

## Park Chair Donation Process

- A. Inquiries from individuals and organizations regarding the contribution of a chair/bench, will be directed to a member of the Oriental Parks and Recreation Board, preferably the Chairperson..
- B. Discussion will take place directly the individual/organization and Parks and Recreation on the "type" of chair and bench. Polywood and similar in style and color: currently in place. Chairs are accepted for Lou Mac Park, Benches for Lupton Park, Benches for Dog Park, and Chairs for Town Hall. Decision as to the "place" will be made by the contributor. There will be a cap on number of chairs and benches given the space.
- C. Park and Recreation will take the information regarding the plaque and forwarded to Town Hall after confirming all spelling. The plaque will be ordered by Town Hall. The plaque will be installed by the Public Works Team. The cost of the plaque will be charged against the Park and Recreation funds.
- D. The individual/organization contributor will be directed to Nautical Wheeler's for the purchase of the chair/bench. Payment will be made directly to Nautical Wheeler's by the contributor.
- E. Chair/Bench will be delivered to the desired location by Nautical Wheeler's. Parks and Recreation Board will be notified chair/bench is delivered.
- F. Public Works will install the plaque. Parks and Recreation will notify contributor of delivery.