Parks Gifts & Memorials Catalog

City of Moses Lake
Parks & Recreation Department
PO Box 1579, 411 S Balsam
Moses Lake, WA 98837
(509)764-3805 or www.mlrec.com
Our Mission
The mission of the Moses Lake Parks & Recreation Department is to plan, develop and maintain safe recreational facilities and programs for the health, pleasure and educational use of the community and its visitors.

Policy for Accepting Gifts and Memorials
The beauty of our parks and the recreational opportunities that they offer have enriched the City of Moses Lake. The City of Moses Lake respects the desires of individuals to commemorate special events or the lives of loved ones; it also recognizes the desire of other community members who visit public places to not be burdened with a constant reminder of death. While gifts and memorials may enrich a park experience for park users, open space itself is a very precious commodity. The City of Moses Lake considers some open spaces in our parks as complete, offering an unrestricted setting to encounter a wide range of experiences. It is the responsibility of City of Moses Lake Parks & Recreation Department to preserve the open, tranquil quality of Moses Lake’s parks. The goal of this policy is to ensure that the limited space available be used for park improvements that support the mission of the City of Moses Lake Parks & Recreation Department. Therefore, a thoughtful review process is provided to encourage gifts and donations that:
- Cover the total materials of a project.
- Are sensitive to all park users.
- Are sensitive to the design standards required for public spaces.
- Are sensitive to the long-term cost of maintenance and the distribution of maintenance money.
Any party wishing to locate a gift, memorial or tribute in a Moses Lake park should contact the City’s Parks & Recreation Department for a consultation on the review and acceptance process.

Policy Objective
Any new gift or memorial will be expected to enhance a park without hindering the quality of the open space. This policy describes a process through which applicants are encouraged to work with City staff to determine how a gift or memorial can enhance the experience of park users as well as meet the needs of a donor. In order to preserve the general nature of open space, public parks and public realm, donors will be asked to broaden their search for an appropriate location by considering private property as well as public.
Requests to honor groups or organizations will be evaluated using the approval criteria established in this document. At their discretion, Parks & Recreation staff, and/or the Parks & Recreation Advisory Board and City Council may consider additional factors in evaluating such requests. Potential donors to the City of Moses Lake parks system, as well as those wishing to honor the contributions of a particular organization, are encouraged to make park amenity donations through the City’s Parks Gifts and Memorials Catalog.

This policy also provides a method for defining the total cost of a gift or memorial and establishes a method through which donors will be asked to include within their donation the cost of design review, project coordination, construction oversight and part of the cost of ongoing maintenance.

Placing wreaths, flowers, etc., at memorial sites will not be permitted without special permission from the Parks Superintendent, and will be limited to specific community ceremonies or events.

**Review Process**
As donations and memorials vary greatly in their impact on parks, the review process should be tailored according to the proposal’s complexity. Criteria for the donation of typical park amenities, as identified in the *Parks Gifts and Memorials Catalog*:

- The Sponsor should meet with the Parks & Recreation Director at the earliest possible time to discuss the review process for the specific proposal.
- City staff considers land use requirements, legal requirements, park design issues, potential public concern, maintenance issues, and recreational issues.
- The proposal is reviewed against approval criteria included in this policy. The true cost of the proposal is estimated, if appropriate, at this stage of the proposal’s development.
- The Parks Superintendent forwards a recommendation to the Parks & Recreation Director regarding the acceptance or denial of the park amenity.
- A letter will be sent to the donor informing them of the decision to approve or deny the amenity, giving instruction to the donor about the procedure to complete the project.

**Other Projects**
We are always open to community suggestions regarding possible “non-traditional” projects. City staff will work closely with you and/or your organization to examine unique possibilities outside the normal scope of gifts and memorials. Don’t hesitate to contact the Parks & Recreation Director to discuss your ideas.

**REMEMBER:** Your donations to The City of Moses Lake are tax deductible.
Gifts & Memorials

**Barbecue**  
$800 - $1,400  
A number of our parks utilize fixed charcoal barbecues. Both masonry and steel units are used. As we continue to develop and improve existing green space, the need for additional units is constant. Tax and freight fees will be included in final estimate.

**Bench**  
$1,200 - $1,800  
Benches are a popular fixture in our parks and along our growing trail system. Benches will be steel coated and different colors available. Tax and freight fees will be included in final estimate. Memorial plaque is not included.

**Bicycle Rack**  
$500 - $1,000  
Demand for bicycle racks continues to grow in our health conscious society. Powder coated steel units are available in a variety of colors and shapes. Tax and freight fees will be included in final estimate.

**Compliant Bleacher**  
$12,000 - $20,000  
Multi-use seems to be the name of the game with many of our facilities. The demand is solid for portable bleacher units. Current designs favor aluminum construction. Tax and freight fees will be included in final estimate.

**Drinking Fountain**  
$5,000 - $7,000  
Drinking fountains are a popular item in all of our parks and facilities. There are a number of new designs, styles and colors available. Many existing locations could be enhanced with the installation of a new fountain. Tax and freight fees will be included in final estimate.
Gifts & Memorials

**Picnic Shelter**  
$8,000 - $27,000

Our existing picnic shelters continue to get plenty of use. With the intensity of our summers, most organized picnics prefer a fixed location with shade, tables, benches and sometimes even barbecues. The approximate size will be 15’ x 30’. There will be a concrete fee of $2,500.

**Picnic Tables**  
$900 - $1,200

Picnic tables are one of the staples in most of our parks. We are using several different styles. Most are coated steel framed with replaceable wood planking. We are constantly asked to provide additional units in numerous locations. Tax and freight fees will be included in final estimate.

**Playground Equipment**  
$25,000 - $150,000

Playground equipment options are pretty much unlimited. Opportunities exist for new playground equipment in many community locations. There are some exciting new designs and choices in playground equipment.

**Trees & Plant Materials**  
$300 - $750

We’re proud of the trees and plant materials that flourish in our parks. The need for replacement or new materials is constant.

**Dog Park Amenities**

- **Drinking Fountain**  
  $3,000 - $5,000
- **Toy Structures**  
  $1,000 - $4,000
- **Waste Stations**  
  $500 - $1,000

Have canines, visit the dog park and want to honor a loved one. Consider gifting a drinking fountain, toy structures, or a waste station. Model 3500D is a StreetSmart™ “Hi-Lo”, vandal-resistant, barrier-free, pedestal drinking fountain with attached pet fountain. Welcome new visitors to the dog park and encouraging many returns with the BarkPark® Novice Course Kit. The pre-configured collection includes 4 fun agility obstacles: Rover Jump Over, HoopJump, Doggie Crawl and Paws/Grooming Table.
☐ Yes, please sign us up for participation in the Park Gifts & Memorial program.

We are interested in funding the following:

☐ Barbecue  ☐ Picnic Shelter
☐ Bench  ☐ Picnic Tables
☐ Bicycle Rack  ☐ Playground Equipment
☐ Compliant Bleacher  ☐ Trees & Plant Material
☐ Drinking Fountain  ☐ Dog Park Amenities ______________
☐ Other ____________________________

Name: _______________________________________________________________________
Organization: _________________________________________________________________
Address: ______________________________________________________________________
Telephone: _____________________ E-Mail: _______________________________________

______________________________________________________________
Your Signature & Today’s Date

Please Return Completed Form to:
Moses Lake Parks & Recreation
P.O. Box 1579
Moses Lake, WA 98837