



Boulder Parks & Recreation

Parks and Recreation Department Bench Stewardship Program

(Revised July 2016)

The Parks and Recreation Bench Stewardship Program allows community members to make a donation to the department for the purchase, replacement, or refurbishment and maintenance of a park bench. The bench stewardship donation includes a plaque commemorating a person for the life of the bench. This program is a way to honor a loved one while supporting the ongoing maintenance of Boulder's park system.

Process and Procedure:

1. Contact the Parks and Recreation Department to go over the details of the program to determine if the program fits your need.
2. Determine the final location with the department representative.
3. Submit the signed and completed application form with a donation made out to the City of Boulder Parks and Recreation Department.
4. After the donation is received, the bench location will be reserved for you.
5. All orders will be placed by the last day of September. Once the bench is ordered, a final proof of the plaque text will be sent to you for approval.
6. All benches will be installed in the requested location in March of the following year.
7. The applicant will be notified of bench installation upon completion.

Details of the Program:

- Benches are ordered and installed once per year. Orders placed in September will be installed by the end of March the following year
- The style and size of the plaque is pre-determined based on the corresponding bench style common to the park location.
 - Stewardship benches commonly accommodate a 2" x 10" inch zinc plaque, allowing up to 70 characters.
 - No advertising is allowed on the plaque; however, a business may be mentioned in terms of a connection of person to that business: "For John – Founder of Smith's Store". The business will need to align with the department's mission of environmental and social sustainability. The department has the right to deny placing the name of a business on the plaque. For example, businesses promoting tobacco, marijuana, alcohol or other behaviors that conflict with the department's mission will not be approved.
- All plaque language will be reviewed by three staff members. Final approval of plaque language will be made by the Parks and Recreation Department Director.
- Benches are available to commemorate events or people who are alive or deceased.
- Bench location requests are reviewed and will be approved by city staff.
- Benches remain property of the City of Boulder.

Stewardship Terms and Costs:

- The Bench Stewardship Donation includes the bench, plaque, installation and maintenance for the life of the bench (approximately 10-15 years). The stewardship may



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be renewed upon receipt of an additional stewardship donation. The life of the bench will vary based upon its location, exposure to the elements and level of use.

- The applicant may renew the agreement by contacting the department prior to the end of the stewardship term. If the agreement is not renewed prior to the expiration of the term, staff may remove the plaque and the bench location will once again be available for a new stewardship agreement. Staff will attempt to get in touch with the original donor.
- In the case of unforeseen circumstances, the city cannot guarantee that the original intention of this agreement can be upheld. For example, if the Pearl Street Mall became a street again, the benches would have to be removed. If the location of the bench is scheduled for a change of use, benches would be permanently removed and the donor will be notified.
- Major park renovations may alter the exact location of the stewardship bench, The bench location will remain within the original park site until the end of the stewardship term. Staff will make their best effort to maintain the original intent of the bench location.



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Application

Date: _____

Name: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

E-mail: _____

Preferred method of communication:

Plaque Inscription (3 line limit with a maximum of 70 total characters):

Desired Location (final location to be determined after site evaluation):

I have read and understand page 1 and 2 of the bench stewardship program.

Signature Required: _____