

Guidelines:

The Tucson Parks and Recreation department (TPRD) will attempt to accommodate the wishes of applicants in relation to the selection of a memorial bench location. However, consideration must be given to the ambiance and management plan for a particular park. The final decision will be at the sole discretion of TPRD Administration. Because placement of each memorial bench and park is a unique situation, the process to install a memorial bench may take longer than expected, potentially up to 6 months.

All proposals will be evaluated by Tucson Parks and Recreation staff according to the following criteria:

- An assessment of the number of other memorial benches in the vicinity of the requested location
- Placement of the memorial bench must be compatible with existing development plans for the park, golf course, or center.
- The bench shall not interfere with any irrigation
- Location must pass Blue Stake.

Any special services to recognize installation of the memorial bench will be the responsibility of the donor. Call 520-791-4873, option 3 to inquire if a special event permit will be required.

Procedure

Donor will submit a [Bench Request Form](#). TPRD staff will review the request and follow the procedure outlined in department policy 5.1-02 Donations and Memorials.

Bench Types

Tucson Parks and Recreation has existing bench options that will be used. Donors cannot have an external vendor supply a bench or choose the style to be installed outside of what is offered. Bench selection is at the sole discretion of Tucson Parks and Recreation.

Plaque

Donor will submit potential wording for the plaque to TPRD who will work with the donor to ensure the wording is acceptable for approval.

Cost

The cost for bench is based on actual cost of the bench, installation, and basic maintenance. A plaque is included with each bench. The cost to the customer is based on the time of purchase and is available on the parks and recreation website for [donations and memorials](#). The cost of the benches are subject to change based on market cost and will be reviewed and adjusted periodically.

Maintenance

Tucson Parks and Recreation agrees to provide routine maintenance of the memorial bench and its immediate surroundings for the lifetime of the bench.

General maintenance of the bench will include:

- Graffiti removal and pressure washing as needed.
- Grounds maintenance to include removal of litter in the immediate vicinity of the bench.

Replacement

Tucson Parks and Recreation will replace memorial benches damaged beyond repair up to 7 years after installation. After 7 years, Tucson Parks and Recreation reserves the right to remove any damaged memorial bench if it is determined to be in an unsafe condition. Bench and plaque replacement will be at the donor's expense following the 7 year time frame.

Tucson Parks and Recreation will contact the donor if their bench must be removed due to damage, unsafe condition, or other extenuating circumstances. The original bench donor will have the right of first refusal and be given the option to purchase a replacement bench in the same location at the cost of benches when they are contacted.

Tucson Parks and Recreation reserves the right to relocate or permanently remove a bench due to construction.

Plaque Only Purchase

In some cases, a person may opt to purchase a plaque for an existing bench. The cost of this option is available on the Donations and Memorials website. In this instance, Tucson Parks and Recreation will replace the plaque if it is damaged beyond repair up to 5 years after installation. After 5 years, Tucson Parks and Recreation reserves the right to remove any damaged plaque if it is determined to be in an unsafe condition. Plaque replacement will be at the donor's expense following the 5-year time frame.

Tucson Parks and Recreation will contact the donor if their plaque must be removed due to damage, unsafe condition, or other extenuating circumstances. If the bench is damaged beyond repair, Tucson Parks and Recreation will determine if a replacement bench will be purchased. In this case, if prior to the 5-year mark, Parks and Recreation will replace the plaque with a new one. If beyond the 5-year mark, the donor will have the option to purchase a new plaque. If it is determined that a new bench will not be placed in the same location, Parks and Recreation will attempt to preserve the plaque and return it to the family or work with the family to find a new location.

Note: For the safety of all park users, and for ease of maintenance, placing memorial materials in parks or adorning memorial benches and trees with additional items is prohibited. Park staff will remove and discard any mementos and keepsakes found in parks.

Acknowledgement *

I have read the policy and agree to the guidelines and procedures as detailed.

Donor Name *

Date *

Donor Signature *

