



Village of Lake Odessa

Parks & Recreation Donation Program

Through the Parks and Recreation Donation Program, groups and individuals can make tax-deductible donations to restore and improve Lake Odessa's beautiful recreation areas. Trees, benches or picnic tables may be donated to commemorate special events, honor individuals or agencies, or as memorials to loved ones.



Benches & Picnic Tables

Donations will be accepted for new park benches or picnic tables. Park benches may be engraved, if desired. Once the bench or table has been installed, the contact person will receive a certificate and a map showing the item's location.

4' Downtown Bench:	\$635 (includes engraving) (currently unavailable)
4' Pedestal-Mount Park Bench:	\$750 (includes engraving)
Pedestal-Mount Picnic Table (48" square, 4 seats):	\$1,000
Pedestal-Mount Picnic Table (48" square, 3 seats):*	\$900
Pedestal-Mount Picnic Table (6' rectangular):*	\$1,000

*handicap accessible

Park Trees

Donations may be made for the planting of new trees, depending on available space. Following planting, the contact person will receive a certificate and map showing the tree's location.

New Park Tree:	\$110 for 1.5" Caliper
	\$200 for 2" Caliper

General Memorial Donations

If you wish to make a smaller donation, it will be pooled with other smaller donations and used to purchase park amenities as sufficient funds become available. The contact person will receive a letter of thanks and acknowledgment.

Parks & Recreation Donation Program Policy

1. This policy is designed to enable tax-deductible contributions to support Lake Odessa parks and recreation facilities and programs. Donations for the purchase of new benches may be acknowledged by engraving, if desired. The engraving is symbolic of the donation and does not entitle the donor to ownership of the bench.
2. Complete funding for the donation must be processed before the commencement of any work. The current donation levels are stated above. These amounts are adjusted periodically.
3. For new park trees, donors may request a specific tree species and/or planting location; however, the Lake Odessa Tree Board will make the final determination. Trees ordered from April 1 through October 15 will be planted in the late fall. Trees ordered October 16 through March 31 will be planted in the spring.
4. Every attempt will be made to maintain commemorative trees for a long life. However, no guarantee is made or implied that the tree will be replaced if it dies from natural causes, disease or damage after its first year.
5. Donors may recommend a specific location for placement of benches or picnic tables; however, DPW staff will determine the final placement. UPDATE: As of 6/21, the Village is not accepting any further donations for downtown benches. The Village does reserve the right to accept these donations in the future.
6. A maximum of 2 lines of text and 40 characters per line is permitted on engraved benches. Text must be non-controversial and appropriate for display in a public place, subject to approval by the Village. Engraved benches are not intended to serve as memorial markers; birth and/or death dates are not permitted. Messages should be simple statements that recall the event or person(s) recognized. No logos of any kind are permitted.
7. Only donations for trees, benches, picnic tables, and general memorial contributions are covered by this policy. A person or group requesting to make any other donation, dedication or memorial must contact the Village Manager.
8. This policy does not supersede the regulations or ordinances of the Village of Lake Odessa.

PAYMENT

Donations to the Village of Lake Odessa are tax-deductible. (See IRS Publication #526.) Please make check payable to: "Village of Lake Odessa". Return this form and your payment to:

*Attn: Patrick Reagan, Village Manager
Village of Lake Odessa, 839 Fourth Avenue, Lake Odessa, MI 48849*

My signature below indicates that I have read this document in its entirety and understand that:

1. The Village of Lake Odessa makes all final decisions, including but not limited to availability, bench/table location and style, tree location and tree species.
2. All language engraved on benches is subject to approval.
3. As a tax-deductible donation, all donated items are the property of the Village of Lake Odessa, and will be maintained according to Village policy and priorities.

Signature of Donor: _____

Date: _____

**Do Not Write Below This Line
(For Village Use Only)**

Received on (date): _____

By: _____

Approved*

Denied**

*Conditions or restrictions (if any):

**Reason(s) for Denial:

By: _____

Date: _____

Title: _____

Original: Village Clerk
1st Copy: Applicant
2nd Copy: Lake Odessa DPW