

Memorial & Donation Form

Version 12/2022



Park and Recreation Department
PO Box 5021
1700 River Drive North, Great Falls, MT 59403
406-771-1265

First name:	Last Name:	Memorial For (Name):
Street Address:		
City:	State:	Zip:
E-Mail Address:		Phone:

Donation Information

Type of Donation:	Location Requested:
<input type="radio"/> Cash Donation	
<input type="radio"/> Memorial Tree	
<input type="radio"/> Bench & Tables	
<input type="radio"/> Other _____	
	Donor Signature and Date:

STAFF ONLY

Total Memorial Cost:	Staff Signature and Date:

Memorial Trees

<input type="radio"/> Maple	<input type="radio"/> Ohio Buckeye	<input type="radio"/> Linden
<input type="radio"/> Elm	<input type="radio"/> Flowering Crab	<input type="radio"/> Bur Oak
<input type="radio"/> Spruce	<input type="radio"/> Hackberry	<input type="radio"/> Pine
<input type="radio"/> Honey Locust	<input type="radio"/> 6" x 12" Granite Marker	

Memorial Benches and Tables

<input type="radio"/> Standard Park Bench	<input type="radio"/> Standard Picnic Table
<input type="radio"/> Davidson Bench	<input type="radio"/> Exposed Aggregate Table
<input type="radio"/> Exposed Aggregate Bench	<input type="radio"/> Standard Round Table
<input type="radio"/> Swing Bench	<input type="radio"/> Exposed Aggregate Round Table
Cast Bronze	
<input type="radio"/> 4" x 6"	<input type="radio"/> 7" x 9"
<input type="radio"/> Additional Sizes Available – Prices Vary	<input type="radio"/> Custom Art Work Available – Prices Vary
Cast Aluminum	
<input type="radio"/> 4" x 6"	<input type="radio"/> 7" x 9"

Circle of Giving

<input type="radio"/> 4" x 6" Cast Bronze
<input type="radio"/> 7" x 9" Cast Bronze

Other Memorial Options

<input type="radio"/> Concrete Corn Hole or Ping Pong	<input type="radio"/> Youth Camp & Swim Lesson Scholarships
<input type="radio"/> Bike Repair Station	<input type="radio"/> Horseshoe Pits
<input type="radio"/> Portable Scoreboards	<input type="radio"/> Solar Charging Station
<input type="radio"/> Playground Equipment	<input type="radio"/> Bleacher Donation
<input type="radio"/> Aquatic Shade Structures	<input type="radio"/> Park Grills

Marker Order Form



Customer Contact Information for proof review and final authorization for production

First name:	Last Name:	Memorial For (Name):
Street Address:		
City:	State:	Zip:
E-Mail Address:		Phone:

Contact Park and Recreation at 406-771-1265 when marker is ready for pick up.



CITY OF GREAT FALLS

PARK AND RECREATION DEPARTMENT

Policy Name:	Memorial and Donation Policy		
Section #:	Section Title:	Adopted:	6/28/2016
Approval Authority:	CITY CODE 9.3.10.010	Reviewed:	6/27/2016
Responsible Office:	PARK AND RECREATION	Revised:	12/06/2022
Responsible Staff:	DIRECTOR OF PARK AND RECREATION	Signature:	

PURPOSE

The purpose of this policy is to provide the public or interested parties the opportunity to make cash or in-kind donations for memorials and park amenities that enhances the city’s vast park system.

DEFINITIONS

Donation – a free contribution or gift to the city.

Memorial – something designed to preserve the memory, event, etc., as a monument or a plaque.

POLICY

The Park and Recreation Department will evaluate each request for donations or memorials and determine approval. Donations or contributions over \$5000 may need City Commission approval. Donations or memorial requests must be consistent with park needs, the mission of the Park and Recreation Department, goals, aesthetics and the Park and Recreation Master Plan.

Procedures

1. Individuals or groups wishing to make a donation or purchase a memorial must fill out a donation/memorial request form, which is available at 1700 River Drive N or on-line at www.greatfallsmt.net/recreation.

2. All requests will be reviewed by the Park and Recreation Director or his/her designee.
3. Every attempt will be made to process the requests in a timely manner (usually seven (7) business days).
4. The Park and Recreation Director or his/her designee will work closely with the interested party to ensure the donation or memorial is acceptable and follows this policy.
5. Installation of memorials or donated items will be completed by the Park and Recreation Department or partnered contractor.
6. Costs of memorials or donated items may include materials, installation, and future maintenance considerations based on the life cycle of the amenity.
7. Donations for general park purposes, project development, and general upkeep will also be considered.
8. The Park and Recreation Department is not responsible for theft, vandalism, or displacement of memorials and other various donated park amenities, including trees, benches, plaques, etc.
9. Credit cards may not be used to provided cash donations



Memorial Opportunities

We thank you for considering improving our parks system via our memorial program. Provided below are some projects your memorial can be used for that you may not be aware of, all of which can have donor recognition plaques placed with them. Further information is available with consultation of individual division leaders.

MEMORIAL TREES

Memorial Trees are a great opportunity to celebrate the life of loved ones and honor those who have touched our lives, as well as adding shade, beauty and wind protection in our wonderful park system.

