**Park Amenity Donation and Tree Planting Donation Policy**

Park Amenity Donations:

1. Park Amenities include trees, benches, picnic tables, water fountains and bottle filling stations, Little Free Libraries, and other fixtures located in City Parks and Playgrounds. This program is for installation of fixtures and trees in park and recreation areas.
2. The City of Salisbury has established this donation program to provide a way to memorialize or commemorate a loved one, organization, or special event.
3. The program is implemented by the Director of Infrastructure and Development (herein known as “Director”) with annual report to and reviewed by the Parks and Recreation Committee.
4. The costs for this program are as follows. Items included in this program can be added, updated, or removed by the annual fee ordinance or by revising this policy.
	1. New Tree: $400-700 (depending on size and actual costs)
	2. New Bench: $1,300
	3. Existing Bench: $200
	4. Existing Tree: $200
	5. Fixtures: Minimum $200 for maintenance plus actual cost of items.
5. The cost includes the item chosen, a certificate, tree tag (for trees), your name on the City’s website, installation to city standards, and maintenance for the expected lifetime of the item.
6. Fixture designs will be the City Standard to maintain quality control and to match existing park furnishings.
7. Donors may select native trees, generally 7-15 gallon from the native tree species referenced in [Appendix D of the City’s Tree Canopy Study](https://salisbury.md/wp-content/uploads/2021/02/FinalSalisburyTreeCanopyStudy_12182020.pdf). Memorial tree sponsors will receive a certificate of acknowledgement for their donation and a tree tag with a message of up to 200 characters. All inscriptions on the tree tag are subject to approval by the Director, or their designee.
8. The Department of Infrastructure and Development, with recommendation from the Parks and Recreation Committee and Field Operations Department, will develop a list and/or map of potential installation locations for donors to choose from. Most parks are available to receive donated fixtures and trees. Requests to deviate from the pre-approved locations must be reviewed by the Parks and Recreation Committee, Field Operations Department, and approved by the Director, or their designee.
9. The donor will provide the City with the exact inscription desired for the plaque for fixtures. The plaques can accommodate up to 200 characters. Simple inscriptions work best. All inscriptions are subject to approval by the Director, or their designee.
	1. If vandalism to the plaque occurs, the memorial sponsor has a choice on whether they will replace the plaque at their own expense (i.e., cost of new plaque – est. $25). The City has no responsibility to replace lost, stolen, or vandalized plaques or tree tags. If a memorial sponsor elects not to replace the damaged plaque, the City reserves the right to remove the damaged plaque.
10. The City has the duty to provide only routine maintenance and repair of a fixture. The City is not obligated to replace the fixture if it is stolen, worn out, irreparably damaged, or destroyed.
11. The City will replace any trees that do not survive during the first two years.
12. The Director will provide the donor with an agreement that states the donated item, location, cost and inscription text.
13. Once the agreement is signed and upon the receipt of payment, the City has up to six months to install the fixture or tree, dependent on availability. Once the fixture or tree is installed, the City will contact the donor to confirm installation.
14. The City reserves the right to relocate the fixture or tree if the use of the site changes or to ensure park visitor safety.
15. Maintenance funds, or funds received in excess of the installation cost, will be deposited in a Park Fixture & Tree Donation Program Fund to provide funding for future maintenance and guarantee of the fixtures and trees. Expenses from this Fund shall be reported annually to the Parks and Recreation Committee.

City of Salisbury Tree Planting Donation Policy

1. Community Groups, Nonprofits, and Businesses may work with the City to donate and plant trees on City Property.
2. The program is implemented by the Director of Infrastructure and Development (herein known as “Director”) with annual report to and reviewed by the Parks and Recreation Committee.
3. The groups interested in planting trees will work with the Departments of Field Operations and Infrastructure and Development, specifically, the City Sustainability Specialist and City Parks Supervisor, to determine location, number, and type of trees planted.
4. Approved tree species can be found in the [Appendix D of the City’s Tree Canopy Study.](https://salisbury.md/wp-content/uploads/2021/02/FinalSalisburyTreeCanopyStudy_12182020.pdf)
5. The group must either plant the trees themselves or hire a contractor to plant the trees.
6. Trees must be planted per City and University of MD extension standards: https://extension.umd.edu/resource/planting-tree-or-shrub
7. The group must provide their own shovels, mulch, and any other material required for the tree planting such as gator bags if requested by City staff.
8. The City is not responsible for the maintenance and care of trees planted by community groups on City Property.
9. Permanent plaques will not accompany community tree plantings. Tree planting donations will be recognized on the City’s social media and website.
10. The donor group releases, indemnifies, defends and saves harmless the City and its officers, employees and agents from and against any suits, actions, legal or administrative proceedings, demands, claims, liabilities, fines, penalties, losses, injuries, damages, expenses or costs, whether known or unknown, including interest and attorneys’ fees, in any way connected to any injury to any person, including death, or damage to any property or any loss to the City or third parties arising from the tree plantings. This release and indemnity specifically include the obligation of donor group to perform any remedial or other activities required or ordered by any properly empowered government official, or otherwise reasonably necessary to avoid injury or liability to any person or to prevent the spread of pollution originating thereon.