

# OCALA PARKS TREE & BENCH DONATION

Donating a tree or bench in a City of Ocala park is a unique way to honor a loved one or commemorate a special event while providing a benefit to the whole community!

## TREES

30 Gallon \$250



Flame Maple



Live Oak



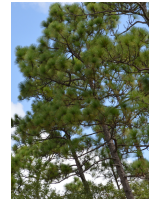
Shumard  
Oak



Bald  
Cypress



Red Bud



Long Leaf  
Pine



Winged  
Elm

15 Gallon \$200

## BENCHES



**With Back  
\$300**



**Backless Bench  
\$200**

## PARK LOCATIONS

- Tuscawilla Park
- Lillian Bryant Park
- Nature Park
- Ocala Golf Club
- Jervey Gantt Recreation Complex
- MLK Jr. Recreation Complex
- Ocala Regional Sportsplex

*\*Note: Contact the City of Ocala Recreation and Parks department if your preferred park is not listed.*

## LEARN MORE

Visit [www.ocalafl.org/parks](http://www.ocalafl.org/parks)  
or call 352-368-5517.



# TREE & BENCH DONATION APPLICATION

## Applicant/ Donor Information

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

Email \_\_\_\_\_

## Donation Information (check all that apply)

\_\_\_\_\_ Bench \_\_\_\_\_ Tree

If you selected bench: \_\_\_\_\_ Backless (\$200) \_\_\_\_\_ With Back (\$300)

If you selected tree: \_\_\_\_\_ 30 Gallon (\$250) Flame Maple/Live Oak/Shumard Oak/Bald Cypress)  
\_\_\_\_\_ 15 Gallon (\$200) Red Bud/Long Leaf Pine/Winged Elm

## Dedication Information

\_\_\_\_\_ In Honor Of \_\_\_\_\_ In Memory Of \_\_\_\_\_ Donation \_\_\_\_\_ Commemorative

Name of Person or Event \_\_\_\_\_

Location Choice (from list of parks provided) \_\_\_\_\_

## Payment

**I have read, fully understand and agree to abide by the Tree and Bench Donation Program Policy.**

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

Payment will be accepted once your application is approved. Please make your check payable to: City of Ocala. For credit card and cash payments, please call the Ocala Recreation and Parks Department at 352-368-5517. Return this form to: Ocala Recreation and Parks, Attn: Donation Program, 828 NE 8th Ave., Ocala, FL 34470. You will be contacted when your application is approved. Once approved, arrangements for payment will be finalized.

### OFFICIAL USE ONLY

Approved By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Payment Information - Date Received \_\_\_\_\_ Amount Received \_\_\_\_\_

Payment Type \_\_\_\_\_ Cash \_\_\_\_\_ Credit or Check # \_\_\_\_\_ Approved Plaque Text \_\_\_\_\_ Yes \_\_\_\_\_ No

Tree Species \_\_\_\_\_

Bench Type \_\_\_\_\_ Location \_\_\_\_\_

Date Installed \_\_\_\_\_ Installed By \_\_\_\_\_



# TREE & BENCH DONATION PROGRAM POLICY

- This policy is designed to enable residents and park users to offer a personal tribute and support Ocala parks by donating a tree or bench. The donation does not entitle the donor to ownership of the particular donated item.
- Only tree and bench donations are covered by this policy.
- Complete funding for the donation must be processed before the commencement of any work. The current donation levels are stated herein. These amounts may be adjusted periodically.
- A donation period will last five years. Within this time, the Department will replace a tree or bench one time if deemed necessary by City staff.
- After five years, it is not guaranteed the donated element will be replaced if damaged or missing.
- Purchasing the dedication plaque is the responsibility of the donor. B-J Trophies & Awards is the required vendor and they have the template you will need. A maximum of five lines and 30 characters per line is permitted on the dedication plaque. Their phone number is 352-732-2249. Their address is 1735 NE Jacksonville Rd., Ocala, FL 34470. If donating a tree, a stake is included with the plaque. City staff will install the plaque.
- All language on plaques is subject to approval by the Department. The vendor will email the information to the Department prior to engraving.
- The Department retains the right to relocate a donated element at any time. If an element needs to be relocated, the Department will contact the donor to discuss alternative locations; the Department will make the final determination.
- Donation applications will be reviewed throughout the year; however, trees are only planted in January and February. Benches are installed year-round but require a minimum six week turnaround.