



## **Park Bench Donation Policy**

This policy has been established to ensure that appropriate oversight is provided in preserving our Town parks. To protect park resources, values, and the park visitor experience, bench donations shall fully respect the Park Bench Donation Plan, as well as the priorities, purpose, and integrity of the Town parks. Park bench donations shall contribute to the park visitor experience and preserve the visual character of the park setting.

### **Types of Bench Donations:**

Benches are constructed to require little maintenance and generally fit the style and development of the Mancos parks. The benches are intended to accept a small plaque identifying an individual honoree or a family. The Town of Mancos Park Bench Donation Form must be completed.

### **Criteria for a Memorial Bench:**

Only individuals or families may be honored with a memorial bench. Organizations and groups will not be considered.

### **Term:**

All memorial benches and their improvements are the property of the Town of Mancos. The donation term for a bench and/or a plaque is the useful life of the bench. At the end of the donation term, the Town may remove the bench and if available, offer the original donor an opportunity to replace the bench and plaque. The family may request to have the original plaque returned to them by contacting:

Town of Mancos  
Attn: Parks and Recreation  
P.O. Box 487  
Mancos, CO 81328  
970-533-7725

To the extent practicable, a postcard may be sent to the Donor at the end of the donation term to ascertain whether the donor would like the plaque returned. If in acceptable condition, the Town may extend the term of the donation.

### **Site:**

The Town staff will accept requests for park bench installation locations but will have the ultimate authority to approve, move, remove any benches donated to the Town. Some sites may be deemed inappropriate for memorial benches.

**Bench Style:**

Once the donation has been received and approved, the Town will purchase, provide, and install the bench, which will be of a style consistent with the Mancos parks system, as determined by staff. All benches will meet the standards of the Town for design, durability, and construction and will be similar.

**Bench Plaque:**

The donor will receive information regarding obtaining the memorial plaque. The Town will procure and install a small metal plaque on a Memorial Bench to honor the individual or family memorialized. The plaque size, font, and design specifications as well as approval of the message, will be at the discretion of the Town Administrator or his/her designee. The plaque will be approximately 3” x 5”. The plaque will be securely inset or surface-mounted onto the seat back of the bench by the Town. A marker that reads “Donated by a Friend of Mancos” will identify benches donated anonymously. Plaques will be ordered and paid for through approved vendors.

**Installation of Bench:**

The Town shall be responsible for bench installation.

**Longevity of Bench:**

Park benches in outdoor settings have a reasonable life span of about 10 years. The Town will provide for normal maintenance and repair of the bench during its useful life. If bench removal is required, due to deterioration or severe vandalism, the Town is not responsible for replacement of the bench. The plaque will either be installed on another bench or returned to the Donor. Additionally, the Town reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting.

**Cost of the Bench:**

The Donor is responsible for all costs associated with the bench donation. The donation amount includes the cost of the bench (inclusive of tax and shipping), the cost of installation, and the cost to have the plaque produced (established and paid directly to the vendor). The initial cost estimates (subject to change without notice) are as follows:

Bench and installation: \$2,500 (includes mounting brackets)  
Plaque: \$75

The Town is not seeking revenue from the sale and installation of memorial benches but rather to be made whole from the actual costs of procurement and installation. Costs in excess of the estimates provided will be the responsibility of the donor. All costs of the bench and installation must be paid before installation occurs.

**Acceptance of the Donation:**

The Town Administrator or his/her designee must approve the donation and plaque.

**Approval Process:**

The Town Administrator or his/her designee has the responsibility to review park bench donation applications and the authority to deny those that it determines would be inappropriate and/or that would predictably attract vandalism. Decisions by the Town Administrator to deny a bench donation application may be appealed to the Mancos Town Board. Memorial bench donation requests will be processed in the order received.



PO Box 487 | 117 N Main Street  
 Mancos, CO 81328  
 970-533-7725

Memorial benches have become an increasingly popular way to remember and pay tribute to loved ones. Because of this popularity, the Town of Mancos has developed a Memorial Bench program that includes a standard approved bench and memorial plaque. The criterion for the bench and the plaque is based on design standards, function, aesthetics and maintenance. Town Staff will order and install the plaque based on the submitted information below. The cost to add a plaque to an existing bench is \$75; the cost to purchase and install a bench with a plaque is \$2,500. Payment must be received in full before materials are ordered. Every effort will be made to honor the location request, but the Town of Mancos reserves the right to place the bench and/or plaque at its discretion. Once the plaque and/or bench is installed, the applicant will be notified.

Applicant Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Requested Memorial Bench Location: \_\_\_\_\_

Memorial for: \_\_\_\_\_

The Memorial Plaque is three lines, with a maximum character count of 20 per line. The font and font size are standard and cannot be changed.

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

For Office Use Only	Staff Signature
Date Application/Payment Received:	
Location Selected (Park & Site):	
Date Installation Complete	
Approved by Town Administrator	