

Memorial Tree and Bench DONATION POLICY

Parks and Recreation Department

May 15, 2015

The Parks and Recreation Department permits the installation of a donated plaque with trees and benches provided it meets policy criteria.

The Department must approve plaque material, size and wording, as well as memorial location (site), before the donor orders the plaque. The Department will not be responsible for vandalism and/or repair and replacement of donated plaques. If a plaque is vandalized or damaged to the extent that it is a maintenance concern or possesses a liability to the public, the Parks and Recreation Department will, at its discretion, remove it and notify the donor of the action.

Plaques for Tree Donations:

1. Plaques must be made of a corrosive resistant material (bronze, brass or an aluminum alloy).
2. The exposed surface of a plaque must not exceed eighteen (18) square inches (3"x6"). Plaques that exceed the size limit will not be installed on site.
3. Plaques will be installed by the Parks and Recreation Department/Park Division once they are received from the donor. The Department will notify the donor once installation is complete.

Plaques for Site Furnishings:

1. Plaques must be made of a corrosive resistant metal, polycarbonate or similar durable material and of a color that will harmonize with the site furnishing.
2. The exposed surface of the plaque must not exceed eighteen (18) square inches (3" x 6"). Plaques that exceed the size limit will not be installed on site.
3. The Parks and Recreation Department/Park Division will install plaques once they are received from the donor. The Department will notify the donor once installation is complete.