



## City of Tyler Parks & Recreation Department

### Memorial Bench Program

Memorial bench donations start at \$2500\*. This price includes the installation and materials as listed below in the Memorial Bench Program Policies. As prices and labor costs vary, there may be leftover funds from the donation. These funds will be put into the Parks Donation fund, which goes towards Parks improvements. Below is a sample of image of the plaque and bench to be installed.



*\* Due to high demand, the price on metal has risen in the past year. Because of this the price of both the benches and plaques has gone up. For updated pricing, please fill out the form above and we will get back with you on the current rate for a donated bench.*

#### **Memorial Bench Program Guidelines**

- The cost of the bench includes the bench, a 3" x 5" plaque, routing, installation and maintenance for ten years. It is understood that normal weathering of a bench may occur and shall be acceptable to the applicant. At ten-years, the applicant can contact the Parks Department about updating the plaque and/or bench, if desired.
- Additional planting, flowers or decorations to the memorial benches are not permitted.
- After the maintenance period has ended, the City of Tyler reserves the right to remove benches at their discretion.
- The Parks and Recreation Department will recommend the best location for the bench within the requested park, if space allows. If space is not available, a different location will be offered.
- The City of Tyler Parks and Recreation Department has final approval of verbiage on the memorial plaque.

If you would like more information about the Memorial Bench Program, please email [knipp@tylertexas.com](mailto:knipp@tylertexas.com) or contact us at (903) 531-1370 or (903) 531-1371.

## DONOR INFORMATION

**Donor Name:** \_\_\_\_\_

**Donor Phone:** \_\_\_\_\_

**Donor Address:** \_\_\_\_\_

**Donor Email:** \_\_\_\_\_

## BENCH INFORMATION

**In Memory of:** \_\_\_\_\_

**Plaque Inscription:** \_\_\_\_\_

**Park:** \_\_\_\_\_

**Location in Park:** \_\_\_\_\_

I, \_\_\_\_\_ (*printed name*), hereby certify that all information contained in the application is true and correct. I further acknowledge, by my signature below, that I have received a copy of the Memorial Bench Program paperwork and agree to all current guidelines.

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Donor's Signature

Date

## APPROVAL

1. Has location been viewed and approved by Donor & Parks Staff Member? \_\_\_\_\_ Yes \_\_\_\_\_ No
2. Has plaque inscription been reviewed and approved by Donor? \_\_\_\_\_ Yes \_\_\_\_\_ No
3. Upon Approval, by the Director of Parks and Recreation, the Donor agrees to pay the following which includes all items listed in the Memorial Bench Program Guidelines.

Total Donation Amount: \_\_\_\_\_ Paid: \_\_\_\_\_ CK # \_\_\_\_\_ / MO# \_\_\_\_\_

APPROVED:

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Director, Parks & Recreation

Date

Parks Staff Member

Date