

# **POLICY GOVERNING PLACEMENT OF PLAQUES ON CITY PROPERTY TO RECOGNIZE DONATIONS**

Adopted by City Council August 12, 1996

**Policy controlling the placement of plaques or other materials on City property to recognize donations is established by the Hastings City Council and administered by the City Manager as promulgated herein:**

The objective of this policy is to recognize and encourage individual, group, and /or corporate donations for public benefit. Individuals, businesses, or Hastings area organizations may request to place plaques, markers, stones or other such materials, approved by the City Council, to recognize those who have made donations toward construction and/or placement of real and tangible items on publicly owned property that is donated to benefit the general public.

The plaque or other object placed to recognize the donation shall conform to the following guidelines:

1. The object placed recognizing the donor shall be less conspicuous than the item that is donated and be diminutive in proportion to the item that is donated.
2. The item placed may not, in any way, promote political activities supporting candidates, propositions, or other political issues.
3. The item placed may not promote religious activities.
4. The item placed may not, in any way, promote sales, market or advertise a business.
5. If placed outdoors, the item must be durable and weatherproof.
6. The item placed may not obstruct operations such as mowing nor in any way be a safety hazard.

## **RULES AND APPLICATION**

An organization wishing to place pages or other materials to recognize donations must submit an application in writing to the Hastings City Council.

The application shall include the following:

1. Name of Organization or individual.
2. Address of applicant (P.O. box is not acceptable).
3. Name of responsible person to be contacted. An organization must designate a person responsible to the City to coordinate the placement and to make sure the rules are adhered to by the organization.
4. Phone number.
5. Name (s) of all those who are to be listed as donors.
6. Site plan, including location of display and an artist rendition depicting a replica of the item displaying the donor names.
7. A written and signed affirmation that the applicant will hold the City harmless and shall be responsible for all expenses for any and all liability or legal action including attorney fees that may occur or arise as a direct or indirect result of the placement of the item on City property.
8. A written statement by the applicant affirming that the City will not be held responsible for any damage whatsoever that may occur to the plaque etc., and shall not be responsible for any maintenance or replacement cost, nor shall the City incur any cost at all as a result of the fulfillment of the request.

The City Council reserves the right to reject any and all requests for any reason and to approve any request as they deem appropriate.