



## **City of Westminster Memorial Bench Program**

The City of Westminster's Parks, Recreation & Libraries Department welcomes donations as a part of the memorial bench program. These donations help us enhance our parks, trails, and open spaces, while remembering loved ones.

### **1. Standard Procedure for New Donations (please read carefully)**

- a. The City of Westminster Parks, Recreation & Libraries Department (PRL) and the community have an interest in ensuring that elements purchased and installed be of high quality related to style, appearance, durability, and ease of maintenance. PRL staff will be responsible for the purchase and installation of all elements. All elements will be installed in such a manner that will not substantially change the character of a property or its intended use. PRL will identify locations and specifications for elements that may be donated. Donors shall have the option to choose the donation type and location from that list on a first-come-first-serve basis. Donations of elements not specifically identified will not be accepted.
- b. PRL has the duty to maintain the donation only for the expected life cycle of the donation or ten years, whichever comes first. If current contact information is on file, PRL will attempt to inform the donor and give them the opportunity to donate for the replacement of the element at the expiration of the original life cycle. It is the responsibility of the donor to provide PRL with a current phone number and/or email address for purposes of notification regarding their donation.
- c. The cost of a memorial bench is \$3,200. PRL has an interest in ensuring that the donor covers the full cost for the purchase, installation, and maintenance during the expected life cycle of donated park elements. PRL also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City parks, open spaces or facilities. As such, donation costs shall be reviewed annually and updated to reflect current costs. PRL will limit the number of elements accepted as donations per year to no more than five (5) on Open Space properties and no more than five (5) on Parks properties. Requests will be prioritized in the order in which completed applications are received, requests in excess of yearly limits shall be placed on a wait list for future year installation.



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- d. The cost includes purchase, installation, plaque, routine maintenance, and letter of completion. The cost also includes one replacement within 10 years of initial installation. Please note that after an element is installed, PRL cannot be responsible for replacement should the bench or plaque become damaged or destroyed a second time. If an element must be removed or a plaque replaced, PRL will attempt to inform the donor. If the donor chooses to replace the bench, a replacement bench can be provided at the donation level that is stated in the most current memorial policy.
- e. For benches and similar elements, donation plaques as approved by PRL are to be installed directly on the seatback or other appropriate location determined by PRL staff are to be made of bronze or zinc and purchased by PRL using an approved vendor to ensure the highest quality, life and durability. Commemorative plaques installed must be for an individual or a purpose that is non-controversial with text that is appropriate for display in a public place and approved by PRL. Text that in any way markets a product or service shall not be permitted. PRL must approve all text for donation plaques.

## **2. Conditions**

- a. PRL reserves the right to remove and/or relocated donated elements and their associated donation plaques, when they interfere with site safety, maintenance, or construction activities. PRL will attempt to inform the donor of any action related to the disposition of the donation.