

Memorial Bench Program

Purpose

To provide a program, and establish guidelines, for the public to commemorate the loss of a friend or loved one in a City park or recreation facility.

Policy

The Parks and Recreation Department provides the public with many seating and resting areas where they can view wildlife, natural resources, recreation programs, and activities, or simply to rest and enjoy the outdoors. Providing additional seating and resting areas through private donations benefits park users, reduces costs for the City, and provides the public with opportunities to commemorate the loss of a friend or loved one through a lasting tribute. For this reason it is the policy of the Parks and Recreation Department to accept donations from the public for the installation of memorial benches in designated areas throughout the Parks system.

Procedure

Application Process

Members of the public may submit a request for a Memorial bench by completing and submitting a Parks Support Application to the Parks and Recreation Departments.

Applicants may make a request for a specific park, and/or a general area in within a park. Along with their application the Parks and Recreation Staff will evaluate location requests on a case by case basis to determine if the requested location is suitable for a memorial bench. If the requested location is not suitable, Parks and Recreation Department Staff may suggest alternative appropriate locations.

Parks and Recreation Department Staff will work with the applicant to select a final location, secure plaque or signage wording, and warranty information. Applicant must concur in writing by signing the approval section of the application. The Parks and Recreation Department reserves the right of full editorial control over content, appearance and wording on plaques and signs.

Payment must be made in full by the applicant prior to ordering the bench and plaque/sign.

Fees

Applicants are responsible for the total cost of the bench, plaque, installation, and location fees. Pricing is subject to change in response to labor and material costs.

The location fee structure of the Memorial Bench Program is based on the chosen location of the bench. Due to high demand for key location types, the location of the bench will add an additional fee onto the overall cost of the bench and installation fees.

The location fee structure is as outlined below:

- a) Activity Areas (ball fields, tennis courts, dog parks, playgrounds) - \$\$\$\$
- b) General Open Areas and trails - \$\$\$\$

Other

All benches will be installed and maintained by the Parks and Recreation Department Staff or contractors.

Memorial benches will remain in place for the duration of the structure's lifespan. At the end of this period, the Parks and Recreation Department may at its own discretion replace or remove the bench.

The City of Coon Rapids holds ultimate ownership over all memorial benches and it is prohibited for applicants to decorate, personalize, or add adornment to any bench. Special maintenance requests for specific benches will not be granted except in cases of safety concerns, or damage. If a memorial bench is vandalized or damaged, the Parks and Recreation Department will make every effort to repair the bench within the limits of its available funding. If the bench cannot be repaired or replaced, and if the bench is a hazard or is unsightly, the Parks and Recreation Department may remove the bench. Any memorial plaque or bench which is installed without the approval of the City may be removed at the expense of the party who installed the bench or plaque. The City reserves the right to relocate the bench for safety, environmental, or land management reasons. In the event that this occurs, the donor will be notified of the new location of the bench.