

Downers Grove Park District TREE MEMORIAL APPLICATION

APPLICANT INFORMATION

DATE OF APPLICATION _____

APPLICANT'S NAME _____

PHONE NUMBER _____

EMAIL ADDRESS _____

STREET ADDRESS _____

CITY _____ ZIP _____

TREE PLAQUE

Plaques are 5" in diameter and read "Living Tree Memorial" with name and year. Please allow 10-12 weeks for fabrication.

NAME: _____

YEAR: _____

TREE LOCATION

- Flagship Park/Nighborhood Park: \$1,000
 Corporate Donor: \$1,500

PARK: _____

LOCATION ONSITE: _____

TERMS

My signature below indicates that I have read this document in its entirety, consulted with the Downers Grove Park District Tree and Bench Memorial Administrator and understand that:

- A tree memorial will last the life of the tree and a minimum of 2 years.
- Memorial applications are reviewed throughout the year, however, memorial trees are installed only twice per year; once in the spring, for donations made by February 1, and once in the fall, for donations made by August 1, for a maximum of 10 trees.
- This program is designed to enable residents and park users to support Downers Grove parks through a tax-deductible contribution. Contributions are acknowledged by a donor recognition plaque, which is symbolic of the donation and does not entitle the donor to ownership of the particular donated element. Individual decorations shall not be installed on or around the trees. Any decorations added will be removed by the Park District.
- Complete funding for the donation must be processed before the commencement of any work. The current tree donation levels are stated herein. Levels are adjusted periodically.
- The District, in collaboration with the donor, will determine the exact tree location.
- The District makes all final decisions including, but not limited to, availability and tree location.
- The District retains the right to relocate a donated element and plaque at any time. If an element needs to be relocated, the District will contact the donor to discuss alternative locations; the District will make the final determination.
- All language used on memorial plaques is subject to approval.
- As a tax-deductible donation, all donated items are the property of the Downers Grove Park District and will be maintained according to District priorities.
- This program does not supersede the regulations or ordinances of the Downers Grove Park District.

I have read, fully understand and agree to abide by the terms of the Tree Memorial Program.

SIGNATURE _____ DATE _____

PAYMENT Credit Card: We will call for info Check: Make payable to Downers Grove Park District



SUBMIT FORM AND PAYMENT TO:

ADMINISTRATIVE OFFICE 2455 Warrenville Rd. • Downers Grove, IL • 60515

VISITOR HOURS: MONDAY TO FRIDAY 8:30AM TO 3:30PM

INFO@DGPARKS.ORG • 630.960.7500 • DGPARKS.ORG