



EXHIBIT A
TRAIL AMENITY ADOPTION PROGRAM
GUIDELINES FOR ACCEPTING DONATIONS FOR TRAIL AMENITIES AND PLAQUES

The Trail Amenity Adoption Program provides civic-minded individuals the opportunity to make a donation to trails that will also allow for the recognition of an organization, business, or loved one in a unique and lasting manner.

1. Members of the public will have the opportunity to “adopt” trail amenities on trails managed by the Town of Truckee. Adoptable amenities include existing pet waste bag stations, benches, picnic tables, kiosks, trash cans, trail bridges, and the Glenshire trailhead log exhibit. A complete list of trail amenities can be found in **on the map**.
2. A *Trail Amenity Adoption Agreement* will be used to clarify the understanding between the Donor, Truckee Trails Foundation, and Town of Truckee, and will include the amenity to be adopted, adoption fee, plaque details, and additional agreements regarding the amenity adoption. See the **Adoption Agreement**.
3. The adoption fee will cover the cost of a (4”x 6”) commemorative plaque. To maintain consistency, plaques must be arranged through the Truckee Trails Foundation. Commemorative plaques will be installed on trail amenities. Guidelines for plaque inscriptions can be found in **Attachment 1** of the **Adoption Agreement**.
4. Plaques are guaranteed for life against manufacturer defects, but it will be up to the Donor to replace the plaque, at cost, due to vandalism or theft.
5. The Donor agrees not to add any additional items to or beside the amenity including but not limited to flowers, photographs, etc.
6. Trail amenity donations received by the Truckee Trails Foundation, minus the cost of the plaque and administrative fee, shall be placed in a special revenue and expenditure account with the Town of Truckee. This fund shall be used exclusively for trail building expenses, trail maintenance, repair, replacement of trail amenities, land acquisitions necessary for trail building, and other trails-related expenses on trails managed by the Town of Truckee.
7. The selected amenity is the property of the Town of Truckee. The Town of Truckee will maintain the amenity only for its expected life cycle. If the amenity deteriorates due to age or other wear and tear, or damage by others, it may need to be removed in the interest of public safety. The Town of

Truckee also reserves the right to remove and/or relocate the amenity if it interferes with maintenance or construction activities.

8. In the event that the amenity must be permanently removed, the Town of Truckee will seek an alternative location, and the original donor will have the opportunity to re-adopt the amenity at replacement cost and mount a new plaque, unless the program has been discontinued.
9. The Truckee Trails Foundation will be responsible for installing plaques on the amenities. Plaques will be installed bimonthly during the trails season: April, June, August, & October.
10. The Truckee Trails Foundation will inventory, date, and maintain a listing of all existing amenities and plaques that have been installed. The inventory will be provided to the Town on an annual basis.
11. The Town Manager of the Town of Truckee will be the final source of appeal for any disputes regarding this program.