

## CITY OF VACAVILLE

# Memorial Bench Dedication Policy and Program

*Give a gift that will honor a loved one...with a memorial bench.*



### GENERAL INFORMATION AND POLICY

The City of Vacaville Memorial Bench Dedication program provides the opportunity for members of the community to honor their loved one, while also enhancing the beauty and utility of City parks and open space. In order to allow for a coordinated and consistent program for soliciting and recognizing contributions, the City has established the following policy and procedures.

Please read the Memorial Bench Dedication Policy below before completing the attached application.

- 1. Memorial Bench Review:** Memorial Bench Dedication Program applications will be received and screened by the Public Works Maintenance Division, and if accepted, will be forwarded for review by the Parks and Recreation Commission.
- 2. Memorial Bench and Plaque specifications:** Your donated memorial bench will consist of the City's current standard green, metal, six foot long, slated park bench (DuMor Site Furnishings model 58-60).
- 3. Bench/Plaque Replacement:** Memorial benches have an expected life of 20 years. The memorial bench and or plaque may require replacement either before, upon or after reaching its 20-year life expectancy. If the donated bench or plaque needs to be replaced, the City will attempt to contact the donor to see if they wish to pay the replacement cost. The site of the memorial bench and or plaque may be made available for another donor if the original donor is unavailable, or if they do not wish to pay for the replacement.
- 4. Location:** Applicants may request a specific bench location, but the City will make the final determination based upon various factors including number of benches at requested location, accessibility, maintenance impacts, etc.  
***\*Please Note: No new memorial bench dedication applications are being accepted for Alamo Creek Park or Town Square Plaza.***
- 5. Plaque:** A maximum of 3 lines of text and 30 characters per line is permitted on bench-mounted plaques. The font type and size shall be **GT-Plaques Times New Roman, .312" (5/16")**. Any proposed message content not deemed to be appropriate for public display will not be authorized by the City. No logos of any kind are permitted on plaques. Spelling is the sole responsibility of the applicant. Applicant is financially responsible for any plaque re-engraving that deviates from this policy.
- 6. Memorial Bench Relocation:** The City retains the right to relocate a donated memorial bench and plaque at any time. If a bench needs to be relocated, the City will attempt to contact the donor to discuss alternative locations; the City will make the final determination.

*If you have any questions regarding the program, please call the Public Works Department,  
Park Maintenance at (707) 469-6500.*

All applications are reviewed for appropriateness and subject to approval. Please type or print legibly.

**1. Applicant Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Email \_\_\_\_\_

**2. Memorial Bench Donation Cost**

Memorial Bench \$5,100.00 (includes bench, concrete foundation, bench and plaque installation)

**3. Desired Location Information** (Describe the desired location for your donated memorial bench) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**4. Plaque:** City approved 2’x10” bronze memorial plaque insert may be purchased at:

**Eagle Eye Engraving, 400 Elizabeth Street, Vacaville, CA. 95688 (707) 447-4774.**

**IMPORTANT! Plaque shall meet criteria as detailed in Section 5 of this Memorial Bench Dedication Policy.**

Eagle Eye Engraving proof must be submitted to Park Manager for approval prior to production or installation.

**5. Payment:** Complete funding for the donation must be processed before the commencement of any work. Accepted forms of payment are cash or check.

**6. Please return this form and your payment to:**

City of Vacaville  
Public Works Department, Park Maintenance  
1001 Allison Drive  
Vacaville, CA 95687

**7. I have read, fully understand, and agree to abide by the Memorial Bench Dedication Program Policy (on reverse)**

My signature below indicates that I have read this document in its entirety, and understand and agree that:

- A. The City of Vacaville makes all final decisions, including but not limited to availability, bench location and bench style. All language used on memorial plaques is subject to approval.
- B. All donated items are the property of the City of Vacaville and will be maintained according to the Memorial Bench Dedication Policy.

Signature of Donor \_\_\_\_\_ Date: \_\_\_\_\_

***For office use only (revised 6/2022)***

Commission Presentation Date: \_\_\_\_\_ Bench Location: \_\_\_\_\_  
Bench # \_\_\_\_\_ Activation Date \_\_\_\_\_ 20 Year Expiration Date \_\_\_\_\_  
Park Supervisor Name \_\_\_\_\_ Date: \_\_\_\_\_