

Spring Lakes Park, A General Partnership
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Memorial and Recognition Bench Guidelines

When a request is submitted the Park Manager and a member of the Landscape Committee will meet to discuss the memorial/recognition request or suggestion. We will work with the requestor to determine the location of the bench based on preferences and the needs of the park.

A plaque may be installed on the bench. Engraving and placement of the plaque will be part of the ordering and installation process. The park will handle the ordering and installation. The requestor will be responsible for replacing the plaque if it is damaged or vandalized. The park will make every reasonable effort to maintain benches; however, we will not be responsible for acts of nature, damage, or vandalism to the memorial benches.

Steps

1. Park Manager and a member of the Landscape Committee will gather all pertinent information and present to the MC for approval. The MC will also approve cost.
2. Park manager will work on the order with the family and on the installation with Maintenance.

The park will handle the ordering and the installation of the plaque and bench to maintain the consistency of the type of bench and location. Park Maintenance will handle the installation and that cost is negotiable. Requestor will provide payment to the Park to cover the cost of bench, plaque, and installation.

3. The park will review and determine the appropriate number of benches and locations in the park after each installation to preserve the park landscaping.