



TREE OR BENCH DONATION PROGRAM APPLICATION

Yorkville Parks & Recreation Department
651 Prairie Pointe Dr., Yorkville, IL 60560
Phone: 630-553-4350 | Fax: 630-553-4360

DONOR GROUP OR INDIVIDUAL NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **EMAIL:** _____

Electronic forms can be returned via email to Recreation@yorkville.il.us

DONATION TYPE:

Select all that apply

Tree: \$1,250 each

_____ x 1,250 = _____

Bench: \$3,000 each

_____ x 3,000 = _____

Plaque Only: \$600 each

_____ x 600 = _____

Donation includes a bronze recognition plaque with inscription. A maximum of 75 characters can be inscribed on a plaque, and should include:

- Tree Type
- Date
- Correct Wording and Punctuation

YOUR INSCRIPTION:

Please PRINT your inscription legibly!

Please use additional forms for multiple donations.

EXAMPLE INSCRIPTIONS:

EXAMPLE 1: Red Maple
In Memory of
John Smith
2021

EXAMPLE 2: Purple Ash
In Honor of
John and Jane Smith's 25th Wedding Anniversary
March 2, 2024

EXAMPLE 3: Northern Catalpa
Donated by
Cub Scout Pack 334
2019

While we will no longer be accepting memorial tree and bench donations at Riverfront Park or Town Square, we invite you to select one of the other beautiful parks available in Yorkville for your generous contributions.

A full list of Yorkville Parks is available at Yorkville.il.us/Parks

REQUESTED PARK LOCATION: _____

STAFF USE:

Date Received: _____

Payment: _____

Staff Initial: _____

Date of Planting: _____

Park Location: _____

Staff Approval: _____

Tree, Bench & Plaque Donation Rules & Regulations

Installation and Location

- Park & Rec (P&R) works with the interested party to select a tree, plaque or bench location to ensure it aligns with master plans and maintenance needs. Riverfront Park and Town Square are not available.
- P&R handles all purchases, installation and maintenance.
- Some programs have pre-approved locations, while others allow for case-by-case approval of requested spots.
- P&R has the final say on tree species and exact location and installation of benches, plaques and trees to ensure timing, fits park plans and environmental needs, though donors can make requests.

Ownership and Maintenance

- Donated benches, trees and plaques become the property of P&R, which holds ultimate ownership.
- P&R is responsible for normal maintenance and repair during the donation term.
- Donors are prohibited from decorating, personalizing, or adding to the bench, plaque or tree. Personalized items will be removed immediately by P&R staff.
- The donation amount includes the cost of all the needed supplies and labor. All supplies are purchased by the P&R department and by P&R approved vendors to ensure safety and quality. Donor purchased trees, plaques or benches will not be accepted.

Donation Term and Renewal

- Donations for plaques, trees and benches are for a ten (10) year period.
- Within this term, P&R may replace a plaque, tree or bench if it is damaged beyond repair due to weather storms, vandalism or other issues.
- After the 10-year period, the tree, plaque or bench may remain in place as long as it is in good condition. If it deteriorates or dies, it may be removed and will not be replaced by P&R.
- Donors are responsible for contacting P&R authority to renew the donation at the end of the term if they wish to.



Payments

- Full donation payment is required before P&R purchases and installs requested items.

Plaques and Inscription

- Plaque language and images are subject to P&R approval.
- P&R reserves the right to reject content that is discriminatory, vulgar, profane or considered inappropriate.
- P&R has the right to limit the number of words on plaque.
- Plaques may be replaced at no cost to the donor once during the initial 10-year period if damaged or stolen.
- Subsequent replacement costs are the donor's responsibility.

Relocation

- P&R can relocate or remove a tree, bench or plaque at any time for safety, environmental, or land management reasons.
- If a relocation is necessary, P&R will attempt to contact the donor to discuss alternative locations, but the final determination rests with P&R.

