



# Park Bench Sponsorship Guidelines

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5/09/2024





## Park Bench Sponsorship Guidelines

Guide to bench types, inscriptions, and locations.

### City of Fridley Memorial/Tribute Guidelines for Park System

#### Memorial/Tribute Bench Guidelines for Fridley Park System

The City of Fridley (City) Parks and Recreation Department has the following guidelines for management of personalized benches to be used within the City of Fridley Park System to memorialize or to pay tribute to a person or occasion:

1. Requests for a memorial/tribute bench will be submitted in writing to the Parks and Recreation Department through an official order form or online order form. Parks and Recreation staff will review orders and work with sponsors to select bench locations that are compatible with park maintenance and future improvements.
2. The donor may request bench installation in a specific park and may, in some cases, suggest a location within that park. Final placement of a bench is at the discretion of City of Fridley staff based on environmental conditions, utility locations and proximity of other bench amenities.
3. All costs related to a memorial/tribute bench purchase and installation must be paid in advance of bench purchase and installation of an inscribed plaque. **Bench sponsorship may be made for a new or existing bench and all sponsorships are \$2,500**
4. An inscribed recognition plaque, approximately 3" tall by 7" wide, will be affixed to the park bench. Plaques will be centered horizontally on the bench back with vertical alignment ensuring proper attachment. Typically, the inscription is limited to three lines of 18 characters per line.
5. Memorial/tribute benches will be installed by the City Parks Division staff and/or its contractor.
6. The City of Fridley will provide general monitoring of the condition of park benches, including those that have been sponsored with an attached plaque. Sponsored benches will be maintained to the same standards as other park system amenities.
7. The City is not responsible for damage to a bench or plaque due to vandalism, graffiti, accidents or weather. Reasonable accommodations will be made to repair or replace a bench or plaque at the City's expense for five years after a bench is sponsored. After five years, a donor may have the option to have the bench or plaque replaced if badly damaged or missing at the city's replacement cost for the bench or plaque at market rate.



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- 8. A sponsorship of a bench will be valid for 10 years after plaque installation. After this time, the City reserves the right to place a new sponsored bench in the same location. It will not be policy to replace a bench or actively seek new sponsors for a bench until the condition of the bench and/or plaque fall below minimum standards for a park amenity. A typical park bench life span is estimated at 20 years.
- 9. Benches will be placed in public park land and use of the benches are intended to be for the public. The donor or associated parties do not have preferential use of the bench for general use, gatherings, or ceremonies. Items, such as flowers, may not be placed and left at the bench.
- 10. The City of Fridley reserves the right to refuse inscriptions deemed to be offensive, inappropriate or of a divisive nature. Staff review of inscriptions shall be completed by the Parks and Recreation Director. The Fridley Parks and Recreation Commission shall review and approve/deny any inscriptions that staff deems reviewable. Denials of text submissions made by the Commission shall be final. Sponsors may have the opportunity to edit their submission if denied.
- 11. Examples of standard wording for memorial/tribute bench plaques include:

IN MEMORY OF JANE DOE 1940-2024	FONDLY REMEMBERING WIFE/MOM/GRANDMA JANE DOE	CELEBRATING 50th ANNIVERSARY JOHN AND JANE DOE	DEDICATED TO ALL NATURE ENTHUSIASTS
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- 12. Donations to Fridley Parks and Recreation for park bench sponsorship may be tax-deductible and the City of Fridley will provide a dated donation acknowledgment letter.
- 13. Bench and plaque type are subject to change. Current 2024 standards will be as shown or of similar style and quality:

Natural Resource Parks (Springbrook, Locke, Innsbruck, Meadowlands, Etc.)



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Neighborhood Parks (Ed Wilmes, Madsen, Skyline, Logan, Etc.)



Community Parks (Commons, Community, Moore Lake)



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