

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 an outstanding achievement or 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

- 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.
- LCDPR will retain final approval of a requested bench and its location. When determining the approval of a memorial, LCDPR will consider proximity to other memorials, safety, maintenance and existing landscaping.
- 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.





LaGrange County Parks Memorial Bench Application

Please fill out this application and mail or email to LaGrange County Parks. **Do not** send money until we have notified you that your application has been approved. Unspecified donations that provide general support to our parks and trails can also be mailed to the address below along with the completed application form. Credit card payments are accepted.

[] I have reviewed the memorial policy and agree to its terms: _____
(sign)

Date _____

Name _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Mobile Phone _____

Email address _____

Please check: Bench Unspecified donation

Location preferred _____

Plaque information

The inscription may be up to three lines with 22 spaces per line. Punctuation marks and spaces between words count as spaces. Please fill the blanks below with your desired inscription.

Please mail this form to:

LaGrange County Parks

0505 W 700 S

Wolcottville, IN 46795

or email it to:

parcs@lagrangecounty.org

After you are notified of approval you may mail a check made out to "LaGrange County Parks" to the address listed above or pay online (2.5% fee) at:

<https://pay.paygov.us/EndUser/PaymentAgency.aspx?ttid=11039>

Cost of bench + plaque is \$1,000.

-----For Office Use Only-----

Approved by: _____ Date _____

Authorized signature