Parks and Recreation Memorial Donation & Gift Agreement Form

Donor Name or Organization:	
Address:	
Home Phone:	
Work Phone:	
e-mail:	
Park for Donation:	
Proposed Location:	
Bench, Table, Tree or Other (description):	
Other item description:	

Plaque: ☐Yes ☐No (benches and tables include plaque)

Inscription: 3 lines with 45 characters per line maximum, including spacing and punctuation

Memorial gifts to the City of Warren are considered outright and unrestricted donations. The City of Warren does not guarantee permanency of the accepted donation. Donations may be tax deductible (please consult an accountant). The donor declares to have read the Memorial Donation Acceptance and Management Guidelines. The donor understands and agrees with the conditions set forth in this policy and agrees to pay the City an donation funds within one month of notification of the Memorial Agreement approval.

☐I have read and understand the donation policy

Signature of Donor Date

Mail, fax or email completed form to:
City of Warren, Park Memorial Donations, 318 W Third Ave, Warren, PA 16365
Phone: (814) 723-6300 Fax: (814) 723-3242 man@cityofwarrenpa.gov

For Office Use Only

Accepted By		Date	
Commission Chair		Date	
DPW Director		Date	
P&R Director		Date	
Cost $		Paid Date	
Exact Location Verified			
Inscription Proof Review by Donor			