

LaGrange County Department of Parks and Recreation Memorial Bench Policy

Policy Statement: The LaGrange County Department of Parks and Recreation (LCDPR) has established this policy in order to provide an opportunity for individuals, families and organizations to honor the memory of a loved one through the placement of benches for the entire community to use and enjoy. Donors may also make donations for general park or trail purposes of any denomination to fund park improvements and future maintenance on an as needed basis.

For a \$1,000 donation, the LCDPR staff will purchase and install a bench with a plaque.

General Policy Guidelines

- LCDPR will retain final approval of a requested bench.
- When determining the approval of a memorial, LCDPR will retain final approval of its location with consideration to the proximity of other memorials, safety, maintenance and existing landscaping.
- The purchase and dedication of any and all memorials will be funded by private individuals or groups.
- Memorials representing commercial advertising will not be permitted.
- All payment for the purchase of a bench must be made prior to ordering and installation of the memorial.
- Only benches chosen and purchased by LCDPR staff will be permitted.
- All memorials will be installed by LCDPR maintenance employees.
- Donated benches and their associated plaque, become LCDPR property. Accordingly, the LCDPR has the duty to maintain the donation only for the expected life cycle of the donation. If current information is on file, the Parks Department will attempt to inform the donor and give them the opportunity to donate for the replacement of the bench. It is the responsibility of the donor to provide the LCDPR with a current address for purposes of notification regarding their donation.
- LCDPR will not be responsible for the replacement of any memorial. The purchaser of the memorial releases LCDPR of all responsibility for replacement of a memorial and assumes full responsibility for the cost of replacement, if necessary or desired by the donor.
- LCDPR, at its own discretion, may limit the total number of any type of benches on its properties.
- LCDPR reserves the right to remove any benches that have been damaged or in the determination of the park staff as being beyond repair.
- A registry of all donations will be maintained by LCDPR at its administrative office at Dallas Lake Park.

