Letter of Agreement
Commemorative Donation to the Park District of Highland Park

I intend to make a commemorative donation of _____
Name of Item

In making this donation I have read and understand the Park District of Highland Park's *Gifts, Donations and Donor Recognition Policy and Donation Guidelines*.

I understand that:

- I should consult with my tax advisor regarding tax deductibility of my donation.
- My donation will be recognized by a standard 2 ¾" x 5" bronze plaque provided by the Park District with wording specified below, subject to space limitations and approval of the Park District.
- The dedication period is for the full useful life of the item after which the item will be available for replacement at the prevailing rate on a first right of refusal basis. If the donor opts not to renew, the donated item may be offered to another donor.
- I am responsible to furnish the Park District with updates to contact names and addresses.
- Donated items will be maintained with the same frequency and methods as all other park features of that type. The District will replace a park tree once during the 10-year dedication period if deemed necessary by the Parks Department.
- The District retains the right to relocate a donated item at any time. If an item needs to be relocated, the District will contact the donor to discuss alternative locations; the District will make the final determination.

_____
Donor's Signature Date

Name(s) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

Desired wording for plaque _____

_____

_____

Payment

My check in the amount of _$_____ is enclosed.

Return to: Commemorative Donations
Park District of Highland Park
636 Ridge Road
Highland Park, IL 60035