

**CITY OF RAPID CITY, SOUTH DAKOTA
DEPARTMENT OF PARKS AND RECREATION**

**POLICY ON REQUESTS FOR PLACEMENT OF MEMORIAL,
COMMUNITY OR PUBLIC SERVICE ITEMS ON
CITY PARK LAND, OPEN SPACE OR RECREATION FACILITIES**

**Adopted by the City of Rapid City Parks and Recreation Advisory Board
May 3, 2007
(Revised August 2, 2010 and December 13, 2012)
(Revised July, 2013)**

All requests for placement of memorial items or community or public service items in the City's park system, open space or recreation facilities must be approved by the Parks and Recreation Advisory Board. At the time the item is placed on public property within the City's park system it will become the property of the City of Rapid City. The action confirming the request for placement will contain any restrictions or obligations related to the maintenance, replacement and care of the donated item.

The Parks and Recreation Director shall make recommendations to the Parks and Recreation Advisory Board on all requests. The Advisory Board will seek public comment by placing the request on two consecutive monthly agendas and allowing the general public to speak on the request.

MEMORIAL ITEMS

The following criteria shall serve as the basis for the approval of requests for placement of items in memory of an individual or organization:

- 1) The item to be placed must honor an individual whom the requesting individual or organization can demonstrate contributed significantly to the community through participation in community activities or other relevant state or national service.

An appropriate level of community support must be demonstrated for an item to be placed. Examples of this support may include:

- Approval or endorsement by a local civic or neighborhood association;
- Signatures of residents of City of Rapid City; or
- Endorsement by other community or civic organizations.

- 2) A letter of request and completed check list must be submitted to the Parks and Recreation Director. All items to be placed in the City's park system must comply with all City codes. It is the applicant's responsibility to obtain and pay all costs required to apply for any necessary permits. Staff will make every effort to inform applicant of any additional permits that may be required and where to obtain the necessary information and applications.
- 3) All costs associated with the item to be placed must be paid by the individual or organization making the request. A one-time service fee in the amount of \$100 or 10% of the cost of the item, whichever is greater, will be required to assist with future maintenance and service costs. This fee must be paid once the request has been approved and before the item is placed in the park system.

- 4) Identification or recognition signs must accompany some type of park amenity and be an appropriate size as determined by the Parks and Recreation Director.
- 5) An individual must be deceased for at least one year before an item can be placed in their honor.
- 6) Relocation or Removal. The City reserves the right to remove or relocate any item placed in the city park system, open space or recreation facility at any time. The Parks and Recreation Director shall have the sole discretion to determine whether relocation or removal is necessary or desirable.

COMMUNITY OR PUBLIC SERVICE ITEMS

The following criteria shall serve as the basis for approval of requests for placement of community or public service items:

- 1) The item to be placed must provide some type of public service.

An appropriate level of community support must be demonstrated for an item to be placed. Examples of this support may include:

- Approval or endorsement by a local civic or neighborhood association;
- Signatures of residents of City of Rapid City; or
- Endorsement by other community or civic organizations.

- 2) A letter of request and completed check list must be submitted to the Parks and Recreation Director. All items to be placed in the City's park system must comply with all City codes. It is the applicant's responsibility to obtain and pay all costs required to apply for any necessary permits. Staff will make every effort to inform applicant of any additional permits that may be required and where to obtain the necessary information and applications.
- 3) All costs associated with the item to be placed must be paid by the individual or organization making the request. Any structures placed in the park system for public services purposes must be maintained by the individual making the request. If it is determined by the Parks and Recreation Director that a structure is not being maintained, the individual or organization requesting placement will be contacted. If improvements are not made within 30 days, the structure can be removed at the Director's discretion.
- 4) Applicant is responsible for any applications or permits required by City Ordinance and the costs associated therewith.
- 5) Relocation or Removal. The City reserves the right to remove or relocate any item placed in the city park system, open space or recreation facility at any time. The Parks and Recreation Director shall have the sole discretion to determine whether relocation or removal is necessary or desirable.

The Park and Recreation Advisory Board will consider all comments and information received when making its decision. The individual or organization can appeal the Advisory Board's decision to the Rapid City Council; their decision on the request will be final. The appeal will be handled by letter through the Parks and Recreation Director to the City Council.