- Choose a park and general location, subject to the approval of the Park and Recreation Director and staff, and contingent on utilities and irrigation.
- Parks Available:
 - Belview, Grande Vista, Fox Hollow, Meadowlark, Montana, Jaycee, Rhodes, North Kiwanis, West Kiwanis, West Bank, Horizon, Eagles Crossing, Chowen Springs, Lions, Dudley Anderson, Sunrise, Heren, Graybill, Hylande, Sunnyside, Carter, Gibson, Overlook, Sun River Meadows, Dog Park, Eagle Falls, Anaconda Hills, and River's Edge Trail.
- Memorial plaques and granite markers are optional.
- Recommended Trees:
 - Maple, Linden, Honey Locust, Flowering Crab, Ohio Buckeye, Hackberry, Elm, Bur Oak, Pine and Spruce.
- Trees will be staked and mulched at time of planting. (Spring and Fall).
- Memorial Tree
- Granite Marker
 - 6" x 12"
 - Art Work other than lettering

Memorial Tree Example



MEMORAL BENCHES AND TABLES

Memorial benches and tables create sitting and picnic areas for the entire community to enjoy, as well as honoring loved ones in our lives or dedicating a special event.

- Choose a park and general location, subject to the approval of the Park and Recreation Director or his/her designee and contingent on utilities and irrigation.



- Standard Park Bench
- Exposed Aggregate Bench
- Davidson Bench
- Standard Picnic Table
- Exposed Aggregate Table
- Standard Round Table
- Exposed Aggregate Round Table
- Steel Benches and Tables
 - Depending on style and availability.

- Benches and tables are secured to a concrete pad at time of installation.
- Cast Bronze Memorial Plaques are optional and custom made.
- Cast Bronze Marker
 - 4" X 6"
 - 7" X 9"
- Cast Aluminum Marker
 - 4" X 6"
 - 7" X 9"

All prices are subject to change at time of order

Your contribution is greatly appreciated and will enhance our great park system.

Standard Park Bench Example



Davidson Bench Example



Swing Bench Example

Plain Picnic Table Example



Round Table Example



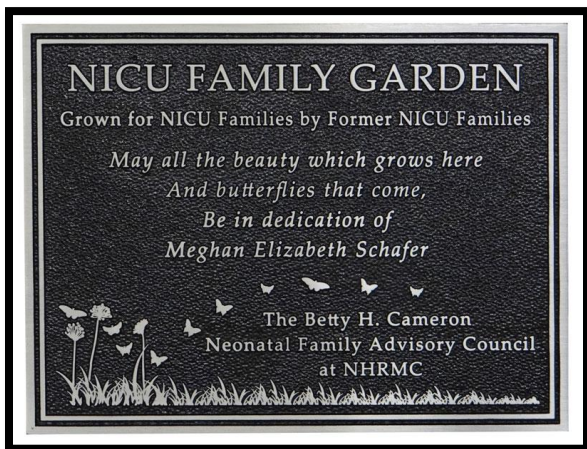
Bronze Plaque Examples



Granite Marker Example



Cast Aluminum Marker Example



OTHER PARK AMENITIES

Many other features create a vibrant park experience. Listed are some other ideas of what can be provided through a donation.

City Parks

- Choose a park and general location, subject to the approval of the Park and Recreation Director or his/her designee and contingent on utilities and irrigation.
- Water Fountain
- Bike Racks
- Shade structures and Gazebos
- Playground and Exercise Equipment
- Equipment, Art Supplies, etc. for Recreation Center
- Replacing asphalt with concrete on trails (100 foot minimum)
- Concrete corn hole or ping-pong games.
- Park Grills
- Horseshoe Pits
- Art, Sculptures, and Murals are dependent on piece

River's Edge Trail

- Solar Charging Station
- Bike Repair Station
- Memorial Trees
- Circle of Giving Memorial Plaques
- Benches Limited at this Time

Community Recreation Center

- Portable Scoreboard
- Playground Equipment
- Youth Camp Scholarships
- Bleachers

Pools

- Picnic tables- Jaycee or Water tower pools or Electric City Water Park.
- Shade structures
- Trees
- Swim Lessons Scholarships

Park and Recreation

- Sponsor a "Movie in the Park"
- Gibson Park Entrance Sign

Water Fountain Example



Bike Repair Station Example



Solar Charge Station Examples

 A solar charge station with a red metal grate base and a black charging station on top, located in a park setting.	 A solar charge station with a blue canopy and a black charging station, with two people sitting at a table nearby.	 A solar charging station with a red circular solar panel on top and a black charging station, mounted on a red metal frame.
Solar Charge Station	Solar Charge Station	Solar Charging

Ping-Pong and Corn Hole Examples

 A green ping pong table with black legs and a black sign that says "Kay Park Ping Pong" on the side, located outdoors.	 A white corn hole game with red and blue beanbag tossers, located on a grassy area.
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Park Grill Example

 A black pedestal grill with a metal grate and a handle, mounted on a pedestal.	 A black dual-sided grill with a metal grate and handles, mounted on a pedestal.
SB400 Pedestal Grill	SBD600 Dual Sided

Circle of Giving at West Bank Park



Memorial in the Circle of Giving includes a 4"x 6" or 7"x 9" cast bronze marker. Call for further information, or to donate to the trail visit TheTrail.org