

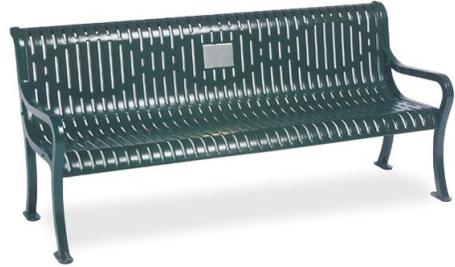


Date Paid _____
 Receipt# _____
 DONPKBENCHMEM
 (2201-04.36434)

Memorial Park Bench Donation

A memorial park bench is a great way to remember a loved one, or friend or as a way to donate to the City's park and trail system.

The bench cost (including personalized plaque engraving and concrete base) is approximately \$1,500.



Bench Donation Policy

- One style of bench has been chosen to maintain consistency within the City's park system.
- After an application and donation/fee is submitted, staff will review the specific location requested by the applicant. If City staff is concerned with the proposed location, staff will work with the applicant to try to find an acceptable alternative location. If a location cannot be agreed upon, the donation fee will be refunded to the applicant. The City of Baxter has final discretion regarding bench locations to make sure that the location does not impact future improvement planning within the City's parks.
- Once an acceptable location is recommended, staff shall present the application to the City's Park and Trails Commission for their recommendation and will forward the application to the City Council for final consideration and acceptance of the donation. After final approval is granted by the City Council, staff will order the bench and personalized plaque.
- The City's Park Maintenance staff will pour the concrete pad and install the bench (during warm weather conditions).
- The bench is made of metal and bolts to a concrete pad to allow for a long life expectancy. However, the City is not obligated to replace the bench if damaged or if it is beyond its useful life. If the bench is in need of replacement, the city will attempt to contact the applicant before removing the bench. If the bench is damaged such that there is an immediate threat to public safety, the City shall have the authority to remove the bench.

Application to Order a Bench

Applicant Name: _____

Address: _____
Street City State Zip

Phone (W): _____ Phone (H): _____ Email Address: _____

Name of Person to be Honored: _____

Engraving Inscription

- | | | |
|--|---|---|
| <input type="checkbox"/> In Memory of | <input type="checkbox"/> In Honor of | <input type="checkbox"/> Dedicated to the Memory of |
| <input type="checkbox"/> In Loving Memory of | <input type="checkbox"/> In Honor and Memory of | <input type="checkbox"/> Given in Loving Memory of |
| <input type="checkbox"/> Dedicated to | <input type="checkbox"/> In Appreciation of | <input type="checkbox"/> Donated by |

Requested Bench Location including Park Name and Preferred Location: _____

By signing, I have read the above bench donation policy and agree to the terms listed.

Applicant's Signature _____ Date _____

Applicant's Printed Name _____