

Board of Commissioners Conneaut Township Park Memorial Park Bench Donation Policy

This policy has been established to ensure that appropriate oversight is provided in preserving our park. Memorial Park Bench donations shall contribute to the park visitor experience and preserve the visual character of the park setting. This policy may be revised at any time.

Criteria for a Memorial Bench

Only individuals and couples may be honored with a Memorial Bench; organizations, groups and animals are not permitted.

Site and Limit

The Board will determine approved sites for all benches. Some sites may be deemed inappropriate for benches. The Board will limit the number of benches so that they will not detract from the visual character of the park setting. The Board reserves the right to refuse applications on this basis.

Style

Once a Memorial Bench has been approved and the donation has been received, the park will purchase and install the bench, which will be of a style as determined by the Board to maintain design consistency throughout the park.

Engraving

The park will procure the engraving to honor the individual(s) memorialized. The size, font and design specifications as well as the approval of the message will be at the discretion of the Board or its designee. A maximum of two (2) lines will be allowed on Memorial Benches. Engraving is restricted to "In (Loving) Memory of" & "the name of the person(s)".

Installation

The park will be responsible for the installation. The bench will be secured to concrete area, under and directly in front of the bench to allow for ease of use by the public.

Longevity

Park benches in outdoor settings have a reasonable life span. The park will provide for normal maintenance and repair during its useful life. If bench removal is required, due to deterioration, damage or severe vandalism, the park is not responsible for replacement of the bench. The Park reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting. In the unlikely event the bench is stolen, the park will not be responsible for providing a replacement.

Cost

The Donor is responsible for all costs associated with the Memorial Bench Donation. The donation of \$1,200 includes the cost of the bench (inclusive of shipping and handling), the cost of the engraving, the cost of installation, and an administration fee to help cover costs of materials, processing and maintenance.

Acceptance of the Donation

The Board or its designee must approve the donation.

Approval Process

Applications must be completed on the official application form and signed by the applicant. The Board or its designee has the responsibility to review and approve the Memorial Park Bench applications and the authority to deny those that it determines would be inappropriate. Requests will be processed in the order received.

Conditions

- Memorial bench donation must be paid in full following the approval of the application and before the order and installation of the bench.
- No additional mementos e.g. vases, statues, flowers, wreaths, balloons or other ornamentation etc., shall be permitted on or around the bench.