



## **MEMORIAL BENCH DONATION POLICY**

The Seward Parks and Recreation (SPR) Memorial Bench Donation Program allows individuals and groups to honor loved ones while supporting ongoing improvements to Seward's park system. Donation guidelines have been established in order to protect park resources, planning processes, and the visitor experience.

### **Eligibility**

An honoree for a Memorial Bench must have been deceased for at least six months prior to application. Only individuals may be honored with a memorial bench; organizations and groups will not be considered.

### **Cost**

\$2000. The cost includes the bench, plaque, installation and maintenance for the donation term.

### **Tax-Deductible**

A donation to the City of Seward may qualify as a tax-deductible charitable contribution (please consult your tax advisor).

### **Ownership**

All improvements made to city-owned public spaces, including benches, always remain the property of the City of Seward.

### **Term**

The donation term for a bench and/or a plaque is 10 years or the useful life of the bench, whichever comes first. At the end of the donation term, the plaque will be removed to allow for other donations and/or for bench removal or replacement. If bench removal is required, due to deterioration or severe vandalism, the City is not responsible for replacement of the bench.

### **Installation**

Benches are placed once per year, typically in the summer. Installation cannot be guaranteed by a set date; department needs and resources shall dictate when installation occurs.

### **Location**

Benches may only be placed at preapproved sites identified by SPR. Site availability is not guaranteed. Requests are processed on a first come first served basis. A waitlist may be established if the need arises. Exact placement is at SPR's discretion. SPR reserves the right to relocate the bench if unforeseen circumstances arise, e.g., major park renovations.

### **Bench Style**

Bench location shall determine which bench style is used.

## Plaque

Plaque style shall conform to the following specifications:

Size: 2" x 10" inch

Material: Zinc



*Image is for illustrative purposes only.*

## Plaque Inscription

Plaque size typically allows up to 70 characters. Limitations on plaque language include:

- That which could be offensive to the public.
- That which would not maintain the City's desire for neutrality on political and religious issues.

The Director of Parks and Recreation will make the final decision on any language in question.

## Procedures

1. Complete and submit the Memorial Bench Donation Request form.
2. SPR will contact the applicant to confirm donation details.
3. After final approval has been granted and the donation has been received, we will order and install the bench and plaque.
4. After installation is finished, a notice of completion will be sent to the donor.