



Cornelius PARC Department Donation Form

Please complete this form and return via one of the following methods.

- Mail: Cornelius PARC Department, PO Box 399, Cornelius, NC 28031
- In person: Cornelius Town Hall, 21445 Catawba Ave, Cornelius, NC 28031
- E-mail: parc@cornelius.org
- Fax: 704-896-2462

For Office Use Only

Date Received: _____

Date Approved: _____

Payment Received: _____

Date Installed: _____

Contract Expiration: _____

Your donation form will be reviewed upon receipt. You will be contacted regarding your donation request and proposed location within ten business days. If you have any questions concerning this donation program, please call 704-892-6031 x160 or email parc@cornelius.org.

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ Email _____

I would like to donate (specify number for all that apply): Steel Bench _____ Wood Bench _____ Picnic Table _____ Tree _____

Desired Park/Location/Tree Variety: _____

Desired Wording for Bench or Picnic Table Plaque (The plaques can accommodate up to 25 words. Simple inscriptions of less than ten words work best. All inscriptions are subject to approval by the PARC Director or his/her designee.):

I understand that all benches, picnic tables, and trees will be installed and maintained by Cornelius PARC or its contractors. Unless deemed unsafe or unsightly, donated benches, picnic tables and trees will remain in place for the duration of the item's lifespan, with a guaranteed 10-year minimum for private donations and for 10 years for corporate or civic group donations. At the end of this period, the Cornelius PARC may at its own discretion replace or remove the donated item. Cornelius PARC holds ultimate ownership over all donated benches, tables, and trees and it is prohibited for applicants to decorate, personalize, or add adornment to any of these items. Special maintenance requests for specific items will not be granted except in cases of safety concerns or significant damage. If a donated item is vandalized or damaged by an act of God, Cornelius PARC will make every effort to repair the item within the limits of its available funding. If the item cannot be repaired or replaced, and if the item is a hazard or is unsightly, Cornelius PARC may remove the item. Damaged or vandalized plaques may be replaced at the owner's expense. Cornelius PARC reserves the right to relocate any donated bench, table, or tree for safety, environmental, or land management reasons. In this event, the donor will be notified of the new location. By signing below, I acknowledge that I have read, understand, and agree to this paragraph and the Cornelius Park Bench, Picnic Table and Tree Donation Policy.

Signature _____ Date _____