

City of Mountain Brook

Memorial Donation Program

Commemorate the life or achievements of a loved one with a donation

Bench or Picnic Table: \$5,000 for a 6' metal bench with personalized plaque or a 6' picnic table and bench set with a personalized plaque.

Tree Donations: \$1000 for a 5-6' balled and burlap native tree. Larger sizes may be available for an additional cost. Plaques are not available for tree donations.

Memorial Donation Program Information

1. The Memorial Donation Program is designed to enable residents of Mountain Brook and patrons of its parks and recreational facilities to support its parks and the recreational opportunities and facilities provided by the City. The Program uses donations to fund amenities that enhance the City's parks and provide donors with a meaningful way to support the City.
2. Donations are considered a gift or charitable contribution to the City and no contract is created by such donation or its acceptance by the City. The donor shall not acquire any ownership, interest or right in or to items purchased with donated funds. As a show of appreciation for donations to the Program, the City has elected to place a plaque on benches and picnic tables but no right to such a plaque is created and should not be assumed.
3. The donation may be tax deductible depending on the donor's particular tax situation. It is always a good idea to check with your personal tax advisor before completing the donation.
4. All donations are subject to the approval of the City's Park Board and donations will not be accepted until the Park Board reviews the type, location and character of each proposed donation.
5. The Park Board has adopted a uniform design for benches and picnic tables and all bench or picnic table donations will be used to furnish items of those uniform designs. Tree donations will be used to provide a species native to central Alabama. Other ideas for memorials may be considered at the Park Board's discretion.
6. The donation must be received in full before items will be purchased or installed. The current donation level(s) is/are stated herein. These amounts may be adjusted periodically.
7. There is no warranty on items purchased with donated funds. The City will maintain such items within reasonable expectations for outdoor elements in public areas and make minor repairs in the event of damage at its discretion following installation. The City will take appropriate care of trees for the first year after installation.
8. If any item becomes damaged beyond reasonable repair, it may be replaced with a new item and the original donor may be given option to donate funds to purchase the new item. If the original donor can not be reached or opts not to provide such funds, the City will move forward as it deems necessary.
9. The Park Board retains the right to relocate any item at any time. If an item needs to be relocated, the City will attempt to contact the donor to discuss alternative locations; however, the Park Board will make the final determination.
10. Plaques may only be placed on benches, picnic tables, or like items. Plaques are not available for tree donations. All text on plaques is subject to the review and approval of the Park Board.
11. Benches, picnic tables, or like items are reserved for honoring real persons only. People wishing to donate in memory of pets, occasions or subjects other than persons may donate a tree.

Memorial Donation Process

1. Fill out the Mountain Brook Memorial Donation Application and return to:
Shanda Williams with the Park and Recreation Department
3968 Bethune Drive
Mountain Brook, AL 35223
or email: williamssh@mtnbrook.org
2. Once the donated item and location have been discussed by the donor and the Park and Recreation Department, the donation will be presented to the Park Board for approval.
3. After the Park Board has approved it, the donation will be accepted by the City of Mountain Brook and a receipt will be mailed to the donor.
4. The City will then order and install the associated item. Benches and picnic tables take approximately six to eight weeks from the date ordered. Tree donations will be planted at the appropriate time of year, usually in the fall or winter.

Samples of Donations:



Mountain Brook Memorial Donation Application

If you have any questions regarding the program, please call the Park and Recreation Department at (205) 802-3877.
All applications are reviewed for appropriateness and are subject to Park Board approval.

Applicant Information:

Name: _____ Phone: _____

Address: _____ Alt. Phone: _____

City, State, Zip: _____ Email: _____

Interested in Donating:

Bench (\$5,000) Picnic table (\$5,000) Tree (\$1,000) Species: _____

Other: _____

Desired Location: (Please provide 2-3 choices)

Plaque: The general plaque for the benches and picnic tables has a maximum of 5 lines with 60 characters on each line, including spaces. The fewer the lines and characters, the larger the print can be. The average plaque has 3-4 lines. Plaques are not available for trees.

Payment: *Do not send payment until the donation has been approved by the Park Board*

Please make checks out to “**The City of Mountain Brook**”. Please refer to your donation in the memo line. Checks can be mailed or delivered to **Mountain Brook Parks and Recreation**

3698 Bethune Drive, Mountain Brook, AL 35223

Receipts are mailed to the person(s) and address printed on the check.

I have read, understand, and agree to abide by the terms and conditions in the Memorial Donation Program Information.

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

1. The Park Board makes the final decisions, including but not limited to all items purchased with donations and their locations.
2. All text used on the plaque is subject to approval.
3. All items purchased with donated funds are the sole property of the City of Mountain Brook.
4. There is no warranty on items purchased with donated funds and any such items may be relocated, modified, taken out of use, or replaced, without limitation, at the sole discretion of the City of Mountain Brook.

Signature of Donor _____ Date _____