



## City of Wray Memorial Bench Program

### **PROGRAM OVERVIEW**

The City of Wray Memorial Bench Program allows community members to make a donation to the Wray Parks Department for the purchase and maintenance of a park bench to commemorate events or people; either alive or deceased. The Memorial Bench donation includes a plaque to be attached to the back of the bench. The Memorial Bench program is a way to honor a loved one while supporting the ongoing maintenance of Wray's park system.

### **PROGRAM DETAILS**

- The style and size of the bench and plaque is pre-determined based on the corresponding bench style common to the park location.
- No advertising is allowed; however, a business may be mentioned in terms of a connection of person to business: "For John – Founder of Smith's Store". The department has the right to deny placing the name of a business on the plaque. For example, businesses relating to; tobacco, marijuana, alcohol or other businesses conflicting with the department's mission.
  - An example of unacceptable language: "Bench provided by Smith's Store".
- Other limitations for plaque language are:
  - That which could be offensive to the public
  - That which would not maintain the city's desire for neutrality on political and religious issues
- All plaque language will be reviewed by three staff members. The Director of Parks and Recreation will make the final decision on any language in question.
- Benches are available to commemorate events or people who are alive or deceased.
- The location of the bench is on a first come first served basis. City staff will have final approval on the location. A waiting list will be created if the need arises.
- The average life of a bench is approximately 15 years.
- Benches always remain property of the City of Wray.

### **TERMS AND COSTS**

- Full bench donation 2021 cost: \$1,500 (subject to annual adjustments based on actual costs)
- The Memorial Bench donation includes the bench, plaque, installation and maintenance for the life of the bench, after which time the Sponsorship may be renewed upon receipt of an additional donation. The life of the bench will depend upon location, exposure and level of use resulting in an average bench life of 15 years.
- The applicant may renew the agreement if they choose by contacting the City prior to the end of the sponsorship term. If the agreement is not renewed prior to the expiration of the term, staff may remove the plaque and the bench will be available for a new sponsorship agreement.
- In the case of unforeseen circumstances, the city cannot guarantee that the original intention of this agreement will be upheld, and relocation of a bench may be necessary.
- Major park renovations may alter the exact location of the sponsorship bench, although the location of the bench will remain within the original park site until the end of the sponsorship term. Staff will make their best effort to maintain the original intent of the bench location.

Staff cannot guarantee installation by a set date due to potential workload issues and unforeseen circumstances.

**PROCESS AND PROCEDURE**

1. Contact City Hall to go over the details of the program to determine if the program fits the need.
2. Determine final location with City representative.
3. Submit signed and completed application form with donation to the City of Wray.
4. After donation is received, the bench is ordered, including a final proof of the plaque text. Please allow up to 12 weeks after final approval for delivery.
5. Plaque will be attached to the back of the bench during installation.
6. Notification of completion will be sent to the applicant.

Grey



**Please return to City Hall**

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Message:

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Office Use Only:

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_ Check Number: \_\_\_\_\_