

## *Sandrat Memorial Donation Agreement*

Lawrence Parks and Recreation Department  
1141 Massachusetts Street  
Lawrence, KS 66044  
785-832-3450

The City of Lawrence accepts donations for the purpose of memorializing a departed family member, friend or City resident, or to commemorate a special occasion.

The guidelines and procedures are outlined in the policy for the acceptance, placement and long-term maintenance of public requests for memorial donations in City-owned facilities, parks, natural areas and trail system.

All requests will be evaluated by Parks and Recreation staff. Placement of enhancements in the Parks and Recreation system should be compatible with the existing Comprehensive Master Plan, Parks Operations Manual, Individual Park plans, and/or Capital Improvement Plan requirements of the Department. The final decision as to location will be determined by the Lawrence Parks and Recreation Department. Memorials shall not detract from or overpower the scenic or architectural values of the existing environment. All memorials will be constructed of materials that meet the design and maintenance considerations of the Parks and Recreation Department.

### Procedures

The donor talks/meets with Department staff to share ideas then submits a completed Memorial Donation Agreement Form to the Parks and Recreation Department.

Department staff will review and determine the appropriateness of the proposal as measured by approval criteria. Department staff will notify the donor, in writing, identifying any final conditions of approval.

Department staff will finalize the Memorial Donation Agreement Form between the City and donor and submit it and any project illustrations to the City Commission for final approval. If the City Commission approves the proposal, Parks and Recreation staff will begin to coordinate installation.

The City does not guarantee permanency of the memorial. If a memorial must be relocated, Department staff will attempt to notify the donor, in writing, at the address shown on the completed Memorial Donation Agreement Form. The City takes no responsibility to replace plaques due to excessive wear, damage or loss. If a memorial brick must be removed after being installed the City will replace with a blank brick.

The Director's approval must be received before ordering and installation of the memorial may proceed. The City shall not be responsible for the installation of the bricks. The City may be responsible for maintenance and protection of the work, within reason. Once installed, the memorial becomes City property. The City does not guarantee permanency of the memorial.

**Lawrence Parks and Recreation Department  
Memorial Donation & Gift Agreement Form**

Donor Name: Thomas L LEE JR Linda LEE

Donor Organization (if applicable): North Lawrence Senior

Address: 506 North 8th

Home Phone: 785-842-1623 Work Phone: 785-218-9081

E-mail: lindalee@ku.edu

Proposed Location: 2nd and Locust Street parking lot (see attached)

Tentative Date of Installation: \_\_\_\_\_

Name of Vendor/Supplier: Capitol Concrete Products, Inc.

Purpose of Memorial Donation: Memorial dedicated to residents of North Lawrence

Plaque: \_\_\_\_\_ YES  \_\_\_\_\_ NO

Memorial Description:

The memorial is intended to remember residents of North Lawrence.

Memorial gifts to the City of Lawrence are considered outright and unrestricted donations. The City of Lawrence does not guarantee permanency of the accepted donation. If a memorial must be relocated, Department staff will attempt to notify the donor in writing at the address shown on this form. The donor declares to have read the Memorial Donation guidelines and procedures.

X I have read and understand with the conditions set forth in this agreement.

Thomas L Lee Jr  
Signature Donor

2/11/2015  
Date

Mail or email completed form to:  
Lawrence Parks & Recreation Department, 1141 Massachusetts Street Lawrence, KS 66044  
Phone 785-832-3450  
eshaw@lawrenceks.org