



City of Arden Hills Park Bench Donation Program

Program Purpose: The Park Bench Donation Program is designed to increase public enjoyment and participation in the City's parks. The Program also provides an excellent opportunity to honor a loved one or to recognize someone's special achievement.

General:

1. Park benches may be donated anonymously.
2. Park benches may be donated in honor or in memory of a loved one or to recognize someone's special achievement.
3. A park bench may be dedicated in/along the donator's park or trail of choice.
4. Donor may choose the general placement within a park or along a trail. However, the exact location of the bench is dependent upon existing site conditions and shall be determined by the Parks and Recreation Coordinator. The final placement of the bench will be discussed with the donor before installation.
5. The City of Arden Hills will order, assemble and secure the bench with concrete footings in the approved location.
6. The City will perform general maintenance and upkeep around the bench area.
7. The City accepts no liability for damage to any bench from vandals or third parties.
8. The City reserves the right to remove any donated benches that have been damaged, and are, in the view of the Parks and Recreation Coordinator, beyond repair. The City will replace the damaged memorial for the useful life of the bench as soon as practical. A bench is guaranteed for a minimum of 10 years.
9. Benches are made from recycled materials in cedar color providing low maintenance and UV protection.
10. The cost of a park bench is approximately \$1000. A hand out with photo and specific style information is available with the brochure. Exact model/style is subject to change/availability.
11. For those wishing to place a plaque on the bench to acknowledge the donation, in honor or in memory of a loved one, or to recognize someone's special achievement, an 8" x 2" OR 10" x 3" bronze engraved plaque is available for purchase and can be affixed to the backrest of the bench. The cost of the 8" x 2" engraved plaque or 10" x 3" engraved plaque is approximately \$150 - \$300. A hand out with photo and specific style information is available with the brochure.

12. In the event that the plaque is damaged, defaced, and/or removed, the City will replace it for the useful life of the bench.

Procedures:

1. Park Bench Donation Program brochures and order forms are available at City Hall or online at www.cityofardenhills.org.
2. Donor will fill out a form and submit with full payment for the bench. The City accepts cash, check or credit card. Credit card payments can be made by going to our website at www.cityofardenhills.org.
3. Once form and full payment have been received, the Parks and Recreation Coordinator will call to confirm order.
4. Staff will confirm order details with donor before processing order.
5. Bench will be placed in chosen location with concrete footings. If a plaque is ordered, it will be attached to the backrest of the bench.