

City of Dayton



Memorial Bench Program

Bench Policy on Donations and Locations of Dayton Memorial Benches

Description

The City of Dayton desires to promote the placement of memorial benches in parks and elsewhere on public property within the City at strategic locations to allow citizens a place to sit and enjoy the immediate surroundings of where the bench is located while allowing friends and families to recognized loved ones. The City will partner with citizens, who will pay the cost to manufacture and ship benches and plaques to the City, which will install them on public property. The City will coordinate this effort and track the status and conditions of donated benches in the City of Dayton over time. In addition, the City would like to extend the reach of these donated benches by creating a written policy that to serve as guidelines for applying for these memorial benches as well as establishing ground rules and standards for these benches in the City of Dayton.

I. Responsibility

- 1.) The City Administrator or his/her designee shall be the point of contact at the City of Dayton to manage the placement of benches within the City.
- 2.) The City shall create a document tracking donations, available locations for benches, current bench locations, and a waitlist for benches, if any, as part of the organization and management efforts regarding where benches are to be located in the City.

II. Policy

- 1.) A person or entity (“donor” or “purchaser”) may request a bench be located in the City to honor a family member, friend, or other person, and the donor shall submit an application to the City and a pay for the bench before the City will initiate the process to acquire the bench.
- 2.) The cost of the bench and plaque shall be paid for by the donor of the bench and plaque. Creation of the bench plaque is the sole responsibility of the donor subject to approval by the City. The plaque purchased for the bench must be manufactured to a size that fits into the space on the bench provided for this purpose.
- 3.) The City shall be responsible for ordering and receiving the bench and plaque prior to installation.
- 4.) The City shall be responsible for creating a clearing space and constructing a platform for the bench, if necessary.

III. Bench Selection

- 1.) The City shall determine the style and specifications of a bench to be installed on public property in the City.
- 2.) The person or entity purchasing the bench may request a placement location for the bench, but the City shall have the ultimate decision about where the bench will be located in the City.
- 3.) The City has the right to reject suggestions by donors.
- 4.) The City will attempt to place benches at strategic locations in the City so that benches are located at places where patrons can enjoy them while avoiding a proliferation of numerous benches in the same areas.

IV. Language on Plaques

- 1.) Plaques, including wording on plaques, which are to be installed on the bench, must be approved by the City before they are ordered from the manufacturer.
- 2.) The language on plaques shall be limited to the names of persons being honored along with a brief description about why the person is being honored. There shall be no profanity or inappropriate written expressions on the plaques and wording must be respectful and family friendly.