent decision-making process related to acceptance, placement and long-term maintenance of public requests for memorial donations in City-owned facilities, parks, natural areas and trail system.

The protection of the natural environment is a high priority. To this end, the City's Parks and Recreation Department may limit memorials in order to promote resource management and sustainability of natural landscapes. The integrity, natural and architectural features of parks, natural areas and facilities will be preserved and not detract from a user's experience. The Parks and Recreation Department will determine if an area is fully developed and no more donations will be accepted. Final decision on placement of memorials will be made by the Parks and Recreation Advisory Board.

The City does not guarantee permanency of the memorial. If a memorial must be removed or relocated, Department staff will attempt to notify the donor at the address shown on the completed Memorial Donation & Gift Agreement Form. The City is in no way obligated to replace the gift if it is stolen, vandalized, worn out or destroyed.

All proposals will be evaluated by Parks and Recreation staff according to the following criteria:

- Placement of enhancements in the Parks and Recreation system must be compatible with existing development plans.
- Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
- All memorials will be constructed of materials that meet the design and maintenance considerations of the Parks and Recreation Department.
- Large scale memorial donations may be considered on a case-by-case basis as they relate to park planning and other city approval processes.
- Non-designated monetary memorial donations will be used to meet current needs of the Department as recommended by the Department Director.
- Memorials with a commercial appearance or corporate label will not be allowed.
- Donations that are "Headstone" in nature will not be allowed.
- One memorial plaque allowed per bench, not to exceed 6"X8".

### **Procedure**

The applicant will submit a completed Memorial Donation & Gift Agreement Form to the Parks and Recreation Department.

Department staff will review and determine the appropriateness of the proposal as measured by the approval criteria.

Following staff review, the application will be placed on the Parks and Recreation Advisory Board meeting agenda for final consideration. The applicant will be notified of the date of the Parks and Recreation Advisory Board meeting and encouraged to attend.

If approved by the Parks and Recreation Advisory Board, staff will order the memorial item after receipt of payment.

The City shall be responsible for installation of the item and maintenance for a period of ten years. Once installed the memorial becomes the property of the City of Rapid City.

Revised April, 2022



**MEMORIAL DONATION & GIFT AGREEMENT FORM**  
Department of Parks and Recreation  
Rapid City, South Dakota

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

Organization (if applicable) \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed Memorial Location \_\_\_\_\_

Type of Memorial:  
\_\_\_\_\_

Choose one of the options below:

4" X 6" Aluminum Plaque included for all memorial items: \_\_\_\_\_

6" X 8" Aluminum Cast Plaque available for \$300.00: \_\_\_\_\_

Plaque Inscription:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Memorial gifts to the City of Rapid City are considered outright and unrestricted donations. The City of Rapid City does not guarantee permanency of the accepted donation. If a memorial must be removed or relocated Department staff will attempt to notify the donor at the address shown on this form. The donor declares to have read the Memorial Donation & Gift Program Policy and agrees with the conditions set forth in the policy.

\_\_\_\_\_ I have read and understand the donation policy.

\_\_\_\_\_  
Donor signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Exact Location Verified: \_\_\_\_\_ Date: \_\_\_\_\_

Plaque Inscription Proof reviewed by Donor: \_\_\_\_\_ Date: \_\_\_\_\_

Parks & Rec Board Approval: Yes \_\_\_\_\_ No \_\_\_\_\_ Date: \_\_\_\_\_

Donation Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_

## 6' PERMANENT MEMORIAL BENCH



**\$1,900**

6' Grand Contour memorial bench with a 4" X 6" aluminum plaque including personal inscription. Bench will be mounted on a 4' X 8' concrete pad.

Option to upgrade the plaque to 6"x8" for an additional fee of \$300.

## 6' PERMANENT PICNIC TABLE



**\$2,350**

6' Champion permanent picnic table with a 4" X 6" aluminum plaque including personal inscription. Table is mounted in-ground on a 6' X 10' concrete pad.

Option to upgrade the plaque to 6"x8" for an additional fee of \$300.

Additional options are available for donations. Price will be determined prior to finalizing the order. Costs range between \$500 and \$10,000.

**Bike racks**



**Grills**



**Drinking Fountains, Water Bottle Filling Stations, Pet Fountains**

**Shade Structures, Park Shelters**

**Sporting Equipment, Playground Equipment**