



**City of Sunnyvale  
Department of Public Works  
Parks Division  
INFORMATIONAL BULLETIN**



## **USE OF PLAQUES/MARKERS FOR DONATIONS TO PARKS**

The City Council has established guidelines regarding the use of plaques as recognition for donations to the City of Sunnyvale. Generally, plaques are used to recognize donations for building construction or similar large donations. Smaller donations are recognized by letters of appreciation or framed mementos, as determined by the Director of the Parks and Recreation Department. Some donors may wish to include a small marker with their donation.

### **What types of items are typically donated to the Parks Division?**

Most common donations are trees, benches, or picnic tables.

### **Who decides what can be donated and where items will be placed in the parks?**

The Superintendent of Parks makes the final decision. Each donation is evaluated separately. The location and placement of the donated item will be selected by the appropriate Park Supervisor. The species of tree or model of benches and tables will be consistent with the Parks Division inventory.

### **What other factors are considered in the decision?**

The donated item will not increase the existing inventory, whether of trees, structures or fixtures.

### **Can a plaque be installed with the donation?**

A small marker may be considered for benches or tables. The Parks Division will determine if a marker is appropriate, based on safety and aesthetics. Dimensions of the marker will not exceed 3" X 5". A marker will not be installed with donated trees. Costs of a donated item and any permanent marker are borne by the donor. Please see reverse for sample markers.

### **Who maintains the donated item?**

The Parks Division will maintain the donated item, however, items will not necessarily be replaced if damaged, and the marker will not be replaced if vandalized. The Parks Division reserves the right to remove the item if destroyed, becomes outdated or the park area is renovated/remodeled at a future date.

### **How do I make a donation?**

Contact the office of the Parks Division at (408) 730-7506.

# **Informational Bulletin**

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### **SAMPLE MARKERS**

**DONATED BY**

**(INSERT NAME)**

**IN MEMORY OF**

**(INSERT NAME)**

*For more information on Sunnyvale parks, please call the Parks Division at (408) 730-7506.*