

# Fox Valley Park Foundation Donation for Memorial Application



Any request requiring Fox Valley Park District approvals, services, assistance and/or other support for a special event must provide the following information. Submittal of application does not constitute approval.

## Applicant Information

Contact Person \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Cell Phone Number \_\_\_\_\_ Home Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## Type of Donation

### MEMORIAL TREE – \$500 DONATION



Tree Style:  Shade  Flowering

Plaque Inscription:  In Memory Of  In Loving Memory Of  In Honor Of

Other\* \_\_\_\_\_

*\*Message displays best with 18-20 characters*

Name of Honoree: \_\_\_\_\_

Proposed Location of Tree \_\_\_\_\_

### MEMORIAL BENCH – \$4000 DONATION\*



Bench Engraving:  In Memory Of  In Loving Memory Of  In Honor Of

Other\*\* \_\_\_\_\_

*\*\*Message displays best with 40-50 characters per board*

*Additional \$250 fee for second board*

Name of Honoree: \_\_\_\_\_

Proposed Location of Memorial Bench \_\_\_\_\_

*\*New Memorial Benches limited to 5 per year.*

To submit application for review, please see Terms and Conditions on other side >

# Memorial Terms and Conditions

The Fox Valley Park District invites residents to honor family members and fellow residents through the planting of a memorial tree or bench in a public park or along the trail system. This following information is intended to clarify the terms, conditions and requirements for this program.

1. The Parks Department staff reserves the right to select the location and species of a memorial tree and/or bench in the selected park or property. Fox Valley Park District staff will work with the person purchasing the memorial to find a mutually agreeable location and tree species where applicable.
2. Scheduling of the tree planting is at the discretion of the Parks Department staff. To achieve the best chance for planting success, trees are typically planted in the spring or fall. Fox Valley staff will work to find a mutually agreeable date and location, which remains contingent on favorable weather and soil conditions.
3. All Fox Valley Park District ordinances and local municipal rules must be followed, and should any part of this policy be found to be in conflict with ordinances, park rules or other laws, then this policy shall not govern but the applicable law or park rule shall govern.
4. A \$500 donation will be applied to the purchase of a memorial tree, its planting and initial maintenance. A \$4,000 donation will be applied to the purchase of a memorial bench, memorial inscription, installation and initial maintenance. New memorial benches are limited to 5 per year.
5. The District shall use best management practices to assist the memorial tree so that it survives and thrives. However, the District does not guarantee that a memorial tree will survive and is not responsible for the replacement of a memorial tree if it dies, is knocked over or otherwise in need of removal, for example, due to disease or pestilence.

**Applicant must read the terms and conditions listed above. By signing below, the applicant understands and accepts the terms stated herein.**

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please return application to:*

**FOX VALLEY PARK FOUNDATION**

**ATTN: RACHEL OSSYRA**

Cole Center Administrative Office

101 W. Illinois Ave., Aurora, IL 60506

Phone: 630-966-4529 • Fax: 630-897-6896

foxvalleyparkfoundation.org

## Office Use Only

Total Amount Paid: \$ \_\_\_\_\_

Select Payment Method:  Cash  Check # \_\_\_\_\_  Credit \_\_\_\_\_

Received by \_\_\_\_\_ Work Order # \_\_\_\_\_

Select One:  Tree from nursery  Tree purchased \$ \_\_\_\_\_

Tree Species \_\_\_\_\_