



PARK AMENITY DONATION INSTRUCTIONS



1. Complete the donation application and submit to the City of Tucker Parks & Recreation Department via parcs@tuckerga.gov or mail or drop off at the Tucker Recreation Center located at 4898 Lavista Road, Tucker GA 30084.
2. The City of Tucker Parks & Recreation Department will contact you to determine the most desired and appropriate location for the item within the designated park.
3. You have the option of including a commemorative plaque at an additional cost which will be based on size and text length. The text must be approved by the City of Tucker Parks & Recreation department.
4. The amenity total cost will be the actual invoiced cost of the amenity, plaque (if desired), plus shipping and delivery. The City of Tucker will cover the cost of installation. The Parks Operations Director will provide the total cost for the donation once the location and amenity details are finalized.
5. Donation payments are made to Friends of Tucker Parks, Inc. Preferred payment method is check. Payments may also be made via PayPal at donate@tuckerparks.org for an upcharge of 2.2% to cover the PayPal processing fees. A tax receipt will be issued for all donations from Friends of Tucker Parks, Inc., a 501(c)(3) non-profit.
6. Once your donation payment is received, the item will be ordered and installation scheduled. The City of Tucker Parks & Recreation Department will keep you informed of the scheduled installation time-frame.

Note: The donated items become the property of the City of Tucker. The City of Tucker will maintain the item. If the item or plaque is vandalized, damaged, or stolen, the City of Tucker Parks & Recreation Department will make reasonable efforts to repair. If item and/or plaque are damaged beyond repair the parks department may choose to remove and not replace the item unless an additional donation is made. The City of Tucker Parks & Recreation department will strive to notify the donor if the item must be removed.

If you have any questions, please contact the City of Tucker Parks & Recreation Department via parcs@tucker.ga.gov or Friends of Tucker Parks via donate@tuckerparks.org

PARK AMENITY DONATION APPLICATION

Applications can be submitted to either: parks@tucker.ga.gov, dropped off or mailed to:
Tucker Parks - Amenity Donation Program
Tucker Parks & Recreation Department
4898 Lavista Road
Tucker, GA 30084

APPLICANT INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Email: _____

Donated Amenity: _____

Desired Location: (Park name and any other descriptive information):

Commemorative Plaque Wording (if applicable):

Payment Method: Check PayPal*

Agreement: My signature below indicates I have read and agree to the donation instructions in their entirety and understand:

- All donated amenities will be become the property of the City of Tucker.
- The donation will include the total cost of the item plus shipping and delivery charges.
- I understand if I choose to pay via *PayPal there will be an upcharge of 2.2% to the amenity cost to cover the PayPal processing fee.
- The City of Tucker Parks & Recreation Department makes final decisions, including but not limited to availability, location, and style/design of the amenity.
- The City of Tucker must approve all content (language, symbols, and pictures) on commemorative plaques.
- Once payment is made and amenity ordered, there can be no refunds.

Signature of donor: _____ Date: _____

Friends of Tucker Parks, Inc. (Federal ID # 82-1095594) is a 501C-3 nonprofit organization; your gift is tax deductible as allowed by state and federal guidelines.