



San Carlos Parks & Recreation

“Creating Community through People, Parks & Programs”

Donated Equipment and Materials Policy

Community organizations are invited to donate materials or money to the City of San Carlos, earmarked for special projects, such as scoreboards, display cases, benches, etc. that have been pre-approved by City staff. Purchase of a tree, bench or other feature to benefit a local park can also be donated.

All donated materials given to improve City of San Carlos facilities become property of the City of San Carlos to oversee, maintain and manage. Conditions at any facility will change as time goes on. The City will decide when changes shall be made to any facility, with no guarantee of donated material being retained. If donated materials need to be eliminated or re-located, the City will make every attempt to re-locate the item(s), if a need exists at another site. Attempts will be made to notify the donor of any changes as they occur.

The following must be pre-approved by the Director of Parks & Recreation:

- The need for the identified equipment
- The make and model of the equipment
- The location for installation of the equipment
- Donor recognition

Once approved and funding is identified, City staff will order the equipment or materials and arrange for the installation and ongoing maintenance of the equipment or materials.

Modifications to existing facilities which provide a significant visual, functional or land use change may require review by the Planning Department.

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