



Metropolitan Nashville Board of Parks and Recreation Tree Donation Policy

If you have any questions regarding the program, please contact Randall Lantz, Metro Parks staff at (615) 862-8411. All applications are reviewed for appropriateness and subject to approval. Please print or type legibly.

The Nashville Board of Parks and Recreation invites residents to donate trees to improve Nashville's renowned open spaces. This information is intended to clarify the terms, conditions and requirements for this type of donation.

1. Contributions may be acknowledged by a plaque if desired. The plaque is a symbol of the donation and does not entitle the donor to ownership of the donated item. The plaques are typically aluminum and may require up to two weeks for manufacturing.
2. Due to unpredictable weather and staff demands, the Parks Department cannot guarantee a specific installation date within a given season. Planting is typically done in late fall or early spring when the planting success rate is best.
3. The Parks Department shall use best management practices to assist donated trees so that they survive and thrive. However, the Parks Department does not guarantee that a memorial tree will survive but will replace a donated tree if it dies one time during the first two years after planting.
4. Complete funding for the donation must be received before the commencement of any work. The current donation level is as described below:

Tree (approximately 2" caliper, 8-10' tall): \$250

5. Metro Parks will make a good faith effort to maintain memorial trees for as long as possible. However, Metro Parks retains the right to relocate or remove any tree as needed. Donation of a tree does not obligate Metro Parks to retain or replace the feature in perpetuity.
6. For new parks trees, the donor may request a specific species and/or planting location, but the department will make the final determination. Staff will work with the donor to find a mutually agreeable location and tree species where applicable.
7. A maximum of 2 lines of text and 30 characters per line is permitted on plaques. An extra line will be added to note the species and year of planting. The text is subject to the approval of the Parks Department staff.
8. No logos of any kind are permitted on plaques
9. Only tree donations are covered by this policy. All other donation inquiries should be made with the department staff.
10. This policy does not supersede the regulations or ordinances of the City of Nashville regulating authority.
11. At this time no tree donations are being installed in Centennial Park or the downtown area.



Metropolitan Nashville Board of Parks and Recreation Tree Application

For more information contact the Parks Department Staff at (615) 862-8411

1. Applicant Information

Name _____ Phone _____

Address _____

Email _____ Fax _____

2. Donation Information

Honoree if applicable _____

Requested Tree Species _____

Requested Location (Park name and location) _____

3. Amount of Donation \$ _____

4. Proposed Text for Plaque

(Maximum of 60 characters for plaques. Tree plaques will also include tree species – reviewed for appropriateness and subject to approval.)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1																														
2																														

5. **Payment:** Please make your check payable to the *Metropolitan Board of Parks and Recreation*

Please return this form and your payment to:

Randall Lantz
Nashville Board of Parks and Recreation
Attn: Tree Donation
P.O. Box 196340
Nashville, TN 37219

Drop of your form and payment in person at:

Randall Lantz
Park Board Administrative offices
511 Oman Street
Nashville, T37203

6. **I have read, fully understand and agree to abide by the Tree Donation Program Policy (on reverse).** My signature below indicates that I have read this document in its entirety and understand that:

- a. The Parks Department makes all final decisions, including but not limited to availability, tree location, tree species.
- b. All language used on recognition plaque is subject to approval
- c. All donated items become the property of the Metropolitan Board of Parks and Recreation, and will be maintained according to departmental policy and priorities

Signature of Donor _____ Date _____

Office Use Only

Total Amount Paid _____ Installed/Planted By _____
Tree Species Planted _____ Installation Date _____
Location: Park name _____ lat _____ lon _____