

TOWN OF LURAY
DONATIONS POLICY – PARKS AND RECREATION

I. Statement of Purpose

The Luray Town Council ("the Council") is committed to the aesthetic development of the Luray Parks and Recreation Property's (Recreation Property). In the continued development of the Recreation Property the Council strives to promote community involvement and provide opportunities for Luray's Citizens:

(1) to participate in the development of the Recreation Property through monetary contributions for specific projects, plantings, or hardscape items, (2) to donate landscaping, hardscape items, historic objects or other items or improvements relevant to the Town of Luray and its citizens for public display on the Recreation Property. The Council shall review such offers to contribute or donate on a case by case basis in accordance with this policy. The Town shall not be bound by any action on an offer to contribute or donate that does not conform to the requirements of this policy.

In order to accomplish these objectives, the following policies and procedures are established.

II. Offers of Donation and Contribution

All offers to contribute to the construction of or donate an item for public display on the Recreation Property must be in writing, addressed to the Luray Department of Parks and Recreation. The request should include information adequate to evaluate the proposed project or item, including but not limited to the following:

- Drawings, photos or written descriptions of the item(s) to be donated or design drawings for projects the applicant wishes to fund for construction. The description should demonstrate that the item has the requisite physical integrity to withstand public display and withstand exposure to the natural elements;
- Proposed location, the applicant proposes to display the item or project;
- An explanation of why the item(s) should be displayed on the Recreation Property and how the display of such serves a purpose appropriate to the interests of the public;
- Estimates of the costs of installing the item(s) for public display, or budget for constructing a proposed item.
- The anticipated date for the donation to occur;
- Public support for the proposed donation;
- A written description of the background/historical information associated with any donated item.

III. Review by Donation Committee

Once The Department of Parks and Recreation receives an adequately documented offer of donation, staff will advise the Donation Committee consisting of the Town Manager, Recreation Director with representation from the Greenway Foundation, and the Tree and Beautification Committee to review and determine the following:

- If the offer of donation is adequately documented;
- The availability and appropriateness of the requested site for placement of the item(s);
- Whether the Town has sufficient resources to display, store, protect, conserve, insure and maintain the item(s);
- If the proposal is aesthetically compatible with the theme of the Recreation Property, the existing landscaping, and its impact on the Recreation Property's natural beauty;
- Donation signs or plaques should conform to existing donations within the Park system.

IV. Review by Luray Town Council

Once an application is reviewed and a recommendation is formed, the Town Manager or his designee will submit the matter for consideration by the Luray Town Council.

The Council will formally accept or decline the offer of donation by motion.

Any motion to accept an offer of donation shall include all conditions of acceptance.

A written Notice of Action will be sent on behalf of the Council that includes any conditions placed on the Town's acceptance of the offer of donation. If the conditions are acceptable to the donor, the donation shall proceed in the manner specified in the Notice of Action. If the donor objects to any condition, the offer of donation shall be deemed declined without any further action by the Town.

The Town of Luray shall become the sole owner of the donated item(s) upon taking possession from the donor. The Town has no obligation to display or maintain any donated item(s). The Town has the right, in its sole and absolute discretion, to remove or request removal of any donated item(s) without notice to or the consent of the donor.