



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, golf courses, 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.

In recognition of the uniqueness of the Skyline Wilderness Area (SWA) as a park that will remain in its undeveloped natural state as an urban wilderness in perpetuity, in accordance with the restrictions of record, memorial donations will be considered only for the trailhead areas of the SWA, with any exceptions requiring approval of the Skyline Drive Preservation, Inc. board. Donation of funds for unspecified improvements or expansion of the SWA are welcomed.

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.

Procedure

A Memorial Donation & Gift Agreement Form will be submitted to the Parks and Recreation Department. The application must include a narrative of the person that will be honored, the desired memorial location, and the plaque inscription.

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

The Parks and Recreation Advisory Board will review the application for final consideration. The applicant will be notified of the Parks and Recreation Advisory Board meeting date and will be 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. Once installed the memorial becomes the property of the City of Rapid City.



MEMORIAL DONATION & GIFT AGREEMENT FORM

Department of Parks and Recreation
Rapid City, South Dakota

Applicant Name: _____

Address: _____

Phone: _____

Email: _____

Proposed Memorial Location: _____

Name of Person and Background: _____

Choose one of the options below:

___ 4"x6" Aluminum Plaque included for all memorial benches

___ 6"x8" Aluminum Cast Plaque available for an additional fee.

Plaque Inscription:

In Memory of: _____ In Honor of: _____ In Loving Memory of: _____

Name: _____

Inscription: _____

Graphics (optional): _____

_____ 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: _____