



## **Donations to the City of Oak Ridge Parks & Recreation Department**

List compiled by Recreation and Parks Advisory Board

The City of Oak Ridge Parks & Recreation Sponsorship Program offers you the opportunity to develop an affiliation with the City of Oak Ridge that can complement or enhance your group's mission. All sponsorships are tax deductible. The City will provide a 3"x5" plaque recognizing the sponsor on the item donated. In the case of a cash donation, the monies will then be passed directly to the Parks and Recreation Department to be used where appropriated.

The City of Oak Ridge Recreation and Parks Department accepts charitable donations to restore and improve the city's renowned open spaces. Please contact the Parks & Recreation office for options: 865-425-3450; Email: [mreedy@oakridgetn.gov](mailto:mreedy@oakridgetn.gov); Donations are tax deductible.

Thank you for your interest in assisting the department in beautifying the parks and provide a more user friendly area for citizens and visitors.

### **Criteria for Application Review**

Applications for sponsorship of City of Oak Ridge Parks and Recreation programs or services shall clearly outline the forms of support sought and offered and the recognition to be given by the City. Acceptance of an Application by the City shall result in the creation of a sponsorship agreement that will detail the following information, at a minimum:

- Activities, products, and services of the private entity, its parent subsidiaries, affiliates and predecessor companies;
- Benefits to be given to the proposed sponsor by City of Oak Ridge Parks and Recreation, and the estimated monetary value of those benefits;
- Benefits to be given to City of Oak Ridge Parks and Recreation by the proposed sponsor, and the estimated monetary value of those benefits;
- Prominence of the proposed public recognition of support;
- Duration of the proposed public recognition of support;
- Conditions under which the sponsorship agreement may be terminated.

City of Oak Ridge Parks and Recreation recognizes that entering into a sponsorship agreement with an external entity does not constitute an endorsement of the entity or its services and products but does imply and affiliation. Such affiliation can affect the

reputation of City of Oak Ridge Parks and Recreation among its residents and its ability to govern effectively. Therefore, any proposal for sponsorship of a City of Oak Ridge Parks and Recreation program or service in which the involvement of an outside entity compromises the public interest will be rejected.

A listing is compiled here for your reference. All items are subject to Parks & Recreation Department approval. Additional items not listed would also be considered.

### **All Inclusive Donations; listing and price range**

-Includes installation and recognition plaque if requested.

-All Oak Ridge City Parks are current location options for these items; Small trees, large trees, brick pavers, and benches. Locations for other items will be determined based on needs and desires of donors.

-Pictured items are examples only. The City Staff will select a quality item with competitive pricing, ease of maintenance, and functionality as key pieces in the decision.

### **Labor Only:**

Mulch around trees in Right of Way.

### **Under \$500**

- Small Tree planting
  - Ornamental trees that remain under 25 feet tall and 1 ½" -2" diameter, including various recommended native species. Donations may be made for new or existing trees in parks and other public spaces depending upon planting space available. A donor recognition plaque will be installed at the base of the tree if requested. 1 year guarantee.
- Brick Paver; Name & engraving of a building brick
- Bike rack



- Portable pitcher mound
- Disc golf- new hole or practice hole

### **\$500-1000**

- Large Tree Planting
  - Large shade trees, including various recommended native species. Donations may be made for new or existing trees in parks and other public spaces depending upon planting space available. A donor recognition plaque will be installed at the base of the tree.
- \$750- Benches; Potential location options include all Oak Ridge City Parks.



- Port-a-potty fencing
- Haw Ridge signage
- 

### **\$1000-5000**

- Shade structure; price estimates not including concrete slab or amenities:
  - 10 x 10 x 8 - \$2500
  - 30 x 30 x 8 - \$5500
  - 10 x 20 x 8 - \$3000
  - 24 x 40 x 8 - \$5500



4-Post Rectangular Shade Structure

- Water Fountain; price subject to water supply and ADA accessibility.



**Skatepark Water Fountain – Donation Needed!**

- \$3000 – Your tax exempt donation would cover the water line, a new accessible fountain, and a small plaque. If you can help, please contact:

Recreation Program Supervisor  
City of Oak Ridge Youth Advisory Board  
(w) 865-425-3442  
(f) 865-425-3418

- Outdoor Cooking Grills
  - Melton Lake Pavilion
  - Haw Ridge
  - Neighborhood Parks
- Picnic Tables
- Bleachers

- Indoor pool scoreboard
- Tennis backboard
- Ball field upgrade (Robertsville, JMS, Pinewood)

### **\$5000-10,000**

- Civic Center exterior lighting upgrade

### **\$10,000-30,000**

- Shade Structure-large size; concrete slab

### **\$30,000-50,000**

### **Over \$50,000**

- Permanent restroom pre-fabricated facility
- Playground equipment
- \$200k Field lighting
  - Yearwood Park
  - Bobby Hawkins
  - JMS

### **Other**

- Fencing
- Outdoor Art \*subject to department approval
- 8<sup>th</sup> Row Lane Rowing

### **Park Naming Program**

The City of Oak Ridge will consider the acceptance of donations from sponsors who wish to name facilities.

### **Procedures**

Call Parks & Recreation Office; Complete Application; Make Payment

### **Recognition Options**

- Donor name and project details on City of Oak Ridge Parks & Recreation website

- Donor name and project details recognized in The Oak Ridger
- Recognition plaque (for the life of the item), ground flush. Sample below:

SAMPLE PLAQUE SIZE

3 X 5"

# City of Oak Ridge Recreation & Parks Donation Program Application

## 1. Applicant Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

## 2. Donation Selection

*Most items can be installed within 6 months.*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Small Tree                | <input type="checkbox"/> Port-a-Potty           | <input type="checkbox"/> Baseball Field Upgrade |
| <input type="checkbox"/> Paver                     | <input type="checkbox"/> Haw Ridge Signage      | <input type="checkbox"/> Shade Structure- Large |
| <input type="checkbox"/> Bike Rack                 | <input type="checkbox"/> Shade Structure- Small | <input type="checkbox"/> Civic Center Lighting  |
| <input type="checkbox"/> Portable Pitcher<br>Mound | <input type="checkbox"/> Bleachers              | <input type="checkbox"/> Upgrade                |
| <input type="checkbox"/> Disc Golf Hole            | <input type="checkbox"/> Indoor Pool            | <input type="checkbox"/> Field Lighting         |
| <input type="checkbox"/> Water Fountain            | <input type="checkbox"/> Scoreboard             | <input type="checkbox"/> Restroom Facility      |
|  | <input type="checkbox"/> Tennis Backboard       | <input type="checkbox"/> Playground Equipment   |

3. **Desired donation location.** Indicate the desired location: Park name and neighborhood, or street address and neighborhood. Please list 1<sup>st</sup> and 2<sup>nd</sup> choices.

\_\_\_\_\_

\_\_\_\_\_

## 4. Proposed Text for Plaque

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 5. Desired Form of Recognition

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. **Payment:** Donations to the City are tax-deductible. The city will provide the donor with a payment receipt. Parks & Recreation Department can accept checks or debit/credit cards. Make checks payable to the City of Oak Ridge.

## 7. My signature below indicates that I understand that:

- A. All final decisions, including but not limited to availability, location, and style are subject to Parks and Recreation Director's approval.
- B. All language used on recognition plaques is subject to approval.
- C. As a tax-deductible donation, all donated items are the property of the City of Oak Ridge Recreation and Parks Department, and will be maintained according to Department policy and priorities.

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_\_

