



# TOWN OF ST. JOHN PARKS & RECREATION

## *Memorial Bench Guidelines*

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The Town of St. John Parks and Recreation Department Memorial Bench Program is a meaningful and distinctive way to pay tribute to a deceased loved one, to honor someone you respect, say thanks to a person or group, or to commemorate life events. A memorial bench is a gift that will be enjoyed by community members and park visitors and be a constant remembrance of the reason it was given. The program will involve the placing of benches in specified areas within the Town of St. John parks system. The following information is intended to clarify the terms, conditions and requirements for the program.

**DONATION:** Memorial benches will be installed for a donation of **\$1,500.00**. The donation includes the bench, bronze plaque, and supplies for installation.

**SITE SELECTION:** The parks department will work with the applicant to find a mutually agreeable location. Alternate locations may be suggested due to landscaping, terrain and space. The parks department reserves the right to select the final location.

**BENCH:** The benches are 6' and constructed of recycled plastic material. The benches will be mounted onto a hard surface.

**PLAQUE:** The plaques are 8" x 2" heavy cast bronze with up to 3 lines of text available. The plaques will be mounted directly to the backrest of the bench.

**INSTALLATION:** Once a location has been agreed upon and payment has been received, the parks department will order materials necessary to complete the project. Lead times will vary depending on the time of the year and supplier inventory. After the bench is placed, the donor will receive a certificate with the location.

**INVENTORY:** The parks department shall maintain an inventory, date and listing of all existing memorial benches and plaques that have been installed.

**TERMS:** All donated items become the property of the Town of St. John Parks and Recreation Department and will be maintained according to department policies and procedures. The parks department reserves the right to relocate a memorial bench at any time if necessary and will make every effort to contact the sponsor to find an updated location.



# TOWN OF ST. JOHN PARKS & RECREATION

## *Memorial Bench Application*

### APPLICANT INFORMATION

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### PLAQUE TEXT

First Line:     In Memory of     In Honor of     Dedicated to     Other \_\_\_\_\_

Second Line (Honoree's Name): \_\_\_\_\_

Third Line: \_\_\_\_\_

### LOCATION REQUEST

Park Name/Preferred Location: \_\_\_\_\_

### TERMS

By signing this form, I understand that the requests made are subject to approval by the Town of St. John Parks and Recreation Department. I also understand that the bench is a donation to the Town of St. John Parks and Recreation Department and will be maintained according to department policies and procedures.

Applicant Name (Print): \_\_\_\_\_

Applicant Name (Signature): \_\_\_\_\_

Date: \_\_\_\_\_

### PAYMENT INFORMATION

- The donation amount per bench is **\$1,500.00**. Checks can be made payable to the Town of St. John (Fund 2509317).
- Forms are accepted by mail or dropped off to the St. John Town Hall Clerk Treasurer Office, 10955 W. 93<sup>rd</sup> Ave., St. John, IN 46373

**For more information, please contact the Town of St. John Parks & Recreation Department at 219-365-6236 or email [parks@stjohnin.com](mailto:parks@stjohnin.com).**